

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
December 2, 2010**

1 Upon due notice, given and received, the Cypress Home Owners Association  
2 Board of Directors held their regularly scheduled Board of Directors Meeting  
3 on December 2, 2010, at Clubhouse #2, Cypress, California. The President of  
4 the Board of Directors, Betsy-Ann Toffler, called the meeting to order at 7:01  
5 p.m. with a quorum of Directors present.

6

7 **Directors Present**

8 Betsy-Ann Toffler, President  
9 Judith Fischer, Secretary  
10 Brenan Cheung, Treasurer  
11 Katie Bryson, Director at Large

12

13 **Directors Absent**

14 Jean Redfearn, Vice President

15

16 **Also Attending**

17 Yamy Criblez, Accell Property Management, Inc.  
18 One (1) Homeowner

19

20 **Executive Session Meeting Topics**

21 In accordance with California Civil Code Section 1363.05, the Board notes that  
22 the following topics were discussed during an Executive Session Meeting held  
23 on December 2, 2010.

Executive Session

24

- 25 1. Approval of the Executive Session Minutes from October 28, 2010
- 26 2. Show Cause Hearings
- 27 3. Statements of Account Preliminary to Levying of Liens
- 28 4. Case History Summary Report submitted by The Judge Law Firm
- 29 5. Case History Summary Report submitted by Cane, Walker & Harkins  
30 LLP.

31

32 The foregoing Resolution is executed pursuant to the general consent of the  
33 Board of Directors.

34

35 **Minutes**

36 The Board of Directors reviewed the Minutes from the October 28, 2010  
37 Board of Directors Meeting. Following review, a motion was made by Judith  
38 Fischer and seconded by Katie Bryson to approve the minutes as amended.  
39 The motion carried unanimously.

Minutes

40

41 **Architectural Matters**

42 The Board of Directors reviewed an architectural application submitted by  
43 the Homeowner of 4635 Larwin Avenue to replace the front door. Following  
44 review, a motion was made by Betsy-Ann Toffler and seconded by Katie  
45 Bryson to approve the application as submitted. The motion carried  
46 unanimously.

4635 Larwin

47

48 The Board of Directors reviewed an architectural application submitted by  
49 the Homeowner of 4674 Larwin Avenue for the replacement of the patio door  
50 and removal of decorative stucco work on the patio wall. Following review, a  
51 motion was made by Betsy-Ann Toffler and seconded by Brenan Cheung to  
52 approve the application with the condition that the owner submits a picture  
53 of the stucco upon completion to ensure it meets Association standards. The  
54 motion carried unanimously.

4674 Larwin

55

56 **Committee Reports**

57 Jean Redfearn was absent; therefore, there were no committee reports.

58

59 **Financials**

60 The Board of Directors reviewed the financial statements for the periods  
61 ending September 30, 2010 and October 31, 2010. Following review and  
62 discussion, a motion was made by Brenan Cheung and seconded by Judith  
63 Fischer to approve the financials statements as presented. The motion carried  
64 unanimously.

Financials

65

66 In addition, the Board of Directors agreed, by general consent, to open a  
67 twelve (12) month Certificate of Deposit (CD) for fifty thousand dollars  
68 (\$50,000.00) at whichever institution would offer one percent (1%) or higher  
69 interest rate.

70

71 While reviewing the financials statements, the Board noticed that three  
72 accounts needed to be written off. Therefore, a motion was made by Brenan

Bad Debt

Write Off

73 Cheung and seconded by Katie Bryson to write off the following accounts as  
74 bad debt: A1740001469901 for one thousand five hundred dollars (\$1,500.00);  
75 and A1740001477501 for three thousand seven hundred and thirty-seven  
76 dollars (\$3,737.42) and A1740001465001 for nine thousand eight hundred  
77 seventy one (\$9,871.00). The motion carried unanimously.

78

79 **Board Actions**

80 The Board of Directors reviewed the Lien Authorization Consent Calendar.  
81 Following review, it was the general consent of the Board of Directors to  
82 proceed with the Lien for account numbers 1473701, 1462901, and 1459201 if  
83 payment is not received by the 15<sup>th</sup> of December.

Lien  
Authorization  
Consent Calendar

84

85 The Board of Directors reviewed proposals for power washing trash  
86 enclosures, carports and carport grounds. Following review and discussion,  
87 a motion was made by Betsy-Ann Toffler and seconded by Katie Bryson to  
88 approve the proposal submitted by Sunset Property Services at a cost of two  
89 thousand nine hundred seventy five dollars (\$2,975.00). The motion carried  
90 unanimously.

Power  
Washing  
Proposals

91

92 The Board of Directors reviewed correspondence submitted by the owner  
93 of 4776 Larwin requesting reimbursement for a plumbing expense of one  
94 hundred forty dollars (\$140.00), and waiver of the pool key fee of one  
95 hundred dollars (\$100.00). Following review and discussion, it was the  
96 general consent of the Board of Directors to approve the Homeowner's  
97 request for waiver of the pool key fee and reimbursement of plumbing  
98 expenses, as damage was caused by the Association's tree roots.

4776 Larwin

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100 **Homeowner Open Forum**

101 Homeowners had nothing to discuss in Open Forum.

Open Forum

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103 **Adjournment**

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

Adjournment

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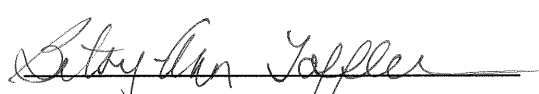
107 **Attest**

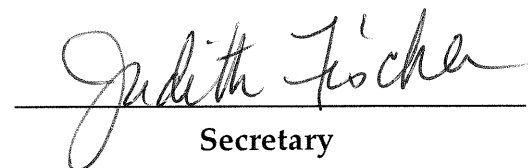
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**President**

  
**Secretary**