

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 6, 2017
PAGE 1 OF 4

BOARD MEMBERS PRESENT: Shelley Nakasone, President/Secretary
Irene Tsao, Vice President
Doug Thornburg, Treasurer
Irene Garcia, Member at Large
Linda Guyett, Member at Large

BOARD MEMBERS ABSENT: None

MANAGEMENT REPRESENTATIVE: Elizabeth Reed, Community Association Mgr.
Keystone Pacific Property Management, LLC

ITEMS DISCUSSED EXECUTIVE SESSION SUMMARY – AUGUST 1, 2017

- Approval of the July 11, 2017 Executive Session Meeting Minutes
- Delinquent accounts
- Executive Session Items/Open Meeting Act
- Homeowner Hearings

GENERAL SESSION

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.

I. HOMEOWNER FORUM

Seven (7) homeowners were in attendance to discuss the inconsistent patrol service, landscaping concerns, FHA certification, and street lights along with other community concerns.

II. CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion: 3/0 (Irene G. and Linda G. abstain)

- A. August 1, 2017 General Session Meeting Minutes, August 29, 2017 Annual Meeting Minutes and Architectural Report 07/01/17-08/28/17 – RESOLVED,** to approve the August 1, 2017 General Session Meeting Minutes, the August 29, 2017 Annual Meeting minutes and Architectural Report 07/01/17 – 08/28/17 as submitted by Management.
- B. Financial Statement – RESOLVED,** to accept the July Variance Report and the July 31, 2017 financial statement as submitted.

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 6, 2017
PAGE 2 OF 4

III. UNFINISHED BUSINESS

- A. Vendor Update** – The Board discussed the following vendor related matters:
- A motion was made, seconded and carried to waive Nelly Audelo of Sunny Janitorial' s additionally insured requirement on her auto insurance. **5/0**
 - Representatives from Angelo Termite and OC Patrol were present to give updates.
 - Jared Lee discussed the process used to identify safe-listed and stored vehicles. OC Patrol will provide the Board SLOP reports.
 - The Board discussed whether they should pursue new vendors for Patrol.
 - Management to have OC Patrol to be on duty during the annual Diwali event 10/19/17.
 - The Board directed Management to inquire on the cost for extra patrols during the day.
 - The Board discussed whether the pool heat should remain on through the end of November and have it turned back on ahead of the Memorial Day weekend. The Board directed Management to find the average increase in the gas bill for the months the pool is heated.
- B. Community Updates** – The Executive Committee will review the Newsletter monthly. The Board requested that the following items be added to the September newsletter:
- Add Blue Balance Pools as October “I Spy a Good Vendor”
 - Add home maintenance tips
 - Add Pest control information regarding spraying for ants
 - Special Dates for the Month
 - Project completions
 - Holiday decorating contest

IV. NEW BUSINESS

- A. Delinquency Report** – No action taken in General Session.
- B. Re-Seating of the Board of Directors** – A motion was made, seconded and carried for Shelley Nakasone to hold President position, Irene Tsao to hold her Vice President position, for Shelley to add the position of Secretary, for Doug Thornburg to assume the position of Treasurer and for Irene Garcia and Linda Guyett to assume the positions of Members at Large. **5/0**
- C. Seating of the Executive Committee Charter** – A motion was made, seconded and carried for Irene Tsao to hold her current position on the Executive Committee and for Doug Thornburg to assume a position on the Executive Committee. **5/0**


WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 6, 2017
PAGE 3 OF 4

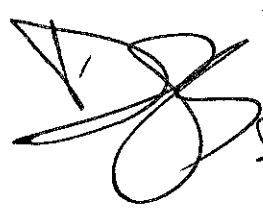
- D. Approval of Board Member Code of Conduct** – A motion was made, seconded and carried to approve the Board Member Code of Conduct as presented, as the 30 day comment period has passed with no comments from Homeowners. All Board Members signed a Code of Conduct. **5/0**
- E. 2720 W Northwood Stairwell Proposals** – A motion was made, seconded and carried to approve the proposal from Preferred Construction Services to repair, replace and reinstall the stair stringers on 2720 W Northwood, in the amount of \$2,914.00. **5/0**
- F. 2516 and 2524 S Laurelwood Wood Posts Proposal** – This agenda item was postponed until a proposal from Preferred Construction Services was available to review.
- G. 2420 S Laurelwood Stairs and Deck Proposals** – A motion was made, seconded and carried to approve the proposal from Preferred Construction Services to repair and replace stair stringers and the deck for 2420 S Laurelwood, in the amount of \$4,359.00. **5/0**
- H. A2Z Plumbing Pressure Regulator Proposal** – This agenda item was postponed until a suitable phasing schedule could be agreed upon.
- I. Southern California Coatings Basketball Backboard Proposal** – A motion was made, seconded and carried to approve the proposal from Southern California Coatings to replace the brackets of the Basketball Backboards, in the amount of \$750.00. **5/0**
- J. Commercial Landscape Services Mulch Proposal** – This agenda item was postponed until a better price could be found.
- K. Architectural Application Revision** – Revisions to the architectural application were discussed. The process for Architectural Committee approval of applications is to include an email copy of the application to be sent to the Executive Committee for review and a hard copy is to be brought to the Board meeting for signatures.
- L. Revised Proposed Fine Policy** – A motion was made, seconded and carried to approve the revised Fine Policy, with one amendment, and to send to the membership for 30 day comment period. **5/0**
- M. Next Meeting Date** – The next meeting is scheduled for October 3, 2017 at 6:30 P.M. **5/0**

WINDWOOD FOREST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
SEPTEMBER 6, 2017
PAGE 4 OF 4

V. ADJOURNMENT

There being no further General Session business to discuss, the meeting was adjourned at 8:32 P.M. to open the Annual Meeting.

ACCEPTED:  DATE: 10-10-17

 10/10/17
DOUG A. HORNBERG