

**Cypress Home Owners Association
Board of Directors Meeting Minutes
October 18, 2018**

1 Upon due notice, given and received, the Cypress Home Owners Association Board of
2 Directors held their regularly scheduled Board of Directors Meeting on Thursday,
3 October 18, 2018, Clubhouse #2, Cypress, California. John Russell, President, called
4 the meeting to order at 6:54 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Deanna Borodayko, Secretary
9 Jean Redfearn, Treasurer

10
11 **Directors Absent**

12 Jack Nance, Vice President

13
14 **Also Attending**

15 Dianna Campellone, Accell Property Management, Inc.
16 Three (3) Homeowners

17
18 **Executive Session Meeting Topics**

19 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
20 that the following topics were discussed during an Executive Session Meeting held on
21 October 18, 2018:

- 22
- 23 1. Approval of the Executive Session Minutes from September 27, 2018
- 24 2. Reviewed Cane, Walker and Harkins LLP Correspondence
- 25 3. Reviewed The Judge Law Firm Correspondence
- 26 4. Reviewed a Payment Plan Request
- 27 5. Reviewed Homeowner Correspondence
- 28 6. Reviewed Orange County Superior Court Correspondence

29
30 The foregoing Resolution is executed pursuant to the general consent of the Board of
31 Directors.

32
33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held

Executive Session
Meeting Topics

Minutes

35 on September 27, 2018. Following review and discussion, Jean Redfearn made a
36 motion to approve the Minutes as submitted. Deanna Borokayko seconded the
37 motion. The motion passed unanimously.

38

39 **Architectural Matters**

40 The Board of Directors reviewed an Architectural Application submitted by Lueders,
41 4590 Larwin Avenue, regarding the installation of a patio cover, solar panels and
42 vehicle charging station. Following review and discussion, the Board agreed, by
43 general consent, to table to the November 2018 Meeting following legal counsel
44 review.

4590 Larwin
Avenue

45

46 **Landscape Maintenance**

47 The Board of Directors reviewed correspondence submitted by Glen Brouwer of
48 Integration Design Studio regarding landscape renovation. No Boar action was taken.

Landscape
Maintenance

49

50 **Committee Reports**

51 The Board of Directors reviewed correspondence submitted by Paul Ignatowski of
52 Premier Commercial Painting regarding painting concerns. Following review and
53 discussion, the Board agreed, by general consent, to invite Paul Ignatowski to the
54 November 2018 Meeting.

Premier Painting

55

56 The Board of Directors reviewed correspondence submitted by Don Moreau, Parking
57 Committee. No Board action was taken.

Parking
Committee

58

59 **Financial Action**

60 The Board of Directors reviewed a Bank Interest Rate Schedule submitted by
61 Management. No Board action was taken.

Bank Interest
Rate Schedule

62

63 The Board of Directors reviewed a Bank Transaction Resolution submitted by
64 Management. No Board action was taken.

Bank Transaction
Resolution

65

66 The Board of Directors reviewed a Special Resolution of the Board of Directors to
67 Transfer Operating Funds to Alliance Association Bank from the City National Bank
68 Operating account. Following review and discussion, the Board agreed, by general
69 consent, to approve the Special Resolution and submitted.

Transfer Operating
Funds to Alliance
Bank

70

71 The Board of Directors reviewed a Special Resolution of the Board of Directors to
72 Transfer Reserve Funds to Alliance Association Bank. Following review and

Transfer Reserve
Funds to Alliance

73	<u>discussion, the Board agreed, by general consent, to deny the Special Resolution as</u>	Bank
74	<u>submitted.</u>	
75		
76	<u>Maintenance and Service Proposals</u>	
77	The Board of Directors reviewed a proposal submitted by MCC Construction and	4606 Larwin
78	Restoration regarding interior repairs at 4606 Larwin Avenue at a cost of one thousand	Avenue
79	six hundred fifty dollars (\$1,650.00). Following review and discussion, <u>Jean Redfearn</u>	
80	<u>made a motion to approve the proposal as submitted. John Russell seconded the</u>	
81	<u>motion. The motion passed unanimously.</u>	
82		
83	The Board of Directors reviewed a proposal submitted by MCC Construction and	4606 Larwin
84	Restoration regarding exterior repairs at 4606 Larwin Avenue. Following review and	Avenue
85	discussion, <u>Deanna Borodayko made a motion to approve Item C to remove and</u>	
86	<u>replace the existing brick siding back to original condition at a cost of four thousand</u>	
87	<u>eight hundred ninety-five dollars (\$4,895.00). John Russell seconded the motion.</u>	
88	<u>Jean Redfearn opposed. The motion passed by majority vote two to one to zero (2-1-</u>	
89	<u>0).</u>	
90		
91	The Board of Directors reviewed a revised custodial proposal submitted by Sterling	Sterling Cleaning
92	Cleaning and Maintenance to clean the three (3) pool areas once per week and the	and Maintenance
93	clubhouse twice per month, at a cost of four hundred fifty dollars (\$450.00), and to	
94	clean three (3) pool areas twice per week and the clubhouse twice per month, at a cost	
95	of five hundred forty-five dollars (\$545.00). Following review and discussion, <u>Jean</u>	
96	<u>Redfearn made a motion to approve the revised proposal as submitted. Deanna</u>	
97	<u>Borodayko seconded the motion. The motion passed unanimously.</u>	
98		
99	The Board of Directors reviewed proposals for pool and wader maintenance services	Pool and Wader
100	submitted by Pool Perfection, SDS Pool Service and Aquatrends. Following review	Maintenance
101	and discussion, <u>the Board agreed, by general consent, to deny the proposals and</u>	
102	<u>continue services with Aquatic Balance.</u>	
103		
104	The Board of Directors reviewed a revised proposal for trash enclosure cleaning	Strategic
105	submitted by Strategic Sanitation Services at a cost of one thousand three hundred	Sanitation
106	sixty-eight dollars (\$1,368.00) per month. Following review and discussion, <u>the Board</u>	Services
107	<u>agreed, by general consent, to deny the revised proposal and submit a counter offer of</u>	
108	<u>one thousand sixty-nine dollars and twenty cents (\$1,069.20) per month.</u>	
109		

