

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
March 26, 2009**

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 Thursday, March 26, 2009 at Clubhouse #2, Cypress, California. The Board  
4 President Donald Moreau called the meeting to order at 7:19 p.m. with a  
5 quorum of Directors present.

6  
7 **Directors Present**

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

13  
14 **Directors Absent**

15 None

16  
17 **Also Attending**

18 Ramona Acosta, Accell Property Management, Inc.  
19 Silvia Gutierrez, Accell Property Management, Inc.  
20 Anthony Hernandez, Artistic Maintenance  
21 Patrick Prendeville, Prendeville Insurance (arrived at 8:00p.m.)  
22 Approximately twenty-six (26) Homeowners

23  
24 **Executive Session Meeting Topics**

25 In accordance with California Civil Code Section 1363.05, the Board notes that  
26 the following topics were discussed during an Executive Session Meeting held  
27 on March 26, 2009:

Executive Session

- 28  
29 1. Executive Session Meeting Minutes from the February 26,  
30 2009 Executive Session Meeting.  
31 2. Revised Executive Session Meeting Minutes from the  
32 January 29, 2009 Executive Session Meeting.

- 33 3. Member Hearing  
34 4. Statement of Account Preliminary to Levying of Lien for  
35 account #114647  
36 5. Correspondence regarding account #114746 from The  
37 Judge Law Firm  
38 6. Correspondence sent to First American Title Company  
39 from Cane, Walker & Harkins, LLP  
40 7. Summary of accounts from The Judge Law Firm  
41 8. P.W. Stephens contract review  
42

43 The foregoing resolution is executed pursuant by the general consent of the  
44 Board of Directors.  
45

46 **Homeowner Open Forum**

47 The following issues and topics were discussed during the Homeowner Open  
48 Forum: Questions regarding a membership vote for earthquake insurance,  
49 the need for new pool furniture, reasons why no skateboarding is allowed in  
50 the Association and areas of the Association's landscaping not being watered  
51 or maintained by the landscape company.  
52

Open Forum

53 **Artistic Maintenance**

54 Anthony Hernandez, of Artistic Maintenance was in attendance to discuss the  
55 Association's maintenance schedule for the month of April, to present a  
56 proposal for items discussed at the landscape walk held on March 12, 2009 and  
57 to answer homeowner questions and concerns about the landscape  
58 maintenance throughout the community.  
59

Artistic  
Maintenance

60 The Board of Directors reviewed the landscape proposal submitted by Artistic  
61 Maintenance in the amount of \$331.50 for the installation of plant material  
62 throughout the community. After discussion, a motion was made by Judith  
63 Fischer and seconded by Don Moreau to approve the landscape proposal  
64 submitted by Artistic Maintenance in the amount of \$225.00 only, with the  
65 section for 4562 Larwin Avenue tabled until Judith Fischer can verify if that is  
66 the correct address. The motion carried unanimously.  
67

Landscape  
Proposal

68 **Minutes**

Minutes

69 The Board of Directors reviewed the Minutes from the February 26, 2009  
70 Board of Directors Meeting. Following review, it was the general unanimous  
71 consent of the Board of Directors to table the February 26, 2009 Meeting  
72 Minutes so that corrections can be made.

73  
74 The Board of Directors reviewed the Minutes from the January 29, 2009 Board  
75 of Directors Meeting. Following review, it was the general unanimous  
76 consent of the Board of Directors to table the January 29, 2009 Meeting  
77 Minutes so that corrections can be made.

78  
79 The Board of Directors reviewed the Minutes from the January 6, 2009  
80 Annual Membership Meeting. Following review, a motion was made by  
81 Judith Fischer and seconded by Katie Bryson to approve the January 6, 2009  
82 Annual Membership Meeting Minutes. The motion carried (3)-(0) with Betsy-  
83 Ann Toffler and Don Moreau abstaining.

84  
85 The Board of Directors reviewed the Minutes from the January 6, 2009  
86 Organizational Meeting. Following review, a motion was made by Judith  
87 Fischer and seconded by Katie Bryson to approve the January 6, 2009  
88 Organizational Meeting Minutes. The motion carried (3)-(0) with Betsy-Ann  
89 Toffler and Don Moreau abstaining.

