

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
AUGUST 1, 2017  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone, President  
Irene Tsao, Vice President  
Sheri Snyder, Treasurer

**BOARD MEMBERS ABSENT:** Doug Thornburg, Secretary  
Sioux Van Foecken, Member at Large

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

**ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – JULY 11, 2017**

- Approval of the June 6, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- 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**

Fourteen (14) homeowners were in attendance to discuss the recent street repairs, the inconsistent patrol service, landscaping concerns, safety, and approval of recent sidewalk repairs 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

- A. July 11, 2017 General Session Meeting Minutes and Architectural Report 06/01/17-07/24/17 – RESOLVED**, to approve the amended July 11, 2017 General Session Meeting Minutes and Architectural Report 06/01/17 – 07/24/17 as submitted by Management.
- B. Financial Statement – RESOLVED**, to accept the June Variance Report and the June 30, 2017 financial statement as submitted.
- C. Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
1. Approved the proposal from Blue Balance Pool and Janitorial Service, Inc. to replace the pool pump motor, in the amount of \$762.44.

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**III. UNFINISHED BUSINESS**

- A. Vendor Update** – The Board discussed the following vendor related matters:
- Representatives from Earthco, Grants Landscaping and Bemus presented their proposals for contract.
  - Monty Grooms from Preferred Construction Group presented his proposals.
  - OC Patrol citations and tows continue to be inconsistent. The Board would like to invite Jared Lee from OC Patrol to the September 6, 2017 meeting.
  - The Board would like to have OC Patrol remove a license plate, with citation, after 18 months to be consistent with the Fine and Violation policy.
  - Angelo Termite and Construction was in attendance to discuss the schedule for wood replacement. Angelo Termite reported to be on schedule.
  - Newly installed plants are dying. Irrigation within the Association is inconsistent. Some of the bushes are becoming overgrown. The Board would like to invite Commercial Landscaping Services to their September 6, 2017 meeting.
  - 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, stencil the guest and resident parking spaces and follow up on the punch list.
- B. Community Updates** – The Executive Committee will review the Newsletter monthly. The Board requested that the following items be added to the September newsletter:
- Add Nelly as this September's , "I Spy a Good Vendor"
  - Add Blue Balance Pools as October "I Spy a Good Vendor"
  - Add reminders of Pool, Basketball and tot lot hours.
  - Rule of month to be Article 12 of Bylaws
  - Special Dates for the Month
  - Project completions

**ADJOURNMENT**

The Board adjourned the General Session at 8:39 P.M. to open Executive Session.

**CALL TO ORDER**

The General Session Meeting was called to order by Board President, Shelley Nakasone, at 8:59 P.M. at the association pool.

**IV. NEW BUSINESS**

- A. Delinquency Report** – No action taken in General Session.

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- B. Investment CD Maturation** – A motion was made, seconded and carried to roll over the MSCD Bank of India maturing on 9/11/17, in the amount of \$125,000.00, for a term of nine (9) months. **3/0**
- C. Approval of 2017 Draft Audit** – A motion was made, seconded and carried to approve the 2017 draft audit prepared by Inouye Shively & Klatt, pending the response to a question on page 9, of whether the Estimated Repair and Replacement Costs for Reserve Components included items such as irrigation, doors, and wrought iron. **3/0**
- D. 2536 W Laurelwood Stairwell and Balcony Repair Proposals** – A motion was made, seconded and carried to approve the proposal from Preferred Construction Group to repair and replace the stair stringers and deck of 2536 W Laurelwood, in the amount of \$7,812.00. **3/0**
- E. 2722 W Northwood Door Casing Proposal** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc. to repair the front door casing of 2722 W Northwood, in the amount of \$1,685.00. **3/0**
- F. Landscape Contract Proposals** – This item has been postponed pending a meeting with current landscaping, Commercial Landscape Services, Inc.
- G. Short Term Rental** – The Board directed Management to call the Homeowner to a hearing at the September 6, 2017 meeting, and to amend the Fine Policy to include a \$5,000.00 fine for operating a short term rental property.
- H. Architectural Application Revision** -- This item has been postponed pending further revisions of the Architectural Application.
- I. Board Training Packet** – No formal Board action was taken.
- J. Homeowner Requests** --
1. **2716 W Meadowwood/Gilbert** – A motion was made, seconded and carried to approve reimbursing the Homeowner of 2716 W Meadowwood for garage repairs, in the amount of \$514.90. **3/0**
  2. **2716 W Meadowwood/Gilbert** – A motion was made, seconded and carried to not waive the \$50.00 key fob replacement fee. **3/0**
  3. **2713 W Northwood/Jolicoeur** – A motion was made, seconded and carried to not waive the \$50.00 key fob replacement fee. **3/0**

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K. **Next Meeting Date.** – The next meeting is scheduled for September 6, 2017 at 6:30 P.M. 3/0

VIII. **ADJOURNMENT**

There being no further General Session business to discuss, the meeting was adjourned at 10:32 P.M. to open the Annual Meeting.

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

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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

Sep 6 17