

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
MAY 10, 2017
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BOARD MEMBERS PRESENT: Shelley Nakasone, President
Doug Thornburg, Secretary
Irene Tsao, V. President
Reyes Vazquez, Member at Large

BOARD MEMBERS ABSENT: Sheri Snyder, Treasurer

MANAGEMENT REPRESENTATIVE: Elizabeth Reed, Community Association Mgr.
Greg Oymaian, CMCA, AMS District Manager
Keystone Pacific Property Management, LLC

ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – MARCH 7, 2017

- Approval of the March 7, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- Homeowner Request
- Homeowner Hearing

GENERAL SESSION

CALL TO ORDER – The meeting was called to order by Board President, Shelley Nakasone, at 6:31 P.M. at the Windwood Forest Community Pool.

I. HOMEOWNER FORUM

Eighteen (18) homeowners were in attendance to discuss the recent street repairs, the irrigation system, the speed bumps and whether these could be better highlighted, whether large machinery could be parked offsite, pests along the walls and general landscaping concerns. Guest speakers from Angelo Termite and Construction, Accord, and WC Friend were on hand to update the Board of Directors on current projects.

II. CONSENT CALENDAR

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

- A. April 4, 2017 General Session Meeting Minutes and Architectural Report 03/01/17-04/28/17 – RESOLVED**, to approve the April 4, 2017 General Session Meeting Minutes and Architectural Report 03/01/17 – 04/28/17 as submitted by Management.
- B. Financial Statement – RESOLVED**, to accept the March 31, 2017 financial statement as submitted.

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- C. **Executive Finance Committee Report/Resolutions – RESOLVED**, to accept the Executive Finance Committee Report/Resolutions reflecting the following actions:
- a. Approved Ben's Asphalt Cement Treatment, in the amount of \$35,150.00.

III. UNFINISHED BUSINESS

- A. **Vendor Update** – The Board discussed the following vendor related matters:
- Angelo Termite and Construction to trench and treat building of 2712 W Meadowwood and report findings.
 - Request Commercial Landscape Services to inspect and repair irrigation system and to address overgrown bushes.
 - Lonie Washburn from Accord will manage many of the larger Association construction projects to include following up with the final portions of the street repair project, painting proposals and dryer vent repairs.
 - OC Patrol is to attend the June meeting to respond to recent issues.
- B. **Community Updates** –
- 1) The Board requested that the following items be added to the June newsletter:
 - Add Juanita Ruvalcaba as this month's , "I Spy a Good Neighbor"
 - Parking permit process
 - Architectural Application process
 - Rule of the Month to be Parking as it pertains to towing.
 - Windwood Forest Homeowners Association's only recognized websites are www.windwoodforest.org and www.kppm.com.
 - 2) The process to remove unapproved, improperly mounted, broken and/or unclaimed satellite dishes is to be as follows: Courtesy letters are to be sent to residents likely to own the satellite dish. Resident is given fourteen (14) days to address the issue. If there is no response from the resident, Management is directed to have the dishes removed and stored for up to 30 days to allow for a resident to claim the dish.

IV. NEW BUSINESS

- A. **Investment CD Maturation** – A motion was made, seconded and carried to roll over the MSCD AMEX 6 month CD, maturing on 6/26/17, in the amount of \$200,000.00 for a term of six (6) months. 4/0
- B. **Comerica Securities Withdrawal** – A motion was made, seconded and carried to approve an authorization to transfer \$300,000.00 from Comerica Securities to Operating. 4/0

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- C. WC Friend – Wireless Proposal** – A motion was made, seconded and carried to approve the proposal to update the wireless connection system in the amount of \$761.69, with a monthly fee of \$30.00. **4/0**
- D. Southern California Coatings, Inc.** – This item was postponed until Management determines that this repair is covered by Angelo’s Termites and Construction contract.
- E. Commercial Landscape Services Proposals** – A motion was made, seconded and carried to approve the Landscape Materials Perimeter proposal in the amount of \$2,341.00; and the Landscape Materials Interior Buildings, in the amount of \$3,060.00; and to deny the proposal for Ground Mulch. **4/0**
- F. Pressure Regulator Proposal** – This item is postponed until the Construction Manager, Lonie Washburn can review the proposal and phasing schedule.
- G. Board Training Packet – Board Code of Conduct Considerations** – A motion was made, seconded and carried to approve adding items to the Board Code of Conduct and to send this to the Association Attorney for review. **4/0**
- H. Homeowner Requests** –
1. **2605 W Meadowwood/Clary** – A motion was made, seconded and carried to approve reimbursing the Homeowner of 2605 W Meadowwod for repairs to a leak, in the amount of \$549.00, with the stipulation that proof of payment made to the contractor be provided to Management. **4/0**
 2. **2606 W Northwood/Do** – A motion was made, seconded and carried to approve reimbursing the Homeowner of 2606 W Northwood for repairs to the garage door, in the amount of \$500.00. **4/0**
 3. **2732 W Meadowwood/Whitted** – A motion was made, seconded and carried to approve reimbursing the Homeowner of 2732 W Meadowwood for repairs to the garage door, in the amount of \$553.00. **4/0**
- I. Next Meeting Date** – The next meeting is scheduled for June 6, 2017 at 6:30 P.M.

V. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 9:03 P.M.

ACCEPTED:  DATE: 6/6/17



6.6.17