

**Windwood Forest Homeowners Association  
Board of Directors Meeting Minutes - Draft  
November 10, 2014**

**Board Members Present:**

Shelley Nakasone, President  
Nick White, Vice President  
Linda Colgin, Treasurer, Secretary  
Doug Thornburg, Member at Large  
Sandra Cripe, Member at Large

**Lordon Representative:**

Kathy Reese, CCAM

**Call to Order:**

President Nakasone called the meeting to order at 6:30 pm.

President Nakasone addressed the members and stated that a code of conduct is expected and that personal vendetta's will not be allowed at the meetings. Owner's that have been called to a hearing for violations may include their tenant.

President Nakasone gave an update of what has been accomplished since the last meeting which included, new pool rules signs installed on both gates to the pool, four "Keep gate closed and locked" installed on both sides of the pool gates, tree trimming of association trees and removal of a holly bush and stump.

She presented the goals and objectives for this month, which include, closing the gap at both sides of the pool fence and maintenance shed, installing a exit knob on the pool gates, addressing trip hazards, consider increasing lighting in the green belt, by the tot lot and back alley areas, address use of garages for storage, use of parking hang tags, forming committees and diversifying funds for HOA objectives.

**Homeowners Forum:**

Miguel Sepulveda 2608 Northwood responded to a violation letter stating that the vehicle is not being stored, belongs to his roommate and is moved daily.

Mark Delucca stated that he would like to be on a committee, also asked about the attic fans that have never worked. Doug Thornburg advised that the fans were never installed correctly and that FHA certification is in the process of being finalized.

Jose Vega 2722 Northwood asked about a letter he received.

Irene Garcia 2706 Meadowwod asked about parking rules from 2007 and 2013, noted that the final rules are missing the hours of towing.

Reyes Vasquez 2639 Northwood commented that the parking rules to be enforced are from 2007 through 2015. She appreciates hearing the board actions monthly, asked what is the status of safe listing with Nordic.

LM will ask So Cal Coatings to install the Neighborhood Watch signs.

Juanita Rubalcava 2715 Northwood reported that the person at 2418 Laurelwood do not pick up their dog's mess.

Gino Wilson expressed interest in being on the safety committee.

Eloy Meraz 2626 Northwood asked what a member at large is.

Trina Montgomery 2709 Northwood, had nothing to say.

Joseph Lightman IWBFB 2704 Northwood

Shelly Faulkner 2717 Northwood reported an ongoing problem with ants, thanked the board for cleaning the leaves her roof.

Irene Tsao 2627 Northwood commented that she received a citation on her car that was parked in her reserved space.

Jacqueline Meese 2710 Northwood complimented the board on their actions.

Helen Ramirez 2710 Meadowwood present for hearing notice.

Carol Sue Johnson 2707 Northwood asked about the dryer vent issue and asked about the status of the carbon monoxide issue.

Shelly Nakasone advised how the vendor, So Cal Coatings will route the dryer vent.

Kinyin Pin asked about replanting where the holly bush was removed.

Shelly Faulkner 2717 Northwood stated that Pacific Landscape Group did not clean up the leaves that were blown off her roof, that they did not pick up the grass but used the blower to disperse the lawn clippings under fences and onto Greenville.

Homeowners Forum closed at 7:40 pm.

Meeting adjourned into Executive Session at 8:10 pm.

Meeting re-convened into Regular Session at 9:03 pm

### **Secretary's Report**

The minutes from the last meeting October 13, 2014 were approved as presented.

### **Treasurer's Report**

Total Assets	\$1,306,253.18
Total Reserves	\$1,140,732.04
Current Monthly Surplus	\$5,147.45
Current Yearly Deficit	(\$3,033.34)

CD's discussed and will be returned next month

Jack Lenz, Morgan Stanley, to recommend investment strategy.

### **Bid Review**

Submitted by AMPM Plumbing for repairs at 2607 Northwood was ratified.

Submitted by Ken's Locksmithery to install thumb turn lock switches at pool gates was approved.

Submitted by Fence Pros to install mesh and lock box cover and reverse gate swing was approved.

Submitted by Fence Pros to install wrought iron panels was approved.

Submitted by Zebarth Construction was approved, LM to send out a new vendor packet.

Submitted by Richardson - Harmon - Ober to provide legal representation was approved.

### **Architectural**

Submitted by 2729 Northwood was denied, member needs to submit signed neighbor awareness form, product brochure and must include replacement of all 5 windows including the sliding door.

### **Action Items**

Horizon Lighting to submit a proposal to install a motion sensor light to tot lot area and green belt area.

Board discussed request for insulation for fire wall at 2712 Meadowwood, So Cal Coatings will propose installing a fire wall and get a second opinion from Anaheim Heating & Air Conditioning to confirm that the fire wall needs to be boxed.

Shelley Nakasone motioned seconded by Nick White and carried.

So Cal Coatings to install neighborhood watch signs.

Newport Exterminators to spray for wasps and ants at at 2624 Northwood, vendor to call member to gain access to patio.

Send apology letter to 2614 Northwood, letter sent in error.

Send letter to Barbara Peterson, "request for reimbursement has been denied".

Doug Thornburg presented a vendor requirement form to be included to all bid approval letters.

Richardson - Harman - Ober to provide an opinion of garage door maintenance.

Board signed the code conduct prepared by Richardson - Harman - Ober.

Pacific Landscape Group to remove all grass bundles, no on site storage.

Association community site inspections by Board to be conducted two weeks before the monthly meetings, the next site inspection to be done on Sunday, November 23.

The monthly hoa meetings will be changed to the first Tuesday of each month.

### **Liens**

The Board authorized liens on account #'s 089000180, 089031400, 089080610.

### **Adjournment of Regular Session**

There being no further business to discuss, the meeting adjourned at 10:00 pm.

The following actions were taken in Executive Session:

Approved Executive session minutes

Members appeared for hearings

The next meeting will be on December 8, 2014.

Respectfully submitted,

Kathy Reese

Recording Secretary