110	<u>Administrative & Operating Requests and Actions</u>	
111	The Board of Directors reviewed the draft Annual Meeting Material submitted by	Annual Meeting
112	Management. Following review and discussion, <u>Jean Redfearn made a motion to</u>	Material
113	<u>approve the draft Annual Meeting Material as submitted. Deanna Borodayko</u>	
114	<u>seconded the motion. The motion passed unanimously.</u>	
115		
116	The Board of Directors reviewed the Project Calendar. Following review and	Project Calendar
117	discussion, <u>the Board directed Management to follow up on the carport dusting</u>	
118	<u>proposal from Sterling Cleaning and Maintenance.</u>	
119		
120	The Board of Directors reviewed the Communication Worksheet submitted by	Communication
121	Management. No Board action was taken.	Worksheet
122		
123	The Board of Directors reviewed correspondence submitted by Jeon, 4826 Larwin	4826 Larwin
124	Avenue, requesting financial compensation for vehicle damage from the trash	Avenue
125	enclosure gate. Following review and discussion, <u>the Board agreed, by general</u>	
126	<u>consent, to deny the homeowner's request as an investigation found no damage to the</u>	
127	<u>vehicle and the gate enclosure has been repaired.</u>	
128		
129	The Board of Directors reviewed correspondence submitted by Driscoll, 4836 Larwin	Bench Request
130	Avenue and Aguilar, 4852 Larwin Avenue, regarding a request to install a bench in the	
131	common area. No Board action was taken as the Board had approved a new bench to	
132	be installed in the common area at the September 2018 Meeting.	
133		
134	The Board of Directors reviewed correspondence submitted by Brian Ferguson of Fix	Fix It Ferg
135	It Ferg regarding trash enclosure repairs. No Board action was taken.	Correspondence
136		
137	The Board of Directors reviewed a Memorandum submitted by Management regarding	Patio Tree Height
138	Back Patio Tree Heights Discussion. Following review and discussion, <u>the Board</u>	Discussion
139	<u>agreed, by general consent, to table to the November 2018 Meeting.</u>	
140		
141	The Board of Directors reviewed correspondence submitted by Allstate Environmental	4606 Larwin
142	Solutions, Inc. regarding mold remediation at 4606 Larwin Avenue. No Board action	Avenue
143	was required.	
144		
145	The Board of Directors reviewed the Reserve Analysis Report submitted by McCaffery	Reserve Study

146 Reserve Consulting. Following review and discussion, Jean Redfearn made a motion
147 to approve the reserve study as submitted. Deanna Borodayko seconded the motion.
148 The motion passed unanimously.

Draft Annual
Budget Package

149
150 The Board of Directors reviewed the revised draft Annual Budget Package submitted
151 by Management. Following review and discussion, Jean Redfearn made a motion to
152 approve the Annual Budget Package as amended, with an assessment increase to
153 three hundred ten dollars (\$310.00) per month. Deanna Borodayko seconded the
154 motion. The motion passed unanimously.

155

156 **Financials**

CDARS

157 The Board of Directors reviewed a Certificate of Deposit Account Registry Service
158 Customer Request for Account Placement form submitted by City National Bank.
159 Following review and discussion, Jean Redfearn made a motion to roll the
160 Armstrong/BOKF.N.A. CD maturing on November 29, 2018, to a six (6) month CD.
161 Deanna Borodayko seconded the motion. The motion passed unanimously.

162

163 The Board of Directors reviewed the Financial Statement for the period ending
164 September 30, 2018. Following review and discussion, Jean Redfearn made a motion
165 to approve the Financial Statements, subject to annual audit review. Deanna
166 Borodayko seconded the motion. The motion passed unanimously.

Financials

167

168 **Open Forum**

Open Forum

169 In accordance with State Statute, the homeowners present are given an opportunity to
170 address the Board of Directors. There were three (3) Homeowners in attendance.

171

172 **Adjournment**

Adjournment

173 There being no further business to come before the Board of Directors, the Board
174 agreed, by general consent to adjourn the Meeting at 8:54 p.m.

175

176 **Attest**

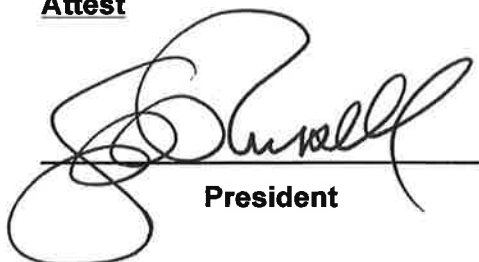
Attest

177

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180


President


Secretary