

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
DECEMBER 1, 2015  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone, President  
Irene Tsao, V. President (arrived 6:11 P.M.)  
Sheri Snyder, Treasurer  
Doug Thornburg, Secretary  
Sioux Van Foeken, Member at Large

**BOARD MEMBER ABSENT:** None

**MANAGEMENT REPRESENTATIVES:** Teresa Duhoux, CMCA  
Bryn Kirkpatrick,  
Keystone Pacific Property Management, Inc.

**EXECUTIVE SESSION SUMMARY – NOVEMBER 3, 2015**

- Approval of the September 1, 2015 Executive Session Meeting Minutes and the October 6, 2015 Executive Session Meeting Minutes.
- Homeowner hearings.
- Delinquencies.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Shelley Nakasone, at 6:04 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 share their concerns with the proposed Rules and Regulations.

**ADJOURNMENT**

The Board adjourned the General Session at 7:14 to open Executive Session.

**I. CALL TO ORDER**

The meeting was called to order by Board President, Shelley Nakasone, at 8:12 P.M.

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**II. 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. **November 3, 2015 General Session Meeting Minutes and Architectural Report 11/03/15-11/17/15 – RESOLVED**, to ratify the action taken and approve the November 3, 2015 General Session Meeting Minutes and Architectural Report 11/03/15-11/17/15 as submitted by Management and amended by the Board of Directors.
- B. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the October 31, 2015 financial statement as submitted.
- C. **SoCalCoatings – 2619 W. Meadowwood Change Order – RESOLVED**, to ratify the action taken and approve the proposal from SoCalCoatings, Inc., for repairs needed on the deck at 2619 W. Meadowwood.

**III. UNFINISHED BUSINESS**

- A. **Project Forecast for 2016** – This item was tabled until the January meeting.
- B. **Architectural Guidelines** – This item was tabled until the January meeting.
- C. **Inspection of Decks** – This item was tabled until the January meeting. Management is to check tracking list of monthly matrix.

**IV. NEW BUSINESS**

- A. **Angelo Termite & Construction** – Two representatives from Angelo Termite & Construction attended the meeting to discuss the progress on exterior and interior inspections of the units. Angelo Termite to identify homeowners who haven't complied by posting notices and if the homeowner does not scheduled their inspection they will be called to a hearing.
- B. **Reserve Study Proposals** – A motion was made, seconded and carried to approve the proposal from Advanced Reserve Solutions, Inc., to complete an onsite reserve study, with photos, for a cost of \$1,250.00. Motion carried 5/0.
- C. **Blue Balance – Spa Heater** – A motion was made, seconded and carried to approve the proposal from Blue Balance, to replace the spa heater, at a cost of \$3,282.56. Motion carried 5/0.

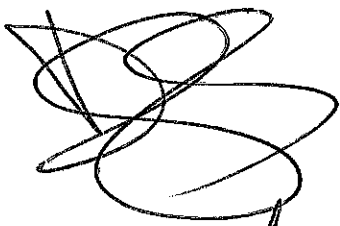
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- D. **Delinquent Account – APN #935-131-40** – A motion was made, seconded and carried to place a lien on APN #935-131-40 for outstanding assessments and all applicable charges. Motion carried 5/0.
- E. **Parking Permits** – This item was tabled.
- F. **Vendor Update** – The Board would like Management to ask Commercial Landscape Services, Inc. to mow every other week during the winter so the onsite crew can tend to other areas in the community. Management is to obtain a proposal from Peak Lighting to move lights and to check photo cells. Management is to contact Newport Exterminating to see if they service rodents for the cost to perform the pickup.
- G. **Next Meeting Date** – The next meeting is scheduled for January 5, 2015.
- H. **Homeowner Correspondence – Management Expectations** – Under the Open Meeting Act, the Board of Directors can unanimously vote to add an emergency item to the General Session Agenda. In an effort to serve the community as a whole and not incur any unnecessary costs to the Association, a motion was made, seconded and carried to issue notice to homeowner Linda Morrison-Guyett, that Management is required to read all correspondence from this homeowner but Management is not required to respond to all correspondence. Correspondence will be sent to Linda Morrison-Guyett that the Property Manager, Bryn Kirkpatrick, is the only point of contact for Management and that any correspondence sent to other Keystone Pacific Property Management, Inc. staff or the Windwood Forest Board of Directors, will not be responded to.

**ADJOURNMENT**

There being no further General Session business to discuss, the meeting was adjourned at 9:05 P.M.

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_



5 Jan 16

*[Handwritten signature]* 1/5/16