

**Cypress Home Owners Association
Board of Directors Meeting Minutes
October 25, 2012**

1 Upon due notice, given and received, the Cypress Home Owners Association Board
2 of Directors held their regularly scheduled Board of Directors Meeting on Thursday
3 October 25, 2012, Clubhouse #2, Cypress, California. John Russell, President, called
4 the meeting to order at 7:16 p.m. with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Betsy-Ann Toffler, Vice President
9 Judith Fischer, Secretary/Treasurer
10 Diane Woodman. Director At Large

11
12 **Directors Absent**

13 None

14
15 **Also Attending**

16 Yamy Criblez, Accell Property Management, Inc.
17 Rebecca Smith, Accell Property Management, Inc.
18 Four (4) Homeowners

19
20 **Executive Session Meeting Topics**

21 In accordance with California Civil Code Section 1363.05, the Board notes that the
22 following topics were discussed during an Executive Session Meeting held on
23 October 25, 2012.

- 24
- 25 1. Approval of the Executive Session Minutes from September 27, 2012
 - 26 2. Show Cause Hearings
 - 27 3. Statements of Accounts Preliminary to Leaving of Liens
 - 28 4. Management Correspondence
 - 29 5. Homeowner Correspondence
 - 30 6. Delinquencies
 - 31 7. The Judge Law Firm correspondence
 - 32 8. Cane, Walker and Harkins Correspondence
 - 33 9. Legal Matter

34
35 The foregoing Resolution is executed pursuant to the general consent of the Board
36 of Directors.

Executive Session

37 **Minutes**

38 The Board of Directors reviewed the Minutes from September 27, 2012 Regular
39 Session Minutes. Following review and discussion, a motion was made by Judith
40 Fischer and seconded by Diane Woodman to approve the Minutes as presented.
41 The motion carried unanimously.

42
43 The Board of Directors reviewed the Minutes from October 3, 2012 Board of
44 Directors Special Meeting. Following review and discussion, a motion was made by
45 Judith Fischer and seconded by Diane Woodman to approve the Minutes as
46 presented. The motion carried unanimously.

47
48 **Architectural Matters**

49 The Board of Directors reviewed an architectural application submitted by the
50 homeowner of 4635 Larwin Avenue for the installation of a condensation pipe for a
51 new heating and air conditioning unit for the residence. Following review and
52 discussion, a motion was made by Betsy-Ann Toffler and seconded by John Russell
53 to approve the application as presented. The motion carried unanimously.

54
55 The Board of Directors reviewed an architectural application submitted by the
56 homeowner of 4661 Larwin Avenue for window replacement. The homeowner was
57 present at the meeting. Following review and discussion, a motion was made by
58 Judith Fischer and seconded by Betsy-Ann Toffler to approve the application as
59 presented. The motion carried unanimously.

60
61 The Board of Directors reviewed an architectural application submitted by the
62 homeowner of 4815 Larwin Avenue for window replacement. Following review and
63 discussion, a motion was made by Judith Fischer and seconded by Betsy-Ann Toffler
64 to approve the application as presented. The motion carried unanimously.

65
66 **Consent Calendars and Resolutions**

67 The Board of Directors reviewed a Lien Authorization Consent Calendar for
68 Account# 1459701. Following review and discussion, a motion was made by Betsy-
69 Ann Toffler and seconded by Diane Woodman to approve the Lien if payment has
70 not been received by November 10, 2012. The motion carried unanimously.

71
72 **Committee Reports**

73 The Board of Directors reviewed correspondence submitted by Clubhouse Manager,
74 Maria Delvaux regarding homeowner's violations. No further action was taken, as
75 disciplinary action was taken in Executive Session.

