

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
OCTOBER 10, 2017
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BOARD MEMBERS PRESENT: Shelley Nakasone, President/Secretary
Irene Tsao, Vice President
Doug Thornburg, Treasurer
Irene Garcia, Member at Large
Linda Guyett, Member at Large

BOARD MEMBERS ABSENT: None

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

ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – SEPTEMBER 6, 2017

- Approval of the August 1, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- Homeowner Requests
- Revised Fine Policy
- Executive Session Items/Open Meeting Act
- Homeowner Hearings

GENERAL SESSION

CALL TO ORDER – The meeting was called to order by Board President, Shelley Nakasone, at 6:33 P.M. at the Windwood Forest Community Pool.

I. HOMEOWNER FORUM

Seven (7) homeowners were in attendance to discuss landscaping concerns, peeling paint on red curbs, KPPM Connection issues, 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: **5/0**

A. September 6, 2017 General Session Meeting Minutes, and Architectural Report 09/01/17-09/29/17 – RESOLVED, to approve the September 6, 2017 General Session Meeting Minutes and Architectural Report 09/01/17 – 09/29/17 as submitted by Management.

B. Financial Statement – RESOLVED, to accept the August 31, 2017 financial statement as submitted.

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III. UNFINISHED BUSINESS

- A. Vendor Update** – The Board discussed the following vendor related matters:
- Tim Skleen from Commercial Landscape Services was present to discuss irrigation and lawn issues. He was asked to give a proposal for drip irrigation and for de-thatching the grass.
 - A representative from Angelo Termite was present to give an update on wood replacement progress.
 - It was noted that the pool light was not on at 7:00 pm, but that it came on at 8:00 pm. The Board would like the pool light to turn on earlier based on the earlier sunset time.
 - Management is to have OC Patrol to be on duty during the annual Diwali event 10/19/17 but seek reimbursement from the Sikh Center in small claims court.
 - The Board would like to add Spraying for Ants to the Annual Calendar for August and September.
- B. Community Updates** – The Board discussed the following Community and Newsletter related matters:
- Add cleaning up after your cat to the Newsletter.
 - Add that scavenging is illegal and publish the Santa Ana number for reporting in the newsletter.
 - Holiday decorating contest to be conducted by non-board members.
 - The Board would like a stepping stone added to the landscaping underneath the bulletin board at the pool gate.

IV. NEW BUSINESS

- A. Delinquency Report** – No action taken in General Session.
- B. Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal from Advanced Reserve Solutions, Inc for the preparation of an on-site reserve study, in the amount of \$1,025.00. **5/0**
- C. Pool Heat Off** – A motion was made, seconded and carried to continue to have the pool heat turned off on October 31, 2017 and turned on May 18, 2018. **5/0**
- D. Roofing Clean and Repair Proposals** – A motion was made, seconded and carried to approve the proposal from Antis Roofing and Waterproofing for gutter, downspout and roof cleaning, in the amount of \$5,398.00. **5/0**

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- E. A2Z Plumbing Services, Inc. Pressure Regulator Proposal** – A motion was made, seconded and carried to approve the proposal from A2Z Plumbing Services, Inc. to repair and install new ball valves, regulators and hose bibs in 98 units, in the amount of \$23,928.00. **5/0**

A motion was made, seconded and carried to approve to have A2Z replace and repair pressure regulators on all the units in one time period, contingent on being able to transfer reserve funds from Reserves, Front Door line item 3150 into Reserves, Contingency line item 3300. **5/0**

- F. OC Patrol Diwali Event** – A motion was made, seconded and carried to approve the proposal from OC Patrol to set up, tear down and provide guards during the Diwali Event on 10/19/17, in the amount of \$525.00. **5/0**

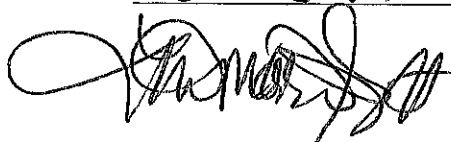
- G. Architectural Application Revision** – The Board directed Management to add additional changes to the Architectural Application in order to address Homeowners who perform renovations affecting the common area walls. No Board action taken at this time.

- H. Next Meeting Date** – The next meeting is scheduled for November 7, 2017 at 6:00 P.M. **5/0**

V. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 8:27 P.M. to open the Annual Meeting.

ACCEPTED:  DATE: 11/7/17



11-7-17