

**Cypress Home Owners Association
Board of Directors Meeting Minutes
May 28, 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, May 28, 2009 at Clubhouse #2, Cypress, California. The Board
4 President Donald Moreau called the meeting to order at 7:44 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 Silvia Gutierrez, Accell Property Management, Inc.

19 Yamy Criblez, Accell Property Management, Inc.

20 Anthony Hernandez, Artistic Maintenance

21 Approximately five (5) Homeowners

22

23 **Executive Session Meeting Topics**

24 In accordance with California Civil Code Section 1363.05, the Board notes that
25 the following topics were discussed during an Executive Session Meeting held
26 on May 28, 2009:

27

28 1. Re-roof contract with Antis Roofing and Waterproofing

29 2. Janitorial contract with Five Star Janitorial

30 3. Revised Executive Session Minutes from the April 23,
31 2009 and March 26, 2009 Meetings.

32 4. Member Discipline Hearing

Executive Session

- 33 5. Member Discipline Homeowner Correspondence
- 34 6. Statements of Accounts Preliminary to Levying of Liens
- 35 for accounts: #114743, #114600 and #114653.
- 36 7. Settlement Offer for Past Due Assessments
- 37 8. Resolutions to Foreclose for accounts: #114741 and
- 38 #114785
- 39 9. Correspondence from The Judge Law Firm
- 40 10. Proposed Landscape Rule changes
- 41 11. Proposed Clubhouse Agreement changes
- 42 12. Correspondence from Cane, Walker & Harkins, LLP

43

44 The foregoing resolution is executed pursuant to the general consent of the

45 Board of Directors.

46

47 **Homeowner Open Forum**

48 The following issues and topics were discussed during the Homeowner Open

49 Forum: Questions regarding back patio fence materials and questions about

50 the roofing materials being used in nearby communities.

51

Open Forum

52 **Minutes**

53 The Board of Directors reviewed the Minutes from the April 23, 2009 Board

54 of Directors Meeting. Following review, a motion was made by Betsy-Ann

55 Toffler and seconded by Don Moreau to approve the April 23, 2009 Meeting

56 Minutes pending corrections. The motion carried unanimously.

57

Minutes

58 **Agenda Change**

59 The Board of Directors reviewed the current Agenda format. Following

60 discussion, a motion was made by Betsy-Ann Toffler and seconded by Don

61 Moreau to revise the meeting Agenda as follows: Following the approval of

62 the Consent Calendar, the Financial Review portion will be scheduled and

63 reviewed from this point forward and until further notice. The motion carried

64 unanimously.

65

66 **Artistic Maintenance**

67 Anthony Hernandez of Artistic Maintenance was in attendance to discuss the

68 following items:

- 69 • The Association's maintenance schedule for the month of June 2009
70 • To present a proposal for items discussed at the landscape walk held on
71 May 14, 2009
72 • Answer homeowner questions and concerns about the landscape
73 maintenance throughout the community.
74

75 The Board of Directors reviewed the landscape proposal submitted by Artistic
76 Maintenance in the amount of five hundred sixty dollars (\$560.00) for the
77 installation of plant material throughout the community. Following
78 discussion, a motion was made by Don Moreau and seconded by Betsy-Ann
79 Toffler to approve the landscape proposal submitted by Artistic Maintenance
80 in the amount of one hundred one dollars and seventy-five cents (\$101.75)
81 only, and to table the portion for 4802 Larwin in the amount of four hundred
82 fifty-eight dollars and fifty cents (\$458.50) for review at the next landscape
83 walk. The motion carried 4-0 with Katie Bryson abstaining.
84

Landscape
Proposal

85 The Board of Directors reviewed the landscape proposal submitted by Artistic
86 Maintenance in the amount of one hundred twenty dollars (\$120.00) for the
87 removal of one dead vine from the back patio fence, carport and carport roof
88 behind 4557 Larwin. Following review, the Board determined to table this
89 item and directed Management to obtain a revised bid to encompass removal
90 of the dead vine at the carport only, as the back patio fence is the
91 responsibility of the owner of 4557 Larwin.
92

