

**Cypress Home Owners Association
Board of Directors Meeting Minutes
June 23, 2011**

1 Upon due notice, given and received, the Cypress Home Owners Association Board
2 of Directors held their regularly scheduled Board of Directors Meeting on June 23,
3 2011, at Clubhouse #2, Cypress, California. The President of the Board of Directors,
4 Betsy-Ann Toffler, called the meeting to order at 7:46 p.m. with a quorum of Directors
5 present.

6

7 **Directors Present**

8 Betsy-Ann Toffler, President

9 John Russell, Vice President

10 Judith Fischer, Treasurer

11 Donald Moreau, Secretary

12

13 **Directors Absent**

14 None

15

16 **Also Attending**

17 Jason G. Carter, CCAM, Accell Property Management, Inc.

18 Yamy Criblez, CCAM, Accell Property Management, Inc.

19 Three (3) Homeowners present

20

21 **Executive Session Meeting Topics**

22 In accordance with California Civil Code Section 1363.05, the Board notes that the
23 following topics were discussed during an Executive Session Meeting held on June
24 23, 2011.

Executive Sessior

25

- 26 1. Approval of the Executive Session Minutes from May 26, 2011
- 27 2. Statement of Account Preliminary to Levying of Lien
- 28 3. Resolution to Foreclose
- 29 4. Membership Discipline
- 30 5. Case History Summary Report submitted by The Judge Law Firm
- 31 6. Collection Status Report submitted by Cane, Walker & Harkins
- 32 7. Formation of Contracts

33

34 The foregoing Resolution is executed pursuant to the general consent of the Board
35 of Directors.

36 **Minutes**

37 The Board of Directors reviewed the Minutes from the May 26, 2011 Board of
38 Directors Meeting. Following review and discussion, a motion was made by Don
39 Moreau and seconded by Judith Fischer to approve the Minutes as presented. The
40 motion carried unanimously.

Minutes

41
42 The Board of Directors reviewed the No Quorum By-Law Amendment Meeting
43 Minutes from May 26, 2011. Following review and discussion, a motion was made by
44 Don Moreau and seconded by John Russell to approve the Minutes as presented.
45 The motion carried unanimously.

46
47 **Board Actions**

48 The Board of Directors reviewed the current Responsibilities, Rules and Regulations
49 & Architectural Guidelines. Following review and discussion, a motion was made by
50 John Russell and seconded by Don Moreau to approve the Responsibilities, Rules
51 and Regulations & Architectural Guidelines as written and mail them to the
52 community for the mandatory thirty (30) day review & comment period before
53 adoption.

Rules and
Regulations

54
55 The Board of Directors reviewed an architectural application submitted by the
56 Homeowner of 4585 Larwin Avenue for the staining of their front entry door.
57 Following review and discussion, a motion was made by Don Moreau and seconded
58 by Betsy-Ann Toffler to approve the application as submitted. The motion carried
59 unanimously.

Architectural
Applications

60
61 The Board of Directors reviewed an architectural application submitted by the
62 Homeowner of 4762 Larwin Avenue for the installation of skylights. Following review
63 and discussion, a motion was made by Betsy-Ann Toffler and seconded by Don
64 Moreau to deny the application as submitted. The motion carried unanimously.

65
66 The Board of Directors reviewed an architectural application submitted by the
67 Homeowner of 4590 Larwin Avenue for the installation of a new fence. Following
68 review and discussion, it was the general consent of the Board of Directors to
69 approve the application with the following condition: fence not exceeding 6 feet in
70 height.

71
72 The Chairman of the Emergency Preparedness Committee, Robert Kaplinsky,
73 provided the Board of Directors with an update on the recent Committee Meeting

Emergency
Preparedness

74 and provided an updated budget request. Following review, a motion was made by
75 Judith Fischer and seconded by John Russell to approve a starting budget of one
76 thousand dollars (\$1,000.00) to be funded from Operating g/l #5998 (Miscellaneous).

Committee

78 The Board of Directors reviewed a Lien Authorization Consent Calendar for the
79 following account numbers: 114718-1. Following review and discussion, a motion
80 was made by Betsy-Ann Toffler and seconded by Don Moreau to approve a lien on
81 account number 114718-1. The motion carried unanimously.

Consent Calendar
& Resolutions

83 The Board of Directors reviewed the insurance renewal policy quote from Prendiville
84 Insurance Agency for insurance coverage renewing 07/12/11. Following review and
85 discussion, a motion was made by Betsy-Ann Toffler and seconded by Don Moreau
86 to approve the renewal quote to include a policy limit of fifty three million, eight
87 hundred and three thousand dollars (\$53,803,000.00), liability coverage with a policy
88 limit of three million dollars (\$3,000,000.00), umbrella coverage with a policy limit of
89 one million dollars (\$1,000,000.00), Directors & Officers coverage with a policy limit
90 of two million dollars (\$2,000,000.00) at a total cost of forty three thousand and thirty
91 eight dollars (\$43,038.00) to be funded from Operating g/l #5820 (Insurance).

Insurance Renewal

93 Furthermore, a motion was made by Betsy-Ann Toffler and seconded by Don
94 Moreau to approve the Worker's Compensation policy at a cost of five hundred
95 twenty seven dollars (\$527.00) to be funded from Operating g/l #5320 (Insurance).

97 The Board of Directors discussed the option of power washing the carport structures
98 or having them swept down by landscape service provider Total Landscape.
99 Following discussion, it was the general consent to approve Total Landscape
100 providing this service at a cost not to exceed five hundred dollars (\$500.00).

Carport Cleaning

102 **Financials**

103 The Board of Directors reviewed the financial statements for the periods ending
104 May 31, 2011. Following review and discussion, a motion was made by Judith
105 Fischer and seconded by John Russell to approve the financial statements as
106 presented. The motion carried unanimously.

Financials

108 The Board of Directors reviewed the Draft Audit prepared by Schonwit and
109 Company. Following review and discussion, a motion was made by Judith Fischer
110 and seconded by Don Moreau to accept the draft audit and tax returns as presented
111 for fiscal year-ended 12/13/10 prepared by Schonwit and Company, CPA.

Draft Audit

112 The Board of Directors reviewed a Bank Transaction Resolution from State Farm for
113 a CD maturing on 8/12/11. Following review and discussion, a motion was made by
114 Judith Fischer and seconded by Betsy-Ann Toffler to approve rolling over the CD into
115 the same rate & term. The motion carried unanimously.

State Farm CD

116

117 **Homeowner Open Forum**

118 The following items were discussed during Open Forum: roof repairs, wind chimes
119 causing an audio nuisance and security lighting causing a visual nuisance.

Open Forum

120

121 **Adjournment**

122 There being no further business to come before the Board, it was the general consent
123 of the Board of Directors to adjourn the meeting at 8:45 p.m.

Adjournment

124

125 **Attest**

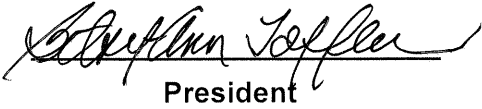
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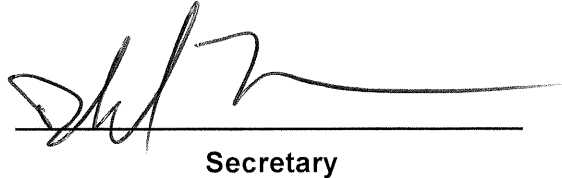
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President


Secretary