90  
91 **Earthquake Insurance Presentation**

Earthquake Ins.

92 Patrick Prendeville, of Prendeville Insurance, Inc. was in attendance to  
93 discuss the association's earthquake insurance and hold a Q&A with the  
94 members of the Association that were present.

95  
96 **Board Actions**

Lien Authorization

97 The Board of Directors reviewed the Lien Authorization Consent Calendar  
98 for accounts #114647, #1145620, #1147461, #1147492, #1145571 and #1146531.  
99 After review, a motion was made by Don Moreau and seconded by Katie  
100 Bryan to approve the Lien Authorization Consent Calendar for accounts  
101 #114647, #1145620, #1147461, #1147492, #1145571 and #1146531. The motion  
102 carried unanimously.

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103

104 The Board of Directors reviewed the proposals for power washing the trash  
105 enclosures from Sims Janitorial at a cost of \$165.00 per enclosure, and a  
106 proposal from Experience Janitorial Services at a cost of \$150.00 per  
107 enclosure. After discussion, it was the general unanimous consent of the  
108 Board of Directors to table this item until new janitorial contracts can be  
109 obtained.

110

111 Roofing proposals were requested from GM Roofing, Royal Roof Corp.,  
112 Ozone Roofing, Cliff Brown Roofing and Antis Roofing and Waterproofing.  
113 The Board of Directors reviewed roofing proposals from Antis Roofing and  
114 Waterproofing at a cost of: \$99,241.00 for 20-year warranty roofs, \$88,646.00  
115 for 5-year warranty roofs and \$77,845.00 for the mansards, and a proposal  
116 from Royal Roof Co. at a cost of: \$209,950.00 for 15-year warranty roofs and  
117 mansards, and a proposal for the cost of replacing all of the ply-wood at a  
118 cost of \$78,480.00, as the other vendors declined to bid or failed to submit a  
119 proposal for Board review. After discussion, a motion was made by Brennan  
120 Cheung to obtain a third roofing bid. The motion failed to receive a second,  
121 and died. After further discussion, Management was instructed to send Antis  
122 Roofing and Waterproofing the change orders from last year's roofing project  
123 so that they can submit a proposal for the cost of replacing that amount of  
124 ply-wood. Management was instructed to forward the proposal to the Board  
125 of Directors so that an action can be made before the next meeting.

126

127 The Board of Directors reviewed proposals for wrought iron repairs at Pool  
128 #3 submitted by Arenas Painting in the amount of \$1,050.00, Collin's Builders  
129 in the amount of \$3,970.00 and Plumblin Construction In the amount of  
130 \$5,260.00. After discussion, a motion was made by Don Moreau and seconded  
131 by Betsy-Ann Toffler to approve the proposal from Arenas Painting in the  
132 amount of \$1,050.00. The motion carried unanimously.

133

134 The Board of Directors reviewed the playground non-liability sign proof and  
135 proposals for the cost of installation from Creations Unlimited in the amount  
136 of \$365.00 for labor and materials per playground, and from Arenas Painting  
137 in the amount of \$275.00 for labor and materials per playground. After

138 discussion, a motion was made by Don Moreau and seconded by Brennan  
139 Cheung to approve the purchase of four non-liability signs at a cost of \$63.00  
140 each, and the proposal for the installation of the signs directly onto the  
141 playground equipment from Arenas Painting in the amount of \$110.00 per  
142 playground. The motion passed (3)-(2) with Betsy- Ann Toffler and Judith  
143 Fischer opposed.

144  
145 The Board of Directors reviewed the revised Clubhouse Compensation  
146 Resolution for new Clubhouse Manager Sabrina Moreau. After review, a  
147 motion was made by Judith Fischer and seconded by Betsy- Ann Toffler to  
148 approve the revised Clubhouse Compensation Resolution for new Clubhouse  
149 Manager Sabrina Moreau. The motion carried (4)-(0) with Don Moreau  
150 abstaining.

151  
152 The Board of Directors reviewed the current Clubhouse Agreement. After  
153 review and discussion, Management was instructed to make changes to the  
154 verbiage of the agreement and to add it to the agenda for the April 23, 2009  
155 Board of Directors Meeting.

