

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
MARCH 7, 2017  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone, President  
Irene Tsao, V. President  
Sheri Snyder, Treasurer  
Reyes Vazquez, Member at Large

**BOARD MEMBER ABSENT:** Doug Thornburg, Secretary

**MANAGEMENT REPRESENTATIVE:** Elizabeth Reed, Community Association Mgr.  
Bryn Kirkpatrick, CMCA  
Greg Oymaian, CMCA, AMS District Manager  
Keystone Pacific Property Management, LLC

**EXECUTIVE SESSION SUMMARY – MARCH 7, 2017**

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

**GENERAL SESSION**

**I. CALL TO ORDER**

The meeting was called to order by Board President, Shelley Nakasone, at 6:05 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 ask questions regarding the parking program, suggest planting materials and report maintenance items.

**IV. CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: 4/0

- A. **February 7, 2017 General Session Meeting Minutes and Architectural Report 01/31/17-02/23/17 – RESOLVED**, to ratify the action taken and approve the February 7, 2017 General Session Meeting Minutes as amended by the Board and Architectural Report 01/31/17 – 02/23/17 as submitted by Management.
- B. **Acceptance of Financial Statements – RESOLVED**, to ratify the action taken and accept the January 31, 2017 financial statement as submitted.

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- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved Southern California Coatings, Inc., to perform repairs on the stair stringers at 2719 W. Northwood, for a cost of \$3,285.00.
  - b. Approved Southern California Coatings, Inc., to replace the women's bathroom door, for a cost of \$1,750.00

V. **UNFINISHED BUSINESS**

- A. **Vendor Update** – The Board discussed the following vendor related matters:
- Obtain the plant bed rotation schedule from Commercial Landscape Services on the next walk scheduled for 3/15/17.
  - Solicit Blue Balance Pool for options to scare ducks away from pool area.
  - Have Walker Building Maintenance replace the soap dispenser in the restrooms.
  - Board would like Management to schedule vendors to appear at board meetings to present new proposals.
- B. **Community Updates** – The Board requested that the newsletter be written in bullet point format with current items on first page. The Board requested that Management send notices of removal to the buildings with satellite dishes attached to the roofs.

VI. **NEW BUSINESS**

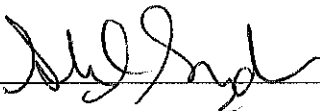
- A. **2017/2018 – Proposed Budget and Reserve Maintenance Disclosure** – A motion was made, seconded and carried to approve the 2017/2018 Proposed Budget and Reserve Maintenance Disclosure as presented by Management. 4/0
- B. **SoCalCoatings, Inc. – Dumpster Door Replacement Proposal** – This item was postponed until the April 4, 2017 meeting. The Board directed Management to obtain proposals containing alternative materials and/or solutions.
- C. **Antis Roofing & Waterproofing – 2510 S. Laurelwood Proposal** – A motion was made, seconded and carried to approve the Antis Roofing & Waterproofing, proposal to repair the roof at 2510 S. Laurelwood for a cost of \$6,150.00. 4/0
- D. **Antis Roofing & Waterproofing – 2617 W. Northwood Proposal** – A motion was made, seconded and carried to approve the Antis Roofing & Waterproofing, proposal to repair the roof at 2617 W. Northwood, for a cost of \$4,500. 4/0

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- E. **Morgan Stanley CD** – A motion was made, seconded and carried to approve to roll over the Morgan Stanley CD which matures on 4/17/17 for a 3 month term at the highest yielded rate. 4/0
- F. **Janitorial Proposals** – This item is postponed until the April 4, 2017 meeting. The Board directed Management to have all bidding vendors attend the next meeting and present their proposal in person.
- G. **Pressure Regulator Proposal** – This item is postponed until the April 4, 2017 meeting. The Board directed Management to obtain a new proposal from A2Z which includes a phase schedule.
- H. **Stair Proposals** – – This item is postponed until the April 4, 2017 meeting.
- I. **Next Meeting Date** – The next meeting is scheduled for April 4, 2017 at 6:30 P.M.

**VII. ADJOURNMENT**

There being no further General Session business to discuss, the meeting was adjourned at 7:15 P.M.

ACCEPTED:  DATE: 4-4-17