

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
APRIL 4, 2017
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BOARD MEMBERS PRESENT: Shelley Nakasone, President
Sheri Snyder, Treasurer
Reyes Vazquez, Member at Large

BOARD MEMBERS ABSENT: Doug Thornburg, Secretary
Irene Tsao, V. President

MANAGEMENT REPRESENTATIVE: Elizabeth Reed, Community Association Mgr.
Bryn Kirkpatrick, CMCA
Keystone Pacific Property Management, LLC

ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – APRIL 4, 2017

- Approval of the March 7, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- Homeowner Request
- Homeowner Hearings

GENERAL SESSION

CALL TO ORDER – The meeting was called to order by Board President, Shelley Nakasone, at 6:30 P.M. at the Windwood Forest Community Pool.

I. HOMEOWNER FORUM

Multiple homeowners were in attendance to suggest options for curbing late night basketball noise, report trash dumping and report maintenance items. Guest Speaker from OC Patrol attended to answer homeowner questions regarding parking citations and permits. Guest speakers from Timothy Cline Insurance, Greg Lerum Insurance, Armstrong/Robitaille/Reigle Insurance, A2Z Plumbing, Sunny Janitorial and Sunset Property Services were also on hand to present their proposals to the Board of Directors.

II. ADJOURNMENT

The Board adjourned the General Session at 8:19 P.M. to open Executive Session.

III. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 9:35 P.M.

IV. CONSENT CALENDAR

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

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- A. **March 7, 2017 General Session Meeting Minutes and Architectural Report 02/01/17-03/27/17 – RESOLVED**, to ratify the action taken and approve the March 7, 2017 General Session Meeting Minutes as amended by the Board and Architectural Report 02/01/17 – 03/27/17 as submitted by Management.
- B. **Financial Statement – RESOLVED**, to ratify the action taken and accept the February 28, 2017 financial statement as submitted.
- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved Blue Balance to perform repairs on the Spa pump motor, in the amount of \$706.07 to be expensed from Reserves Pool/Spa, line item 3140.
 - b. Approved Southern California Coatings, Inc., to repair the women's bathroom ceiling, in the amount of \$2,115.00 to be expensed from Reserves Cabana, line item 3142.

V. **UNFINISHED BUSINESS**

- A. **Vendor Update** – The Board discussed the following vendor related matters:
- Request Commercial Landscape Services to inspect and repair irrigation system.
 - OC Patrol is not to begin towing, with the exception of vehicles parked on roads to be slurry sealed, until after the road repairs have been completed.
- B. **Community Updates** – The Board requested that the following items be added to the May newsletter:
- Schedule large item pick-ups through Management and add the cost for this service.
 - Add new item, "I Spy a Good Neighbor"
 - Parking permit process
 - Architectural Application process
 - Rule of the Month

VI. **NEW BUSINESS**

- A. **Annual Meeting and Election of the Board of Directors – RESOLVED**, to set the annual record date for June 12, 2017, the annual election date for August 1, 2017 and to appoint a representative from Keystone Pacific Property Management, Inc. as Inspector of Election/Ballot Custodian. **3/0**


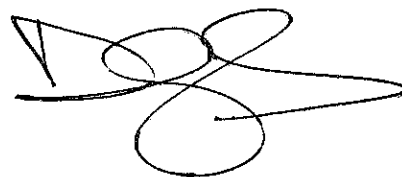
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- B. **Insurance Policy Renewals** – A motion was made, seconded and carried to approve the insurance proposal from Greg Lerum Insurance Agency, in the amount of \$28,056.00. 3/0
- C. **WC Friend – Wireless Proposal** – This item was postponed until the May 10, 2017 meeting. The Board directed Management to invite WC Friend to the May 10, 2017 meeting to present options.
- D. **ProTec – Dumpster Door Replacement Proposal** – A motion was made, seconded and carried to direct Southern California Coatings to remove the broken dumpster door at 2710 W. Northwood. No replacement is required at this time. 3/0
- E. **Antis Roofing & Waterproofing – 2526 S. Laurelwood Proposal** – A motion was made, seconded and carried to approve the Antis Roofing & Waterproofing, proposal to repair the roof at 2526 S. Laurelwood, in the amount of \$3,130.00 to be expensed from Reserves Roofs, line item 3130. 3/0
- F. **Janitorial Proposals** – A motion was made, seconded and carried to approve the Sunny Janitorial Proposal as submitted with the contractual provision added that Janitorial only take direction from the President and from Management. 3/0
- G. **Pressure Regulator Proposal** – This item is postponed until the May 10, 2017 meeting.
- H. **Homeowner Requests – 2722 W. Northwood/Vegas**– A motion was made, seconded and carried to approve reimbursing the Homeowner of 2722 W. Northwood for repairs to the garage door, in the amount of \$658.77 to be expensed from Reserves Garages, line item 3147. 3/0
- I. **Next Meeting Date** – The next meeting is scheduled for May 10, 2017 at 6:30 P.M.

VII. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 10:15 P.M.

ACCEPTED: _____

DATE: _____

5/10/17

10 May 17