93 The Board of Directors reviewed the Lien Authorization Consent Calendar for
94 accounts: #114743, #114600 and #114653. Following discussion, it was the
95 unanimous consent of the Board of Directors to table this item until the June
96 2009 Board Meeting.
97

Lien Authorization

98 **Financials**

99 The Board of Directors reviewed the financial statements for the periods
100 ending April 30, 2009. Following review, a motion was made by Brenan
101 Cheung and seconded by Don Moreau to accept the financial statements for
102 the period ending April 30, 2009 subject to annual audit. The motion passed
103 unanimously.

Financials

104 A motion was made by Katie Bryson and seconded by Brenan Cheung to
105 apply the Association's reserve interest in the amount of four thousand nine
106 hundred twenty dollars and three cents (\$4,920.03) to the Member Equity
107 G/L#3900 line item. The motion carried 4-1 with Betsy-Ann Toffler opposed.
108

Reserve Interest

109 **Board Actions**

110 The Board of Directors reviewed a proposal submitted by Arenas Painting for
111 trash enclosure repairs throughout the community at a cost of one thousand
112 fifty dollars (\$1,050.00). Following review and discussion, a motion was
113 made by Don Moreau and seconded by Betsy-Ann Toffler to approve the
114 proposal submitted by Arenas Painting for trash enclosure repairs
115 throughout the community at a cost of one thousand fifty dollars (\$1,050.00).
116 The motion carried unanimously.
117

Trash Enclosure

Repairs

118 The Board of Directors reviewed painting and wood replacement proposals
119 from the following contractors:

Painting Proposals

- 121 • Arenas Painting in the amount of \$214,200.00 and \$41,250.00,
122 respectively
- 123 • Advanced Painting & Construction in the amount of \$177,500.00 and
124 \$55,476.00 respectively
- 125 • 1st Street Painting in the amount of \$208,385.00 and 55,476.00
126 respectively
- 127 • Prime Co Painting in the amount of \$204,833.00 and an anticipated 32
128 man hours for wood replacement at a T&M rate of \$35.00 per man
129 hour and materials at cost plus 15%.

131 Following review and discussion, it was the unanimous consent of the Board
132 of Directors to table this item so that a Special Executive Session Meeting can
133 be scheduled with the painting vendors.
134

135 The Board of Directors reviewed the landscape maintenance bids submitted
136 by Harvest Landscape in the amount of four thousand seven hundred dollars
137 (\$4,700.00), Tru Green Landcare in the amount of seven thousand four
138 hundred twenty dollars (\$7,420.00), and CVL West Landscape Services in the
139 amount of seven thousand three hundred and eighty dollars (\$7,380.00).

Landscape Proposals

140 Following discussion, it was the unanimous consent of the Board of Directors
141 to table this item so that a renewal contract can be obtained from the
142 Association's current maintenance company, Artistic Maintenance.

143

144 **Architectural Matters**

145 The Board of Directors reviewed the Architectural Application submitted by
146 4856 Larwin Avenue for the installation of lights along the border of their
147 front garden. Following review, a motion was made by Don Moreau and
148 seconded by Katie Bryson to approve the Architectural Application
149 submitted by 4856 Larwin Avenue for the installation of Malibu Lights along
150 the border of their front garden. The motion carried 4-0 with Betsy-Ann
151 Toffler abstaining.

152

153 The Board of Directors discussed the faux/false doors found on certain units
154 throughout the community, and the maintenance responsibility of such
155 doors. Following discussion, a motion was made by Katie Bryson and
156 seconded by Don Moreau to instruct Management to contact the
157 Association's Legal Council for a legal interpretation of the faux/false door
158 maintenance responsibility. The motion carried unanimously.

159

160 **Adjournment**

161 There being no further business to come before the Board, it was the general
162 consent of the Board of Directors to adjourn the meeting at 9:20 p.m.

163

164 **Attest**

165

166

167

168

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170

171

President

Secretary

4570 Larwin

False Door
Responsibility

Adjournment