

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
December 6, 2017**

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 Wednesday,  
3 December 6, 2017, Clubhouse #2, Cypress, California. John Russell, President,  
4 called the meeting to order at 7:15 p.m., with a quorum of Directors present.

5  
6 **Directors Present**

7 John Russell, President  
8 Jack Nance, Vice President  
9 Deanna Borodayko, Secretary  
10 Jean Redfearn, Treasurer

11  
12 **Directors Absent**

13 None

14  
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.  
17 Four (4) Homeowners

18  
19 **Executive Session Meeting Topics**

20 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
21 that the following topics were discussed during an Executive Session Meeting held on  
22 December 6, 2017:

- 23
- 24 1. Approval of the Executive Session Minutes from November 1, 2017
  - 25 2. Review of Correspondence regarding Payment Plan Default
  - 26 3. Review of Cane, Walker and Harkins LLP Correspondence
  - 27 4. Review of The Judge Law Firm Correspondence
  - 28 5. Review of West One Janitorial Service Contract
- 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 Special Board of Directors  
35 budget meeting held on October 9, 2017. Following review and discussion, Jean  
36 Redfearn made a motion to approve the Minutes as submitted. Jack Nance seconded  
37 the motion. The motion passed unanimously.

Executive Session  
Meeting Topics

Minutes

38	The Board of Directors reviewed the Minutes from the Board of Directors meeting held	Minutes
39	on November 1, 2017. Following review and discussion, <u>Jean Redfearn made a</u>	
40	<u>motion to approve the Minutes as submitted. Deanna Borodayko seconded the</u>	
41	<u>motion. The motion passed unanimously.</u>	
42		
43	<b><u>Architectural Matters</u></b>	
44	The Board of Directors reviewed an Architectural Application submitted by Fuller, 4641	4641 Larwin
45	Larwin Avenue, regarding front porch light replacement. Following review and	Avenue
46	discussion, <u>the Board agreed, by general consent, to approve the Architectural</u>	
47	<u>Application as submitted.</u>	
48		
49	The Board of Directors reviewed an Architectural Application submitted by Kim, 4759	4759 Larwin
50	Larwin Avenue, regarding window replacement, patio fence repair, and patio storage	Avenue
51	closet door replacement. Following review and discussion, <u>Jean Redfearn made a</u>	
52	<u>motion to approve the Architectural Application as submitted. Jack Nance seconded</u>	
53	<u>the motion. The motion passed unanimously.</u>	
54		
55	The Board of Directors reviewed an Architectural Application submitted by Moreau,	4676 Larwin
56	4676 Larwin Avenue, regarding the replacement of the entry door, entry door frame,	Avenue
57	upstairs balcony doors and balcony door frames. Following review and discussion,	
58	<u>Jean Redfearn made a motion to approve the Architectural Application as submitted.</u>	
59	<u>Deanna Borodayko seconded the motion. The motion passed unanimously.</u>	
60		
61	The Board of Directors reviewed an Architectural Application submitted by Nance,	4736 Larwin
62	4736 Larwin Avenue, regarding the installation of a retractable awning over back patio.	Avenue
63	Following review and discussion, <u>Jean Redfearn made a motion to approve the</u>	
64	<u>Architectural Application as submitted. Deanna Borodayko seconded the motion. The</u>	
65	<u>motion passed unanimously.</u>	
66		
67	The Board of Directors reviewed an Architectural Application submitted by Borodayko,	4682 Larwin
68	4682 Larwin Avenue, regarding porch light fixture and patio light replacement.	Avenue
69	Following review and discussion, <u>Jean Redfearn made a motion to approve the</u>	
70	<u>Architectural Application as submitted. Jack Nance seconded the motion. The motion</u>	
71	<u>passed unanimously.</u>	
72		
73	<b><u>Committee Reports</u></b>	
74	The Board of Directors reviewed correspondence submitted by Parking Committee	Parking
75	member, Don Moreau, regarding a stored vehicle in Alley 14. No Board action was	Committee

76	required.	Report
77		
78	The Board of Directors reviewed correspondence submitted by Clubhouse Manager,	Clubhouse
79	Maria Delvaux, regarding new tables and chairs purchased for the clubhouses. No	Management
80	Board action was required.	Report
81		
82	<b><u>Maintenance and Service Proposals</u></b>	
83	The Board of Directors reviewed proposals submitted by Humburg and Associates,	Alley Re-stenciling
84	and Pacific Rim Architectural Services, for re-stenciling the numbers and lettering in	Proposals
85	the alleys. Following review and discussion, <u>the Board agreed, by general consent, to</u>	
86	<u>deny the proposals as submitted and request revised proposals to re-stencil the alley</u>	
87	<u>numbers, letters, and carport numbers.</u>	
88		
89	The Board of Directors reviewed a proposal submitted by West One Property Services,	West One Property
90	for stripping and waxing the clubhouse floors, at a cost of two thousand, two hundred	Services Proposal
91	dollars (\$2,200.00). Following review and discussion, <u>the Board agreed, by general</u>	
92	<u>consent, to deny the proposal as submitted due to the high-priced estimate.</u>	
93		
94	The Board of Directors reviewed a proposal submitted by Strategic Sanitation	Strategic
95	Services, for monthly trash enclosure cleaning, at a cost of nine hundred, seventy-two	Sanitation
96	dollars (\$972.00). Following review and discussion, <u>the Board agreed, by general</u>	Services Proposal
97	<u>consent, to table to the January 2018 meeting.</u>	
98		
99	The Board of Directors reviewed a proposal submitted by Antis Roofing and	Antis Roofing
100	Waterproofing, for utility closet roof repair at 4749 Larwin Avenue, at a cost of one	Proposal
101	one thousand, three hundred, ninety-five dollars (\$1,395.00). Following review and	
102	discussion, <u>Jean Redfearn made a motion to approve the proposal, contingent upon</u>	
103	<u>the roof evaluation percentage is thirty (30) percent or higher. Deanna Borodayko</u>	
104	<u>seconded the motion. The motion passed unanimously.</u>	
105		
106	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
107	The Board of Directors reviewed the December 2017 newsletter submitted by	December 2017
108	Management. No action was required.	Newsletter
109		
110	The Board of Directors reviewed the 2017 Annual Calendar. No action was required.	2017 Calendar
111		
112	The Board of Directors reviewed a Memorandum submitted by Management regarding	Trash Bin
113	the possibility of removing the trash and recycle dumpsters in the community and have	Discussion

