

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
JULY 12, 2016
PAGE 1 OF 4

BOARD MEMBERS PRESENT: Shelley Nakasone, President
Irene Tsao, V. President
Sheri Snyder, Treasurer
Sioux Van Foeken, Member at Large

BOARD MEMBER ABSENT: Doug Thornburg, Secretary

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

EXECUTIVE SESSION SUMMARY – JUNE 7, 2016

- Approval of the May 3, 2016 Executive Session Meeting Minutes.
- Delinquent Account.

I. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 6:33 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 to report on their neighbor.

IV. ADJOURNMENT

The Board adjourned the General Session at 7:19 PM to open Executive Session.

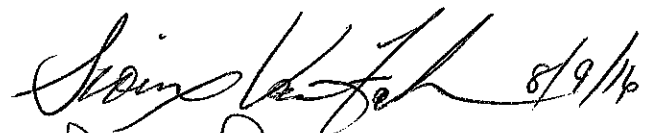

V. CALL TO ORDER

The meeting was called to order by Board President, Shelley Nakasone, at 7:44 PM.

VI. 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 7, 2016 General Session Meeting Minutes and Architectural Report 06/07/16-07/05/16 – RESOLVED**, to ratify the action taken and approve the June 7, 2016 General Session Meeting Minutes and Architectural Report 06/07/16-07/05/16 as submitted by Management.

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
JULY 12, 2016
PAGE 2 OF 4

- B. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved A2Z Plumbing Services, Inc., for slab leak repairs at 2707 W. Northwood, for a cost of \$1,895.00
- C. **Acceptance of Financial Statement – RESOLVED**, to ratify the action taken and accept the May 31, 2016 financial statement as submitted.

VII. **UNFINISHED BUSINESS**

TERMITE RESERVE DISCREPANCY

- A. **Vendor Update – The Board discussed the following vendor related matters:**
- CLS needs to inform their crew not to use leaf blowers directed at the unit's front doors.
 - CLS trimmed the plant material along Warner which the board did not want and they made this error last year as well.
 - CLS needs to be tending to the soil, it is mostly hard and dry.
 - The board wants OC Patrol to attend the next meeting.
 - The board wants Walker Maintenance to attend the next meeting.
 - The board directed management to remind Blue Balance that they wanted a monthly maintenance report submitted.
 - Going forward the Board would like Southern California Coatings, Inc. and Angelo Termite & Construction to compare bids to make sure there is no overlap in work.
- B. **Community Updates** – There were no items at this time.
- C. **FHA Approval** – This item was postponed until the August meeting.
- D. **Southern California Coatings, Inc. – 2512 S. Laurelwood Deck Proposal** – This item was postponed until the August meeting.
- E. **Southern California Coatings, Inc. – 2520 S. Laurelwood Deck Proposal** – This item was postponed until the August meeting.
- F. **Southern California Coatings, Inc. – 2719 W. Northwood Deck Proposal** – This item was postponed until the August meeting.
- G. **Homeowner Request – Garage Repair Reimbursement** – This item was postponed until the August meeting.

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
JULY 12, 2016
PAGE 3 OF 4

- H. **Perimeter Block Wall Repair Proposals** – A motion was made, seconded and carried to approve Tri-Star Construction & Restoration Services, Inc. to conduct repairs to the perimeter block wall, for a cost of \$425.00 + \$3.25 per new brick needed. Motion carried 4/0.
- I. **Community Building Painting Proposals** – This item was postponed until the January 2017 meeting.

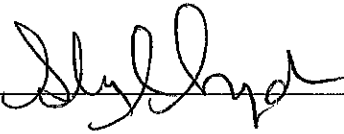
VIII. NEW BUSINESS

- A. **Delinquent Account – APN #935-130-97** – A motion was made, seconded and carried to place a lien on APN #935-130-97 for outstanding assessments and all applicable charges. Motion carried 4/0.
- B. **Southern California Coatings, Inc. – 2629 W. Northwood Front Door Proposal** – No motion made. No action taken. The Board wants Southern California Coatings, Inc. to submit a new proposal with a wooden door.
- C. **Commercial Landscape Services – Mulch Proposal** – A motion was made, seconded and carried not to approve the proposal from Commercial Landscape Services, to install premium ground mulch in the planters in the community, for a cost of \$3150.00. Motion carried 4/0.
- D. **Garage Door Reimbursement Policy** – A motion was made, seconded and carried to send a letter out to the membership that due to recent legal advice they will allow homeowners to submit any receipts for garage door repair within five years of the date of the letter for possible reimbursement. Homeowners will have six months to submit and following the letter mail out all homeowners are to report any garage issues to Management to use our approved vendor. Motion carried 4/0.
- E. **Homeowner Request – Garage Spring Repair Reimbursement** – A motion was made, seconded and carried to reimburse the homeowner of 2639 W Northwood in the amount of \$235.00, for repairs needed to their garage door. Motion carried 3/1 – Irene Tsao
- F. **Termite Schedule Repairs** – The board discussed the termite treatment schedule presented by Angelo Termite & Construction.
- G. **Next Meeting Date** – The next meeting is scheduled for August 9, 2016 at 6:30 P.M.

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
JULY 12, 2016
PAGE 4 OF 4

IX. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 9:24 P.M.

ACCEPTED:  DATE: 8-9-16