156  
157 The Board of Directors reviewed the janitorial contract that the association  
158 has with Experience Building Services. After discussion, Management was  
159 instructed to obtain janitorial proposals for review at the April 23, 2009 Board  
160 Meeting.

161  
162 The Board of Directors discussed the common area landscape and  
163 homeowners doing their own plant installations. After discussion, it was the  
164 general unanimous consent of the Board of Directors to table this item until  
165 the April 23, 2009 Board Meeting.

166  
167 **Architectural Matters**

168 The Board of Directors reviewed the Architectural Application submitted by  
169 4570 Larwin Avenue for the installation of a new front door. After review, a  
170 motion was made by Don Moreau and seconded by Betsy-Ann Toffler to  
171 approve the Architectural Application submitted by 4570 Larwin Avenue for  
172 the installation of a new front door. The motion carried unanimously.

Clubhouse Mgr.  
Resolution

Clubhouse  
Agreement

Janitorial Contract

Common Area  
Landscape

4570 Larwin

173

174 The Board of Directors reviewed the Architectural Application submitted by  
175 4677 Larwin Avenue for the installation of new windows and patio door.  
176 After review, a motion was made by Katie Bryson and seconded by Don  
177 Moreau to approve the Architectural Application submitted by 4677 Larwin  
178 Avenue for the installation of new windows and patio door. The motion  
179 carried unanimously.

4677 Larwin

180

181 The Board of Directors reviewed the Architectural Application submitted by  
182 4761 Larwin Avenue for the installation of new windows. After review, a  
183 motion was made by Don Moreau and seconded by Brenan Cheung to  
184 approve the Architectural Application submitted by 4761 Larwin Avenue for  
185 the installation of new windows. The motion carried unanimously.

4761 Larwin

186

187 The Board of Directors reviewed the Architectural Application submitted by  
188 4635 Larwin Avenue for the installation of new shed doors. After review, a  
189 motion was made by Don Moreau and seconded by Katie Bryson to approve  
190 the Architectural Application submitted by 4635 Larwin Avenue for the  
191 installation of new shed doors. The motion carried (4)-(0) with Judith Fischer  
192 abstaining.

4635 Larwin

193

#### 194 **Treasurer's Report**

195 On March 24, 2009, Brenan Cheung, Treasurer, paid a visit to Accell Property  
196 Management, Inc. Brenan Cheung met with Marcie Hvinden (Accounting  
197 Manager), Peter Newbre, Ramona Acosta and Silvia Gutierrez from 9 AM to  
198 11 AM to discuss accounting and reporting issues. Brenan Cheung stated  
199 during the meeting that he will furnish the Board with a summary of the  
200 topics discussed (and results of the discussion) at Accell.

201

202 The Board of Directors reviewed correspondence from Accell Property  
203 Management regarding the Merrill Lynch Account Bank Transaction  
204 Resolution. After discussion, it was the general unanimous consent of the  
205 Board of Directors to table this item until the April 23, 2009 Board of Directors  
206 Meeting.

Merrill Lynch

207 The Board of Directors reviewed the Vendor Balance Detail Report for the  
208 Last fiscal year submitted by Accell Property Management, Inc. After review,  
209 Management was instructed to obtain the fee for including updated report in  
210 every board packet.

Vendor Report

211  
212 The Board of Directors reviewed the financial statements for the periods  
213 ending February 28, 2009. After review, a motion was made by Brennan  
214 Cheung and seconded by Don Moreau to approve the financial statements for  
215 the period ending February 28, 2009 subject to audit. The motion passed  
216 unanimously.

Financials

217  
218 Adjournment

219 There being no further business to come before the Board, it was the general  
220 consent of the Board of Directors to adjourn the meeting at 9:30 p.m.

Adjournment

221  
222 Attest

223

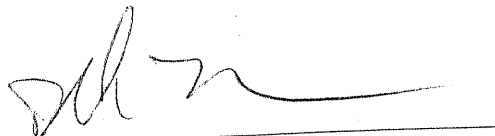
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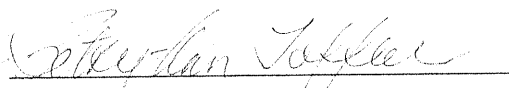
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President



Secretary