114	individual trash cans. A Town Hall Meeting will be held in March 2018.	
115		
116	The Board of Directors reviewed a Memorandum submitted by Management regarding	Handyman
117	Board Member, Jack Nance, performing handyman services in the community.	Discussion
118	Following review and discussion, <u>the Board agreed, by general consent, to table to the</u>	
119	<u>January 2018 meeting.</u>	
120		
121	The Board of Directors reviewed a Memorandum submitted by Management regarding	Project Priority
122	a prioritized list of 2018 projects. Following review and discussion, <u>the Board agreed,</u>	List Discussion
123	<u>by general consent, to the following list: 1) Revision of the CC&amp;Rs, 2) Irrigation</u>	
124	<u>Rehabilitation, and 3) Clubhouse Renovation. The 2018 ongoing projects consist of</u>	
125	<u>the following: Hydro-jetting, and clean-out installations, painting, and roof</u>	
126	<u>repairs/replacements.</u>	
127		
128	The Board of Directors reviewed a Memorandum submitted by Management regarding	Facility Keys
129	facility keys. A new set of facility keys will be ordered for Jack Nance and Deanna	
130	Borodayko, as their current set of facility keys do not work.	
131		
132	The Board of Directors reviewed correspondence submitted by Farmers Insurance for	4580 Larwin
133	insurance claim number 5004573299, filed by Jadalla, 4580 Larwin Avenue, for interior	Avenue
134	water damages caused by a sudden leak at the toilet water shut off valve. Following	
135	review and discussion, <u>the Board agreed, by general consent, to discuss this matter</u>	
136	<u>with the Association's Legal Counsel, David Cane, of Cane, Walker and Harkins LLP,</u>	
137	<u>and the Association's Insurance Agent, Patrick Prendiville, of Prendiville Insurance</u>	
138	<u>Agency. Management was directed to coordinate a conference call.</u>	
139		
140	<b><u>Financials</u></b>	
141	The Board of Directors reviewed a Certificate of Deposit Account Registry Service	CDARS
142	(CDARS) Customer Request for Account Placement of Five Star Bank CD, maturing	
143	on February 1, 2018, in the amount of one hundred forty thousand dollars	
144	(\$140,000.00). Following review and discussion, <u>the Board agreed, by general</u>	
145	<u>consent, to roll the maturing CD to a three (3) month term.</u>	
146		
147	The Board of Directors reviewed a Certificate of Deposit Account Registry Service	CDARS
148	(CDARS) Customer Request for Account Placement of Five Star/Simmons/The Park	
149	CD, maturing on February 1, 2018, in the amount of one hundred forty thousand	
150	dollars (\$140,000.00). Following review and discussion, <u>the Board agreed, by general</u>	
151	<u>consent, to roll the maturing CD to a twelve (12) month term.</u>	

152 The Board of Directors reviewed the Financial Statement for the period ending  
153 October 31, 2017. Following review and discussion, Jean Redfearn made a motion to  
154 approve the Financial Statements, subject to annual audit review. John Russell  
155 seconded the motion. The motion passed unanimously.

Financials

156

157 **Open Forum**

158 In accordance with State Statute, the homeowners present are given an opportunity to  
159 address the Board of Directors. There were four (4) Homeowners in attendance. The  
160 following topics were discussed in Open Forum: Painting project concerns, Senate Bill  
161 918, and homeowners insurance.

Open Forum

162

163 **Adjournment**

164 There being no further business to come before the Board of Directors, the Board  
165 agreed, by general consent to adjourn the Meeting at 9:57 p.m.

Adjournment

166

167 **Attest**

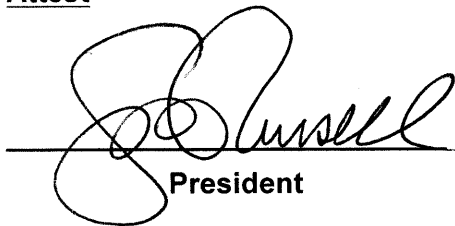
Attest

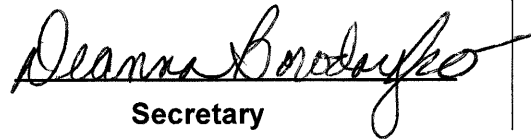
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President

  
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Secretary