

**Cypress Home Owners Association
Board of Directors Meeting Minutes
February 27, 2014**

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 Thursday,
3 February 27, 2014, Clubhouse #2, Cypress, California. Tamara Honegan, Vice
4 President, called the meeting to order at 7:19 p.m. with a quorum of Directors present.

5

6 **Directors Present**

7 John Russell, President (arrived at 7:58 p.m.)

8 Tamara Honegan, Vice President

9 Judith Fischer, Treasurer

10 Maria Delvaux, Secretary

11

12 **Directors Absent**

13 None

14

15 **Also Attending**

16 Yamy Criblez, Accell Property Management, Inc.

17 One (1) Homeowner

18

19 **Executive Session Meeting Topics**

20 In accordance with California Civil Code Section 4935(e), the Board notes that the
21 following topics were discussed during an Executive Session Meeting held on
22 February 27, 2014:

Executive Session

23

24 1. Approval of the Executive Session Minutes from February 6, 2014

25 2. Show Cause Hearings

26 3. Statements of Accounts Preliminary to Levying of Lien

27 4. The Judge Law Firm Correspondence

28 5. Cane, Walker and Harkins Correspondence

29

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

32

33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Regular

Minutes

35 Session Meeting held on February 6, 2014. Following review, Judith Fischer made a
36 motion to approve the Minutes as amended. Tamara Honegan seconded the motion.
37 The motion passed unanimously.

38

39 The Board of Directors reviewed the Minutes from the Annual Membership Meeting
40 held on February 6, 2014. Following review, Judith Fischer made a motion to
41 approve the Minutes as amended. Tamara Honegan seconded the motion. The
42 motion passed unanimously.

43

44 **Consent Calendars and Resolutions**

45 The Board of Directors reviewed a Lien Authorization Consent Calendar for account
46 number 14711-01. Following review, the Board agreed, by general consent to table
47 this matter to the next meeting.

48

49 The Board of Directors reviewed a Resolution to Approve Duties, Responsibilities,
50 and Authorities of the Association President. Following review, Maria Delvaux
51 made a motion to approve the Resolution as presented. John Russell seconded the
52 motion. The motion passed unanimously.

53

54 **Board Actions**

55 The Board of Directors discussed some concerns with services being rendered by
56 Spectrum Building Services. Following review and discussion, the Board agreed, by
57 general consent to have Management contact the vendor to address their concerns.
58 This matter is to be placed on the March meeting agenda.

59

60 The Board of Directors reviewed proposals submitted by Aquatic Balance for pool
61 filter repair or replacement. Following review and discussion, Maria Delvaux made a
62 motion to approve the proposal for filter replacement at a cost of one thousand two
63 hundred thirty-six dollars and eighteen cents (\$1,236.18). The motion passed
64 unanimously.

65

66 The Board of Directors reviewed proposals for Clubhouse Doors submitted by two
67 (2) vendors. Following discussion, the Board agreed, by general consent to table
68 further discussion to the March Board meeting.

69

70 The Board of Directors reviewed the 2014 Project Calendar. Following review and
71 discussion, the Board agreed, by general consent to approve the revised Project
72 Calendar.

73

Lien Authorization
Consent
Calendar

Resolution

Spectrum Building
Services

Aquatic Balance

Clubhouse Doors

2014 Calendar

74	<u>Architectural Matters</u>	
75	The Board of Directors reviewed an Architectural Submission and Review	Architectural
76	Procedures submitted by Management. Following review and discussion, <u>the Board</u>	Procedures
77	<u>agreed, by general consent to approve the Architectural Submission and Review</u>	
78	<u>Procedures. The procedures are to be mailed to the membership for a thirty (30) day</u>	
79	<u>comment period with the next scheduled mailer.</u>	
80		
81	The Board of Directors reviewed an architectural improvement application for front	4679 Larwin Ave
82	door painting submitted by the homeowner at 4679 Larwin Avenue. Following review	
83	and discussion, <u>the Board agreed, by general consent to approve the application as</u>	
84	<u>submitted.</u>	
85		
86	The Board of Directors reviewed an architectural improvement application for	4811 Larwin Ave
87	satellite dish installation per association Satellite Dish Guidelines submitted by the	
88	homeowner at 4811 Larwin Avenue. Following review and discussion, <u>the Board</u>	
89	<u>agreed, by general consent to approve the application as submitted.</u>	
90		
91	<u>Financials</u>	
92	The Board of Directors reviewed a Memorandum submitted by Accell Property	Reserve Reallocation
93	Management, Inc., regarding Reserve Reallocation Worksheet. Following review,	Worksheet
94	<u>the Board agreed, no further action was required at this time.</u>	
95		
96	The Board of Directors reviewed a Memorandum submitted by Accell Property	Bad Debt Write Off
97	Management, Inc., regarding Bad Debt Write Offs. Following review, <u>the Board</u>	Memorandum
98	<u>agreed, no further action was required at this time.</u>	
99		
100	The Board of Directors reviewed the financial statements for the period ending	Financial
101	December 31, 2013 and January 31, 2014. Following review, <u>Judith Fischer made</u>	Statements
102	<u>a motion to approve the financial statements as presented. Tamara Honegan</u>	
103	<u>seconded the motion. The motion passed unanimously.</u>	
104		
105	<u>Open Forum</u>	
106	The following items were discussed during Open Forum.	Open Forum
107	1. Clubhouse Doors	
108	2. Vendor Monitoring	
109	3. Replacement of Brick on Buildings/Common areas	
110		

111 **New Business**

112 The Board of Directors discussed the issue that there are pending roofs and
113 mansards within the community that still need to be replaced. As a result,
114 Management presented the Board of Directors with a proposal for the replacement of
115 the roofs and mansards of the remaining buildings. Following review and discussion,
116 the Board agreed, by general consent that the need for immediate action exists
117 because A.) there is a need to take immediate action and B.) the need came to the
118 attention of the Board after the Agenda was posted. Therefore, the Board has
119 agreed, by general consent, to approve the proposal submitted by Antis Roofing and
120 Waterproofing for the replacement of the roofs and mansards at buildings 4690-4700,
121 4807-4815, 4854-4860, and 4797-4803 at a cost of one hundred eighty four thousand
122 seven hundred eighty five dollars (\$184,785.00).

Antis Roofing

123
124 In addition, the Board of Directors reviewed a proposal submitted by Pacific Rim
125 Architectural for the replacement of the bricks outside building 4661 Larwin Avenue
126 at a cost of one thousand one hundred eighty-five dollars (\$1,185.00). Following
127 review and discussion, the Board agreed, by general consent to table this proposal
128 until competitive proposals are received.

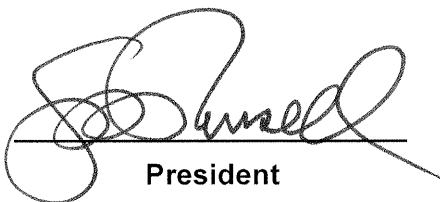
Pacific Rim
Architectural

129
130 **Adjournment**

131 There being no further business to come before the Board, the Board agreed, by
132 general consent to adjourn the meeting at 8:40 p.m.

Adjournment

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134
135 **Attest**

136
137 
138 _____
139 **President**

136
137 
138 _____
139 **Secretary**