

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 3, 2016
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BOARD MEMBERS PRESENT: Shelley Nakasone, President
Irene Tsao, V. President
Sheri Snyder, Treasurer

BOARD MEMBER ABSENT: Doug Thornburg, Secretary
Sioux Van Foeken, Member at Large

MANAGEMENT REPRESENTATIVE: Bryn Kirkpatrick, CMCA
Keystone Pacific Property Management, Inc.

EXECUTIVE SESSION SUMMARY – APRIL 5, 2016

- Approval of the March 1, 2016 Executive Session Meeting Minutes.
- Delinquent Accounts.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:35 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 share their concerns about the proposed Rules and Regulations and the parking vendor.

IV. ADJOURNMENT

The Board adjourned the General Session at 7:20 to open Executive Session.

V. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 7:39 P.M.

VI. 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 5, 2016 General Session Meeting Minutes and Architectural Report 03/30/16-04/26/16 – RESOLVED**, to ratify the action taken and approve the April 5, 2016 General Session Meeting Minutes and Architectural Report 03/30/16-04/26/16 as submitted by Management.

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- B. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved ServiceFirst Restoration, Inc. to repair the drywall at 2621 W. Northwood, for a cost of \$940.00.
 - b. Approved A2Z Plumbing Services, Inc. to perform the necessary repairs for the slab leak at 2621 W. Northwood, for a cost of \$1,197.00.
- C. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the March 31, 2016 financial statement as submitted.

VII. UNFINISHED BUSINESS

- A. **Vendor Update – The Board discussed the following vendor related matters:**
- Follow up with Ben's Asphalt for the scheduling of the slurry seal.
 - The Board would like OC Patrol to attend the next meeting.
 - Inform Commercial Landscape Services, Inc. not to use the leaf blower towards units front doors.
- B. **Proposed Rules and Regulations –** A motion was made, seconded and carried to approve the proposed Rules and Regulations, as amended during the meeting, and send the revised proposed Rules and Regulations out to the membership for the 30 day comment period. Motion carried 3/0.

VIII. NEW BUSINESS

- A. **Delinquent Account – APN #935-130-12 –** A motion was made, seconded and carried to place a lien on APN #935-130-12 for outstanding assessments and all applicable charges. Motion carried 3/0.
- B. **Reserve CD CMCD Bank of India – 06/01/16 –** A motion was made, seconded and carried to roll over the reserve CMCD Bank of India CD maturing in the amount of \$125,000.00 on 06/01/16 for a term of 3 months.
- C. **Reserve CD CMCD Bank Hapoalim – 06/03/16 –** A motion was made, seconded and carried to roll over the reserve CMCD Bank Hapoalim CD maturing in the amount of \$125,000.00 on 06/03/16 for a term of 6 months.

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- D. **Reserve CD CMCD Beal Bank – 06/08/16** – A motion was made, seconded and carried to roll over the reserve CMCD Beal Bank CD maturing in the amount of \$125,000.00 on 06/08/16 for a term of 9 months.
- E. **Reserve CD MSCD Bank of India – 06/08/16** – A motion was made, seconded and carried to roll over the reserve CMCD Bank of India CD maturing in the amount of \$125,000.00 on 06/08/16 for a term of one year.
- F. **Commercial Landscape Services – Dethatch Proposal** – A motion was made, seconded and carried not to approve the proposal from Commercial Landscape Services, to dethatch the turf grass throughout the community, for a cost of \$6,080.00. Motion carried 3/0.
- G. **Commercial Landscape Services – Plant Removal and Installation Proposal** – A motion was made, seconded and carried to approve the proposal from Commercial Landscape Services, to remove the declining heliotrope and install white roses at the Northwood entrance, for a cost of \$264.00. Motion carried 3/0.
- H. **Commercial Landscape Services – Eucalyptus Removal Proposal** – A motion was made, seconded and carried to approve the proposal from Commercial Landscape Services, to remove the Eucalyptus tree behind 2524 S. Laurelwood that is damaging the perimeter block wall, for a cost of \$1,500.00.
- I. **Peak Lighting & Electric, Inc. – Pump Room Electrical Proposal** – A motion was made, seconded and carried to approve the proposal from Peak Lighting & Electric, Inc., to repair and replace the damaged and unsafe pool electrical wiring, conduit, timers and connections for the pool, wading pool, and spa, for a cost of \$1,235.84. Motion carried 3/0.
- J. **Janitorial Proposals** – A motion was made, seconded and carried to terminate Personal Touch Cleaning & Maintenance, Inc. and award Walker Building Maintenance Service the janitorial contract, for a cost of \$135.00 per Winter month and \$185.00 per Summer month. Motion carried 3/0.
- K. **Garage Door Legal Discussion** – Legal determined that the Association is responsible for the repairs or replacement of the interior hardware of the garage doors. A motion was made seconded and carried to draft a letter to the membership informing them that they may submit a receipt to the Board for reimbursement, if the homeowner paid for garage repairs at their own expense. Motion carried 3/0.
- L. **FHA Approval** – This item was put on hold until the June meeting.

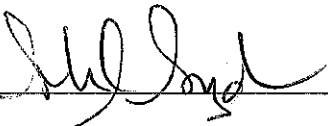
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M. **Community Issues/Concerns** -- There were no items at this time.

N. **Next Meeting Date** -- The next meeting is scheduled for ~~May 3~~^{June 7}, 2016 at 9:31 P.M.

IX. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 9:31 P.M.

ACCEPTED:  DATE: 6-7-16