

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MARCH 17, 2015
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BOARD MEMBERS PRESENT: Shelley Nakasone
Irene Tsao
Linda Guyett
Doug Thornburg
Sioux Van Foeken

BOARD MEMBER ABSENT: None

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

EXECUTIVE SESSION SUMMARY – FEBRUARY 3, 2015

Homeowner hearings.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:31 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 meet the new management company and discuss payment options for their HOA dues.

IV. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion. Motion carried 5/0.

A. **January 21, 2015 General Session Meeting Minutes - RESOLVED**, to ratify the action taken and approve the January 21, 2015 General Session Meeting Minutes as submitted by Management.

B. **Acceptance of Financial Statement - RESOLVED**, to ratify the action taken and accept the January 31, 2015 financial statement as submitted.

V. NEW BUSINESS

A. **Executive Finance Committee** – This item was tabled until the next meeting.

B. **Utility Auto-pay** – A motion was made, seconded and carried to approve all utility invoices to be placed on auto-pay. Motion carried 5/0.

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- C. **Corporate Officers Check Signing Authorization** – A motion was made, seconded and carried to not approve the Corporate Officers at Keystone Pacific Property Management, Inc. to sign the Associations operating checks for insurance checks and tax checks. Motion carried 5/0.
- D. **Delinquency Policy** – A motion was made, seconded and carried to adopt the Association’s delinquency policy with the pricing in accordance to Keystone Pacific Property Management, Inc.’s contract fee’s for collection action. The Board wishes to assess a fine of 5% for the late charge. The delinquency policy will be mailed to membership for a 30 day comment period and then adopted by the board. Motion carried 5/0.
- E. **Draft Budget** – This item was tabled and a special meeting to discuss the budget was set for March 24, 2015 at 6:00 P.M. at the Windwood Forest Community Pool.
- F. **Assessment Discount for Electricity** – A motion was made, seconded and carried to stop giving a discount on the homeowners assessments who have street lights connected to their personal electric meter. Motion carried 5/0.
- G. **Termite Damage Responsibility** – Based on the CC&R’s and the letter from the general counsel, Kelley G. Richardson, the Board determined that the Association is responsible for all termite damage interior or exterior.
- H. **2424 S. Laurelwood Termite Report** – A motion was made, seconded and carried to approve payment for all termite damages at 2424 S. Laurelwood listed in the report from Sierra Termite Control, Inc. at a cost of \$940.00. Motion carried 5/0.
- I. **2605 W. Meadowwood** – A motion was made, seconded and carried to approve payment for all termite damages at 2605 W. Meadowwood listed in the report from Sierra Termite Control, Inc. at a cost of \$615.00. Motion carried 5/0.

VI. ADJOURNMENT

There being no further General Session business to discuss the meeting was adjourned at 8:41 P.M.

ACCEPTED:  DATE: 4/7/15