

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JUNE 6, 2017  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone, President  
Irene Tsao, Vice President  
Sheri Snyder, Treasurer  
Reyes Vazquez, Member at Large

**BOARD MEMBERS ABSENT:** Doug Thornburg, Secretary

**MANAGEMENT REPRESENTATIVE:** Elizabeth Reed, Community Association Mgr.  
Keystone Pacific Property Management, LLC

**ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – MAY 10, 2017**

- Approval of the April 4, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- Homeowner Request
- Homeowner Hearing

**GENERAL SESSION**

**CALL TO ORDER** – The meeting was called to order by Board President, Shelley Nakasone, at 6:36 P.M. at the Windwood Forest Community Pool.

**I. HOMEOWNER FORUM**

Eight (8) homeowners were in attendance to discuss the recent street repairs, the irrigation system, street lights, wading pool, patrol service, fireworks, key fobs, and attic fans along with other community concerns.

**II. CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: 3/0 (Sheri Snyder Abstain)

**A. May 10, 2017 General Session Meeting Minutes and Architectural Report 04/01/17-05/30/17 – RESOLVED**, to approve the May 10, 2017 General Session Meeting Minutes and Architectural Report 04/01/17 – 05/30/17 as submitted by Management.

**B. Financial Statement – RESOLVED**, to accept the April Variance Report and the April 30, 2017 financial statement as submitted.

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- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
1. Approved the proposal from Southern California Coatings, Inc. to repair the dryer vent at 2711 W Northwood, in the amount of \$1,785.00.

**III. UNFINISHED BUSINESS**

- A. **Vendor Update** – The Board discussed the following vendor related matters:
- Jared Lee from OC Patrol was in attendance to discuss the safelist process, recent tow activity and the various patrol reports. The Board would like to receive the Tow Reports as they occur and receive other reports bi-monthly.
  - Gregg Traum from Angelo Termite and Construction was in attendance to discuss the schedule for wood replacement and the wood replacement matrix. He will post notices for each building having repairs completed. The Board requested information pertaining to signs of termite infestation to share with homeowners.
  - Commercial Landscaping Services is to trim bushes back away from fences in order to deter rodent activity.
  - Commercial Landscaping Services to provide information on the winter and summer watering cycles for the landscaping.
  - Ben's Asphalt is to be painting the red curbs to code as part of the striping process after the seal coat has been applied.
- B. **Community Updates** – The Executive Committee will review the Newsletter monthly. The Board requested that the following items be added to the July newsletter:
- Add the Dog Walkers as this month's , "I Spy a Good Neighbor"
  - Hazardous materials may not be put into the trash enclosure
  - Firework Rules
  - Safety with children playing during the summer months
  - Rule of the Month to be Dogs as it pertains to nuisance.
  - Special Dates for the Month
  - DIY or Tips of the Month

**IV. NEW BUSINESS**

- A. **Investment CD Maturation** – A motion was made, seconded and carried to roll over the MS CD maturing in the amount of \$50,000.00, plus any interest earned, on 07/03/17 for a term of 3 months. **4/0**

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- B. Bens Asphalt Backstop Proposal** – A motion was made, seconded and carried to approve the proposal submitted, in the amount of \$875.00, for the installation of twenty-five (25) new 4 foot wheel stops. This item will be expensed from Reserves, Streets and Drives line item 3135, which had a balance of \$157,574.72, as of 4/30/17. **4/0**
- C. Community Signage Proposals** – A motion was made, seconded and carried to approve the proposal from Right of Way, Inc. in the amount of \$189.21 to install six (6) 12x18 inch “Parking Permit” signs and two (2) “Swim at Risk” signs. This item will be expensed from Reserves, Signs line item 3240, which had a balance of \$3,765.00 as of 4/30/17. **4/0**
- A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc. in the amount of \$150.00 to install six (6) signs. This item will be expensed from Reserves, Signs line item 3240, which had a balance of \$3,765.00 as of 4/30/17. **4/0**
- D. Architectural Application Process** – The Board would like Keystone Pacific Property Management, LLC. Architectural Desk to mail all architectural applications, when received, to the Executive Committee with a return envelope.
- E. Basketball Backboard** – The Board reviewed and discussed the past proposal from Southern California Coatings to replace the bracket for the Northern Basketball Backboard as well as previous correspondence on the backboard replacement. This item has been tabled pending more information provided by Management.
- F. Board Code of Conduct** – The Board reviewed the Board Code of Conduct, revised by general counsel, Karen Kannen, as well as a copy of the Bylaw amendment. The Board has directed Management to send the revisions to the Executive Committee, once completed.
- G. Southern California Coatings, Inc.** – A motion was made, seconded and carried to approve the proposal submitted by Southern California Coatings, Inc., for the removal of multiple satellite dishes and repair the roof and fascia boards, in the amount of \$765.00. This item will be expensed from Operating, Common Area Maintenance line item 7614, which had a balance of \$1,696.50 as of 4/30/17. **4/0**
- H. Vendors Point of Contact** – The Board reviewed and discussed the updated Vendor Points of Contact for the Board. No action taken.

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V. **ADJOURNMENT**

The Board adjourned the General Session at 8:43 P.M. to open Executive Session.

VI. **CALL TO ORDER** – The meeting was called to order by Board President, Shelley Nakasone, at 8:50 P.M. at the Windwood Forest Community Pool.

VII. **NEW BUSINESS CONTINUED**

I. **Homeowner Requests –**

1. **2707 W Meadowwood/Snyder** – A motion was made, seconded and carried to approve reimbursing the Homeowner of 2707 W Meadowwood for garage repairs, due to a broken cable, in the amount of \$395.01. **3/0** (Sheri Snyder Abstain)

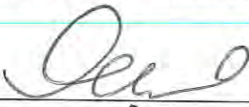

J. **Accord Construction** – A motion was made, seconded and carried to approve the contracts submitted by Accord Construction, for construction management of the wood restoration, plumbing and painting projects for the Windwood Forest Homeowners Association. **4/0**

K. **Next Meeting Date** – The next meeting is scheduled for July 11, 2017 at 6:30 P.M.

VIII. **ADJOURNMENT**

There being no further General Session business to discuss, the meeting was adjourned at 9:23 P.M.

ACCEPTED: \_\_\_\_\_

DATE: \_\_\_\_\_

