

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JULY 7, 2015  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone  
Irene Tsao  
Sheri Snyder  
Sioux Van Foeken  
Doug Thornburg

**BOARD MEMBER ABSENT:** None

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

**EXECUTIVE SESSION SUMMARY – JULY 7, 2015**

- Approval of the June 2, 2015 Executive Session Meeting Minutes.
- Homeowner hearings.
- Homeowner Request.
- Offer for Settlement.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Shelley Nakasone, at 8:02 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 report maintenance issues and listen to the meeting.

**IV. CONSENT CALENDAR**

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

- A. **June 2, 2015 General Session Meeting Minutes - RESOLVED**, to ratify the action taken and approve the June 2, 2015 General Session Meeting Minutes as submitted by Management.
- B. **Acceptance of Financial Statements – RESOLVED**, to ratify the action taken and accept the April 30, 2015 and May 31, 2015 financial statements as submitted.
- C. **Delinquent Account – APN #935-131-42 – RESOLVED**, to file a lien on APN #935-131-42 for the collection of outstanding assessments and applicable charges.

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- a. **Delinquent Account – APN #935-131-40 – No action taken.**
- b. **Delinquent Account – APN #935-130-52 – RESOLVED**, to file a lien on APN #935-130-52 for the collection of outstanding assessments and applicable charges
- c. **Delinquent Account – APN #935-131-25 – RESOLVED**, to file a lien on APN #935-131-25 for the collection of outstanding assessments and applicable charges.
- d. **Delinquent Account – APN #935-130-12 – RESOLVED**, to file a lien on APN #935-130-12 for the collection of outstanding assessments and applicable charges.
- e. **Delinquent Account – APN #935-130-61 – RESOLVED**, to file a lien on APN #935-130-61 for the collection of outstanding assessments and applicable charges.
- f. **Delinquent Account – APN #935-131-43 – RESOLVED**, to file a lien on APN #935-131-43 for the collection of outstanding assessments and applicable charges.
- g. **Delinquent Account – APN #935-130-36 – RESOLVED**, to file a lien on APN #935-130-36 for the collection of outstanding assessments and applicable charges.
- h. **Delinquent Account – APN #935-130-16 – RESOLVED**, to file a lien on APN #935-130-16 for the collection of outstanding assessments and applicable charges.

V. **NEW BUSINESS**

- A. **2502 S. Laurelwood Termite Report** – A motion was made, seconded and carried to approve the proposal from Newport Exterminating for termite and fungus damage repairs needed at 2502 S. Laurelwood for a cost of \$900.00. Motion carried 5/0.
- B. **2536 S. Laurelwood** – A motion was made, seconded and carried to remove and install a new side garage door at 2536 S. Laurelwood for a cost of \$495.00. Motion carried 5/0.
- C. **2702 W. Northwood** – A motion was made, seconded and carried not to approve the proposal from Southern California Coatings, Inc. to repair the weather strip around the front door at 2702 W. Northwood. Motion carried 5/0.

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- D. **2711 W. Northwood** –
- E. **Pool Vendor Proposals** – A motion was made, seconded and carried to approve Aquatic Facility Services to take over the pool and spa maintenance contract. Motion carried 5/0.
- Blue Balance*  
F. **Basketball Backboards** – This item was tabled.
- G. **Tree Care Proposal** – This item was tabled.
- H. **Mulch Proposal** – This item was tabled.
- I. **Metal Dumpster Doors** – The Board would like Management to obtain a proposal from Southern California Coatings, Inc. to install metal doors at the dumpster locations.
- J. **Dumpster Doors** – This item was tabled.
- K. **Garage Sale Sign** – No motion made. No action taken.
- L. **2014-2015 Draft Audit** – A motion was made, seconded and carried to approve Inouye Shively Longtin & Klatt to prepare the 2014-2015 draft audit for a cost of \$900.00. Motion carried 5/0.
- M. **Landscaping** – The Board would like Commercial Landcape Services, Inc. to prepare a plan for the community for removing the grass and installing drought tolerant plants.
- N. **Janitorial Vendor Proposals** – No motion made. No action taken.
- O. **Delinquent Account** – APN #935-131-43 – A motion was made, seconded and carried to approve the attorneys request to record a new lien to secure the amounts after the judgement and onward. Motion carried 5/0.
- P. **Next Meeting Date** – The next meeting is scheduled for August 4, 2015.


**VI. UNFINISHED BUSINESS**

- A. **Rules and Regulations** – The Board discussed ideas to revise the Rules and Regulations.

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ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 10:48 P.M.

ACCEPTED:  DATE: 8/4/15

 8/4/15

 8-4-15

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