

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
JUNE 7, 2016
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BOARD MEMBERS PRESENT: Shelley Nakasone, President
Irene Tsao, V. President
Sheri Snyder, Treasurer
Sioux Van Foecken, Member at Large

BOARD MEMBER ABSENT: Doug Thornburg, Secretary

MANAGEMENT REPRESENTATIVE: Bryn Kirkpatrick, CMCA
Keystone Pacific Property Management, Inc.

EXECUTIVE SESSION SUMMARY – MAY 3, 2016

- Approval of the April 5, 2016 Executive Session Meeting Minutes.
- Delinquent Account.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:35 P.M. at the Windwood Forest Community Pool.

II. PROOF OF NOTICE OF MEETING

Proof of Notice was recorded by Management on behalf of the Board of Directors.

III. HOMEOWNER FORUM

Multiple homeowners came to share their concerns about the proposed Rules and Regulations and the parking vendor.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: Motion carried 4/0.

- A. **May 3, 2016 General Session Meeting Minutes and Architectural Report 04/27/16-05/25/16 – RESOLVED**, to ratify the action taken and approve the May 3, 2016 General Session Meeting Minutes and Architectural Report 04/27/16-05/25/16 as submitted by Management.
- B. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved Antis Roofing & Waterproofing, for shingle removal and replacement at 2420 S. Laurelwood, for a cost of \$500.00.
- C. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the April 30, 2016 financial statement as submitted.

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V. UNFINISHED BUSINESS

- A. **Vendor Update – The Board discussed the following vendor related matters:**
- The Board instructed Management to inform OC Patrol to take pictures of the end of the alleys for the next month.
 - The Board would like Blue Balance to submit monthly maintenance reports.
 - Fire A2Z did not replace the fire extinguisher cover.
 - CLS needs to be more attentive of the rose bush trimming.
- B. **FHA Approval –** This item was postponed until the July meeting.

VI. NEW BUSINESS

- A. **Community Updates -** The Board discussed the following community related matters:
- Commercial Landscape Services was approved to remove three dead alder trees, one eucalyptus tree that is damaging the perimeter block wall, and to install additional bougainvillea near 2424 S. Laurelwood, for a cost of \$2,215.00.
- B. **Annual Meeting and Election of the Board of Directors –**
- a. Establishment of the Record Date – A motion was made, seconded and carried to establish June 14, 2016 as the record date for the August 2, 2016 Annual meeting and Election of the Board of Directors. Motion carried 4/0.
 - b. Appointment of Inspection of Election and Ballot Custodian – A motion was made, seconded and carried to appoint a representative from Keystone Pacific Property Management, Inc. to serve as Inspector of Election and Ballot Custodian for the 2016 Election of the Board of Directors. Motion carried 4/0.
- C. **Pool Security –** No motion made. No action taken.
- D. **Southern California Coatings, Inc. – 2428 S. Laurelwood Deck Proposal –** A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc., to repair the deck and stairs at 2428 S. Laurelwood, for a cost of \$8,570.00. Motion carried 4/0.
- E. **A2Z Plumbing Services – 2503 S. Laurelwood Water Lines Proposal –** A motion was made, seconded and carried to approve A2Z Plumbing Services, to replace four water mains at 2503 S. Laurelwood, for a cost of \$3,987.00. Motion carried 4/0.

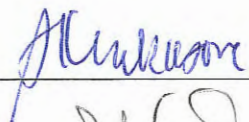
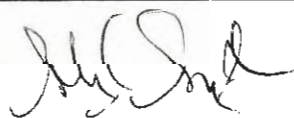
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- F. **Southern California Coatings, Inc. – 2512 S. Laurelwood Deck Proposal** – This item was postponed until the July meeting.
- G. **Southern California Coatings, Inc. – 2520 S. Laurelwood Deck Proposal** – This item was postponed until the July meeting.
- H. **Southern California Coatings, Inc. – 2719 W. Northwood Deck Proposal** – This item was postponed until the July meeting.
- I. **Blue Balance Pool and Janitorial Service, Inc. – Mastic Replacement Proposal** – A motion was made, seconded and carried to approve the proposal from Blue Balance Pool and Janitorial Service, Inc., to replace the mastic around the pool, spa, and wade area, for a cost of \$1,782.78. Motion carried 4/0.
- J. **Homeowner Request – Garage Repair Reimbursement** – This item was postponed until the July meeting.
- K. **Homeowner Request – Water Bill Reimbursement** – A motion was made, seconded and carried to reimburse the homeowner of 2704 W. Meadowwood for her water bill, in the amount of \$36.00. Motion carried 4/0.
- L. **Perimeter Blockwall Repair Proposals** – This item was postponed until the July meeting.
- M. **Termite Wood Work Proposals** – A motion was made, seconded and carried to approve Angelo Termite & Construction to perform the wood work repairs needed due to termite damage to each building, for \$282,600.00. Angelo Termite & Construction was also approved to perform Termite & Fungus Treatments to the inaccessible areas requiring further inspection, at no additional cost. Motion carried 4/0.
- N. **Community Building Painting Proposals** – This item was postponed until the July meeting.
- O. **Next Meeting Date** – The next meeting is scheduled for July 12, 2016 at 6:30 P.M.

VII. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 9:12 P.M.

ACCEPTED: _____

DATE: _____

7-12-16