

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 5, 2015
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BOARD MEMBERS PRESENT: Shelley Nakasone
Irene Tsao
Dough Thornburg
Sioux Van Foeken

BOARD MEMBER ABSENT: None

MANAGEMENT REPRESENTATIVES: Bryn Kirkpatrick
Keystone Pacific Property Management, Inc.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:34 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 report maintenance issues and listen to the meeting.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion. Motion carried 3/0.

- A. **April 7, 2015 General Session Meeting Minutes, the April 22, 2015 General Session Meeting Minutes and Architectural Report from 03/10/15-04/10/15 - RESOLVED**, to ratify the action taken and approve the April 7, 2015 General Session Meeting Minutes, the April 22, 2015 General Session Meeting Minutes and the Architectural Report from 03/10/15-04/10/15 as submitted by Management.

V. NEW BUSINESS

- A. **2728 W. Meadowwood Proposal** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc. to remove and replace damaged subfloor on the balcony deck and the drain for a cost not to exceed \$2,685.00. Motion carried 4/0.
- B. **Board of Directors Resolution** – A motion was made, seconded and carried to adopt the Windwood Forest Homeowners Association Board of Directors Resolution with pricing in accordance to Keystone Pacific Property Management, Inc. Motion carried 4/0.

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- C. **Bulletin Board** – A motion was made, seconded and carried to order the 36”x48” Weather Sentinel Double Door Outdoor Enclosed Cabinet for a cost of \$779.99. Motion carried 4/0.
- D. **Patrol Service Proposals** – A motion was made, seconded, and carried to approve the proposal from Defense to take over the patrol contract at Windwood Forest for a cost of \$1,000.00 per month. Motion carried 4/0.
- E. **Eucalyptus Tree Removals** – A motion was made, seconded and carried to approve the proposal from Commercial Landscape Services to remove three eucalyptus trees in the community for a cost of \$3,700.00. Motion carried 4/0.
- F. **Light Fixtures Proposal** – A motion was made, seconded and carried to approve the proposal from Horizon Lighting to replace six small light pole fixtures near the tot lot with larger fixtures for a cost of \$1,120.31 provided that they will install two of the smaller fixtures they are going to remove on the two poles inside the pool area. Motion carried 4/0.
- G. **Patio Cover Proposal** – A motion was made, seconded and carried not to approve the proposal from Southern California Coatings to install a cover over one end of the patio cover at the pool for a cost of \$4,950.00. Motion carried 4/0.
- H. **Pool Pump Proposal** – A motion was made, seconded and carried not to approve Pristine Pools to replace the pool pump motor for a cost of \$747.35. Motion carried 4/0.
- I. **Pool Wrought Iron Fence Pickets** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings to secure wrought iron fence pickets around the pool section near the basketball court for a cost of \$1,545.00. Motion carried 4/0.
- J. **2506 S. Laurelwood** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings to run a new dryer vent through the garage of 2506 S. Laurelwood to the exterior wall at a cost of \$695.00. Motion carried 4/0.
- K. **Water Mains Proposal** – A motion was made, seconded and carried to approve the proposal from A2Z Plumbing to install new water mains from the meters to the home using PEX pipe and fittings for a cost of \$3,960.00. Motion carried 4/0.

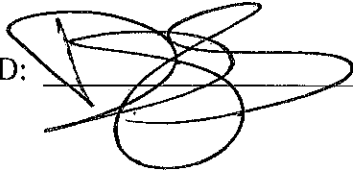
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- L. **Delinquent Accounts** – A motion was made, seconded and carried to approve Keystone Pacific Property Management, Inc. to collect all sums due from Association members and take responsible steps for collection of delinquent accounts. Motion carried 4/0.
- M. **Brokerage Houses** – A motion was made, seconded and carried to keep both brokerage houses. Motion carried 4/0.
- N. **Next Meeting Date** – The next meeting is scheduled for June 2, 2015.

VI. ADJOURNMENT

There being no further General Session business to discuss the meeting was adjourned at 7:55 P.M.

ACCEPTED: _____



DATE: 10 May 12