

WINDWOOD FOREST HOMEOWNERS ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
JUNE 2, 2015  
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**BOARD MEMBERS PRESENT:** Shelley Nakasone  
Irene Tsao  
Sheri Snyder  
Sioux Van Foeken

**BOARD MEMBER ABSENT:** Doug Thornburg

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

**EXECUTIVE SESSION SUMMARY – MAY 5, 2015**

- Offer for Settlement
- Homeowner Request
- Board Management Expectations

**I. CALL TO ORDER**

The meeting was called to order by Board President, Shelley Nakasone, at 6:34 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. **April 20, 2015 General Session Meeting Minutes and the May 5, 2015 General Session Meeting Minutes - RESOLVED**, to ratify the action taken and approve the April 20, 2015 General Session Meeting Minutes and the May 5, 2015 General Session Meeting Minutes as submitted by Management.
- B. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the March 31, 2015 financial statement as submitted.
- C. **Board Member Resignation – RESOLVED**, to accept Linda Guyett's resignation from the Board of Directors.

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V. NEW BUSINESS

- A. **Board Member Appointment** – A motion was made, seconded and carried to appoint Sheryl Snyder to the Board of Directors to fill the Treasurer position until the term ends in August of 2015. Motion carried 4/0.
- B. **Fireworks Flyers** – A motion was made, seconded and carried to have the Community Committee post the flyer Sheri Snyder made at the agenda board and at the mailboxes. Motion carried 4/0.
- C. **2509 S. Laurelwood Dryer Vent** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc. to run the new dryer vent through the attic of 2509 S. Laurelwood to the exterior wall, to vent the dryer of 2511 S. Laurelwood for a cost not to exceed \$895.00. Motion carried 4/0.
- D. **2603 W. Meadowwood Block Wall** – No action taken. The Board would like Management to obtain a proposal to fix both block walls at both entrances.
- E. **2609 W. Meadowwood Wood Trim** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings, Inc. to repair the damaged wood trim at 2609 W. Meadowwood for a cost not to exceed \$425.00. Motion carried 4/0.
- F. **2609 W. Meadowwood Termite Report** – A motion was made, seconded and carried to approve the proposal from Newport Exterminating to perform local termite treatment at 2609 W. Meadowwood for a cost not to exceed \$395.00. Motion carried 4/0.
- G. **2707 W. Meadowwood Termite Report** – No action taken.
- H. **2711 W. Meadowwood Roof Repair** – A motion was made, seconded and carried to first see if La Roque has a warranty on their roof work. If they do not ADCO is approved to perform the work needed at 2711 W. Meadowwood for a cost not to exceed \$1,868.00. Motion carried 4/0.
- I. **Men's Bathroom Partitions** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings to clean and paint the existing partitions for a cost of \$585.00. The Board would also like them to patch the holes in the wall and secure the partition closest to the sink. Motion carried 4/0.
- J. **Porch Light Re-Lamp** – No action taken.
- K. **Next Meeting Date** – The next meeting is scheduled for July 7, 2015.

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VI. UNFINISHED BUSINESS

A. **Rules and Regulations** – This item was tabled.

VII. ADJOURNMENT

There being no further General Session business to discuss the meeting was adjourned at 9:47 P.M.

ACCEPTED:  DATE: 7/7/15