

CYPRESS HOME OWNERS ASSOCIATION

c/o Accell Property Management, Inc. 23046 Avenida De La Carlota, Suite 700, Laguna Hills, CA 92653

BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES CLUBHOUSE #2 MAY 16, 2019

BOARD OF DIRECTOR'S ATTENDANCE

Name	Position	Attendance
John Russell	President	Present
Jack Nance	Vice President	Present
Deanna Borodayko	Secretary	Present
Jean Redfearn	Treasurer	Present
VACANT	Director at Large	

Management: John Kern, Community Manager, Accell Property Management

ESTABLISHMENT OF QUORUM & CALL TO ORDER

Quorum was established as noted above and called to order by John Russell at 6:43 PM.

SUMMARY OF EXECUTIVE SESSION

- A. Establishment of Quorum/Call to Order
- B. Executive Session Meeting Minutes from April 18, 2019
- C. Delinquent Accounts
- D. Legal Matters
- E. Adjournment

HOMEOWNER FORUM

One Homeowner present. Topics discussed: Newsletter regarding water line insurance.

MINUTES

A. April 18, 2019 General Session Meeting

A motion was made by Jean Redfearn and seconded by Jack Nance to approve the General Session Meeting Minutes from April 18, 2019. After no further discussion, the motion carried unanimously.

B. No Quorum Annual Membership Meeting

The Board of Directors reviewed the No Quorum Annual Membership Meeting Minutes from April 18, 2019. The Board of Directors took no action as this was approved in a previous meeting.

37 **CONSENT CALENDAR & RESOLUTIONS**

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39 **A. Lien Authorization**

40 The Board of Directors discussed the lien authorization for account ending in 14717-01,
41 14787-01, and 14766-03. As discussed in Executive Session, the Board of Directors
42 offered a payment plan and voted against pursuing collection action at this time.
43

44 **PROPOSALS**

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46 **A. CARPORT STENCIL**

47 A motion was made by Jean Redfearn and seconded by Deanna Borodayko to approve
48 a proposal submitted by Fix-It-Ferg for the carport number stencil painting for
49 approximately 500 parking spaces throughout the community, at a cost of one-thousand
50 five hundred dollars (\$1,500.00). After no further discussion, the motion carried
51 unanimously.
52

53 **B. Alley Signage**

54 Following review and discussion, the Board of Directors tabled a proposal submitted by
55 Vasin Sign Solutions for the custom signage for 13 alleys. Management is to request a
56 revised proposal for 12" x 12" signage for the next meeting.
57

58 **C. Landscape Maintenance**

59 A motion was made by Jean Redfearn and seconded by Jack Nance to approve a
60 proposal submitted by Total Landscape Maintenance for the treatment of weed and
61 grass/lawn fertilization, at a cost of two thousand six hundred sixty five dollars
62 (\$2,665.00) (Spring) and two thousand three hundred ninety five dollars (\$2,395.00)
63 (Fall). After no further discussion, the motion carried unanimously.
64

65 **D. Roof Replacement**

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67 i. 4511 – 4535 Larwin Avenue

68 A motion was made by Jack Nance and seconded by Jean Redfearn to approve
69 a proposal submitted by Antis Roofing & Weatherproofing for the full flat roof
70 replacement, at a cost of fifty-four thousand seven hundred thirty three dollars
71 (\$54,733.00). After no further discussion, the motion carried with a majority. John
72 Russell voted against.
73

74 ii. 4603 – 4617 Larwin Avenue

75 A motion was made by Jack Nance and seconded by Jean Redfearn to approve
76 a proposal submitted by Roofing Standards for the full flat roof replacement, at a
77 cost of fifty two thousand six hundred seventy five dollars (\$52,675.00). After no
78 further discussion, the motion carried with a majority. John Russell voted against.

79 **OPERATING REQUESTS**

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81 **A. Reserve Study**

82 The Board of Directors reviewed the reserve study proposals. The Board of Directors
83 took no action as this was approved in a previous meeting.

84

85

86 **B. Annual Owner Information Form**

87 A motion was made by John Russell and seconded by Jean Redfearn to approve the
88 Annual Owner Information Form and the optional emergency information form. After no
89 further discussion, the motion carried unanimously.

90

91 **C. Facility Maintenance**

92 Following review and discussion, the Board of Directors requested Management to
93 obtain bids for the replacement/repair of the wrought iron fence located at pool #2.

94

95 **ARCHITECTURAL**

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97 **A. 4518 Larwin Avenue – Window Replacement**

98 Homeowner did not provide an architectural application for window replacement. This
99 item was tabled until the next meeting.

100

101 **FINANCIAL**

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103 **A. Bank Transfer To Reserve Account, Cds, Cdars**

104 The Board of Directors reviewed the Customer Request for Account Placement forms
105 for the Certificate of Deposit Accounts. A motion was made by Jean Redfearn and
106 seconded by John Russell to approve the following: six month renewal of maturing
107 Certificate of Deposit for Marquis Bank and a one year renewal of maturing Certificate
108 of Deposit for Dime Community Bank. After no further discussion, the motion carried
109 unanimously.

110

111 **B. April 30, 2019 Financial Statement**

112 A motion was made by Jean Redfearn and seconded by John Russell to approve the
113 Financial Statement for period ending in April 30, 2019. After no further discussion, the
114 motion carried unanimously.

115

116 **NEW BUSINESS**

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118 **A. Pool Area Chairs**

119 A motion was made by Jean Redfearn and seconded by Deanna Borodayko to approve
120 the purchase of Adirondack chairs, up to 10 for each large pool area and up to 6 for the
121 small pool areas. After no further discussion, the motion carried unanimously.

122 **NEXT MEETING DATE – June 20, 2019**

123

124 **ADJOURNMENT**

125 There being no further business to come before the Board of Directors, it was the
126 general consent of the Board of Directors to adjourn the General Session Meeting at
127 8:14 PM.

128

129 Respectfully Submitted by: John Kern, Community Manager

130 Agent for Accell Property Management, Inc.

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Secretary

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