

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
April 23, 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, April 23, 2009 at Clubhouse #2, Cypress, California. The Board  
4 President Donald Moreau called the meeting to order at 7:24 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 Anthony Hernandez, Artistic Maintenance

20 Approximately five (5) Homeowners

21

22 **Executive Session Meeting Topics**

23 In accordance with California Civil Code Section 1363.05, the Board notes that  
24 the following topics were discussed during an Executive Session Meeting held  
25 on April 22, 2009:

Executive Session

26

27 1. Executive Session Meeting Minutes from the March 26,  
28 2009 Executive Session Meeting.

29 2. Member Hearing

30 3. Correspondence from Cane, Walker & Harkins, LLP

31

32 The foregoing resolution is executed pursuant by the general consent of the  
33 Board of Directors.

34

35 **Homeowner Open Forum**

36 The following issues and topics were discussed during the Homeowner Open  
37 Forum: Questions regarding association responsibility of termites found at  
38 false doors and questions regarding the status of the association's painting  
39 project.

Open Forum

40

41 **Artistic Maintenance**

42 Anthony Hernandez of Artistic Maintenance was in attendance to discuss:

Artistic  
Maintenance

43

- 44 • The Association's maintenance schedule for the month of May
- 45 • Status of the olive tree spraying throughout the community
- 46 • To inform the Board of a leaning tree near 4601 Larwin Avenue.
- 47 • To present a proposal for items discussed at the landscape walk held on  
48 April 9, 2009
- 49 • Answer homeowner questions and concerns about the landscape  
50 maintenance throughout the community.

51

52 The Board of Directors reviewed the landscape proposal submitted by Artistic  
53 Maintenance in the amount of \$1,202.50 for the installation of plant material  
54 throughout the community. After discussion, a motion was made by Judith  
55 Fischer and seconded by Betsy-Ann Toffler to approve the landscape proposal  
56 submitted by Artistic Maintenance in the amount of \$1,202.50 pending Judith's  
57 verification of the addresses listed on the proposal. The motion carried (4)-(0)  
58 with Katie Bryson abstaining.

Landscape  
Proposal

59

60 **Minutes**

61 The Board of Directors reviewed the Minutes from the March 26, 2009 Board  
62 of Directors Meeting. Following review, a motion was made by Judith Fischer  
63 and seconded by Betsy-Ann Toffler to approve the March 26, 2009 Meeting  
64 Minutes. The motion carried unanimously.

Minutes

65

66 The Board of Directors reviewed the revised Minutes from the February 26,  
67 2009 Board of Directors Meeting. Following review, a motion was made by  
68 Judith Fischer and seconded by Don Moreau to approve the revised February  
69 26, 2009 Board of Directors Meeting Minutes. The motion carried  
70 unanimously.

71  
72 The Board of Directors reviewed the revised Minutes from the January 29,  
73 2009 Board of Directors Meeting. Following review, a motion was made by  
74 Judith Fischer and seconded by Don Moreau to approve the revised Minutes  
75 from the January 29, 2009 Board of Directors Meeting. The motion carried  
76 unanimously.

77  
78 **Board Actions**

79 The Board of Directors reviewed monthly janitorial proposals submitted by  
80 Five Star Janitorial at a price of \$750.00 for once per week service, \$1,375.00  
81 for twice per week service and \$1,940.00 for three times per week service and  
82 Full Spectrum Services at a price of \$645.00 for once per week service and  
83 \$925.00 for twice per week service. Following review and discussion, it was  
84 the unanimous consent of the Board of Directors to table this item until the  
85 may 2009 Meeting so that Management could invite Five Star Janitorial to  
86 attend the May 2009 Executive Session.

Janitorial

87  
88 The Board of Directors reviewed the roofing sample change orders submitted  
89 by Antis Roofing and Waterproofing. Following review and discussion, a  
90 motion was made by Don Moreau and seconded by Betsy-Ann Toffler to  
91 approve Antis Roofing and Waterproofing as the vendor to perform the re-  
92 roof project at Cypress. Management was instructed to ask that a  
93 representative from Antis Roofing attend the May 2009 Executive Session to  
94 discuss scheduling and to review sample mansard tiles. The motion carried  
95 (4)-(1) with Brenan Cheung opposed.

Roofing

96  
97 The Board of Directors reviewed the revised Clubhouse Rental Agreement.  
98 Following review and discussion, a motion was made by Don Moreau and  
99 seconded by Betsy-Ann Toffler to approve the revised clubhouse agreement  
100 as corrected. Management was instructed to make the changes to the verbiage

Clubhouse  
Agreement

101 of the agreement and to send it to David Cane, the association's legal council  
102 for review prior to mailing it to the Membership for the thirty-day review  
103 period. The motion carried unanimously.

104

105 The Board of Directors reviewed the proposed revised landscape Rules and  
106 Regulations. Following review and discussion, it was the unanimous consent  
107 of the Board of Directors to approve the revised Landscape Rules and  
108 Regulations pending Judith's corrections. Management was instructed to  
109 send the revisions to David Cane, the association's legal council prior to  
110 mailing to the Membership for the thirty-day review period.

Landscape Rules

111

112 The Board of Directors reviewed a plumbing repairs reimbursement request  
113 in the amount of \$650.00 submitted by 4738 Larwin Avenue due to damage  
114 caused by Association tree roots. Following review, a motion was made by  
115 Don Moreau and seconded by Katie Bryson to approve the request for  
116 reimbursement in the amount of \$650.00. The motion carried unanimously.

Plumbing  
Reimbursement

117

### 118 **Architectural Matters**

119 The Board of Directors reviewed the Architectural Application submitted by  
120 4806 Larwin Avenue for the installation of new windows and a new patio  
121 door. Following review, a motion was made by Betsy-Ann Toffler and  
122 seconded by Don Moreau to approve the Architectural Application submitted  
123 by 4806 Larwin Avenue for the installation of new windows and a new patio  
124 door. The motion carried unanimously.

4570 Larwin

125

### 126 **Financials**

127 The Board of Directors reviewed correspondence from Accell Property  
128 Management regarding the Merrill Lynch Account Bank Transaction  
129 Resolution. After discussion, it was the general unanimous consent of the  
130 Board of Directors to table this item until the May 28, 2009 Board of Directors  
131 Meeting.

Merrill Lynch

132

133 The Board of Directors reviewed the financial statements for the periods  
134 ending March 31, 2009. After review, a motion was made by Brenan Cheung  
135 and seconded by Don Moreau to approve the financial statements for the

Financials

136 period ending March 31, 2009 subject to audit. The motion passed  
137 unanimously.

138

139 **Adjournment**

140 There being no further business to come before the Board, it was the general  
141 consent of the Board of Directors to adjourn the meeting at 9:30 p.m.

Adjournment

142

143 **Attest**

144

145

146

147

148

149

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Secretary**