Minutes

4635 Larwin Ave

4661 Larwin Ave

4815 Larwin Ave

Consent Calendar

Clubhouse
Manager

76	<u>Financials</u>	
77	The Board of Directors reviewed the Reserve Study Draft prepared by Strategic	Reserve Study
78	Reserves. Following review and discussion, <u>a motion was made by Betsy-Ann Toffler</u>	
79	<u>and seconded by Diane Woodman to approve the Reserve Study Draft as presented.</u>	
80	<u>The motion carried unanimously.</u>	
81		
82	The Board of Directors reviewed a 30-Year Reserve Funding Plan prepared by Accell	30 Year Reserve
83	Property Management, Inc. Following review and discussion, <u>it was the general</u>	Funding Plan
84	<u>consent of the Board of Directors to table this matter to the November 29, 2012, Board</u>	
85	<u>meeting, as revisions are needed.</u>	
86		
87	Management presented the Board of Directors with the 2013 Final Operating Budget	2013 Budget
88	Draft. Following review and discussion, <u>a motion was made by Judith Fischer and</u>	
89	<u>seconded by Diane Woodman to approve the budget as amended. Also, the</u>	
90	<u>application for architectural improvement is to be replaced with the application</u>	
91	<u>currently on the association's website. The motion carried unanimously.</u>	
92		
93	The Board of Directors reviewed the financial statements for the period ending	Financial
94	September 30, 2012. Following review and discussion, <u>a motion was made by Judith</u>	Statement
95	<u>Fischer and seconded by John Russell to approve the financial statements as</u>	
96	<u>presented. The motion carried unanimously.</u>	
97		
98	<u>Board Actions</u>	
99	The Board of Directors reviewed a proposal submitted by Antis Roofing and Water-	Antis Roofing and
100	proofing for the replacement of the roofs/mansards at 4608-4610 and 4658-4660	Waterproofing
101	Larwin Avenue. Following review and discussion, <u>a motion was made by Judith</u>	Proposal
102	<u>Fischer and seconded by Betsy-Ann Toffler to approve the proposal presented,</u>	
103	<u>which total cost is fifty one thousand eighty-four dollars (51,084.00). The motion</u>	
104	<u>carried unanimously.</u>	
105		
106	The Board of Directors reviewed proposals for the replacement of the air and heating	Air and Heating
107	units in clubhouse #1. Following review and discussion, <u>a motion was made by</u>	Proposals
108	<u>Judith Fischer and seconded by Diane Woodman to approve the proposal submitted</u>	
109	<u>by Cooper and Company, for Payne Systems in the amount of nine thousand one</u>	
110	<u>hundred four dollars (\$9,104.00). The motion carried unanimously.</u>	
111		
112	The Board of Directors reviewed a proposal submitted by Arenas Painting for the	Arenas Painting
113	painting of the exterior stucco at 4645 Larwin Avenue in the amount of four hundred	Proposal

114 seventy-five dollars (\$475.00). Following review and discussion, it was the general
115 consent of the Board of Directors to approve the proposal, should the work not be
116 completed to the Association's satisfaction on or around November 10, 2012.

117

118 The Board of Directors reviewed Inspectors of Election proposals to assist at the
119 Annual Membership Meeting to be held in January 2013. Following review and
120 discussion, it was the general consent of the Board of Directors to deny these
121 proposals and appoint, Management, and the homeowners of 4563 and 4615 Larwin
122 Avenue as Ballot Inspectors.

Ballot Inspectors

123

124 **Open Forum**

125 The following items were discussed during Open Forum: dog waste not being
126 picked up, roof replacement schedule, carport blowing, and homeowners wrongly
127 disposing of items in the trash areas.

Open Forum

128

129 **Adjournment**

130 There being no further business to come before the Board, it was the general consent
131 of the Board of Directors to adjourn the meeting at 8:15 p.m.

Adjournment

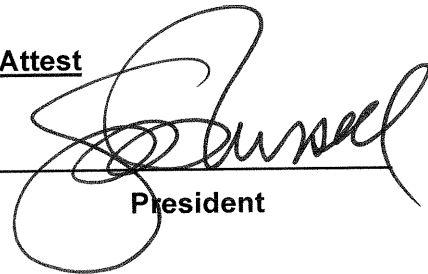
132

133 **Attest**

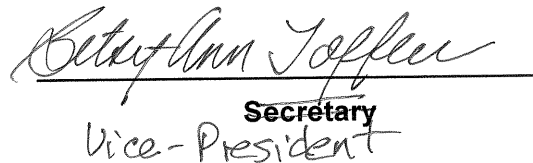
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President



Secretary
Vice-President