

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
September 26, 2013**

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 September 26, 2013, Clubhouse #2, Cypress, California. Tamara Honegan, Vice  
4 President, called the meeting to order at 7:09 p.m. with a quorum of Directors present.

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6 **Directors Present**

7 Tamara Honegan, Vice President  
8 Carl Kroll, Secretary  
9 Judith Fischer, Treasurer

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11 **Directors Absent**

12 John Russell, President  
13 Diane Woodman, Director At Large

14  
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.  
17 Yamy Criblez, Accell Property Management, Inc.  
18 Two (2) Homeowners

19  
20 **Reserve Study Discussion**

21 Robert Petrisin, Strategic Reserves, conducted a telephone  
22 conference to discuss the reserve study with the Board of Directors.

Strategic Reserves

23  
24 **Executive Session Meeting Topics**

25 In accordance with California Civil Code Section 1363.05, the Board notes that the  
26 following topics were discussed during an Executive Session Meeting held on  
27 September 26, 2013:

Executive Session

- 28  
29 1. Approval of the Executive Session Minutes from August 22, 2013  
30 2. Homeowner Correspondence  
31 3. Delinquencies  
32 4. The Judge Law Firm Correspondence  
33 5. Cane, Walker and Harkins Correspondence  
34

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

37	<b><u>Minutes</u></b>	Minutes
38	The Board of Directors reviewed the Minutes from the Board of Directors Regular	
39	Session Meeting held on August 22, 2013. Following review, <u>it was the general</u>	
40	<u>consent of the Board of Directors to approve the Minutes as presented. The motion</u>	
41	<u>passed unanimously.</u>	
42		
43	<b><u>Consent Calendars and Resolutions</u></b>	
44	The Board of Directors reviewed Statement of Account Preliminary to Levying of Lien	Account
45	for account number A1740001457801. Following review and discussion, <u>it was the</u>	#A1740001457801
46	<u>general consent of the Board of Directors to approve a pre lien if the homeowner</u>	
47	<u>does not respond to Treasury letter by October 8, 2013. The motion passed</u>	
48	<u>unanimously.</u>	
49		
50	<b><u>Financials</u></b>	
51	The Board of Directors reviewed the financial statements for the period ending	Financial
52	August 31, 2013. Following review and discussion, <u>a motion was made by Judith</u>	Statements
53	<u>Fischer, and seconded by Carl Kroll to approve the financial statements as amended.</u>	
54	<u>The motion passed unanimously.</u>	
55		
56	The Board of Directors reviewed Collection Policy Summary Worksheet submitted by	Special Resolution
57	Accell Property Management, Inc. Following review, <u>a motion was made by Carl Kroll,</u>	
58	<u>and seconded by Tamera Honegan to increase the late charge to twenty (\$20.00)</u>	
59	<u>dollars. The motion passed unanimously.</u>	
60		
61	The Board of Directors reviewed Delinquency Policy Summary Worksheet submitted	Special Resolution
62	by Accell Property Management, Inc. Following review, <u>a motion was made by Carl</u>	
63	<u>Kroll, and seconded by Tamera Honegan to approve as presented. The motion</u>	
64	<u>passed unanimously.</u>	
65		
66	The Board of Directors reviewed the 2014 Reserve Study prepared by Strategic	2014 Reserve
67	Reserves. Following review, <u>it was the general consent of the Board of Directors to</u>	Study
68	<u>approve the reserve study contingent upon revisions made by the Board. The motion</u>	
69	<u>passed unanimously.</u>	
70		
71	<b><u>Board Actions</u></b>	
72	The Board of Directors reviewed proposals for audit and tax preparation submitted	Audit and Tax
73	by several vendors. Following review, <u>a motion was made by Judith Fischer, and</u>	Preparation
74	<u>seconded by Carl Kroll to approve the proposal submitted by Schonwit &amp; Company</u>	Proposals

75 in the amount of one thousand dollars (\$1,000.00). The motion passed  
76 unanimously.

77

78 The Board of Directors reviewed proposals for carport maintenance submitted by  
79 by several vendors. Following review, a motion was made by Carl Kroll, and  
80 seconded by Tamara Honegan to approve the proposal submitted by Weaver  
81 Builders in the amount of six thousand nine hundred twenty five dollars (\$6,925.00).  
82 The motion passed unanimously.

83

84 The Board of Directors reviewed a Memorandum submitted by Accell Property  
85 Management, Inc. regarding the clubhouse key return enforcement policy.  
86 Following review, it was the general consent of the Board of Directors to deduct  
87 twenty (\$20.00) dollars from the deposit per day after twenty four (24) hours of the  
88 close of the event. The motion passed unanimously.

89

90 The Board of Directors reviewed a Memorandum submitted by Accell Property  
91 Management, Inc. regarding board packet delivery options. Following review, it was  
92 the general consent of the Board of Directors for Management to hand deliver the  
93 board packets at the monthly landscape walks. The motion passed unanimously.

94

95 The Board of Directors reviewed the Annual Membership Meeting Materials drafted by  
96 Management. Following review, it was the general consent of the Board of Directors  
97 to approve the materials as presented. Management is to include the Request for  
98 Candidate Notice with the November 2013 billing statements. The motion passed  
99 unanimously.

100

101 The Board of Directors reviewed Inspectors of Election proposals to assist at the  
102 Annual Membership Meeting to be held in February 2014. Following review, it was the  
103 general consent of the Board of Directors to deny these proposals and appoint,  
104 Management, and the homeowners of 4615, 4694, and 4858 Larwin Avenue as Ballot  
105 Inspectors.

106

### 107 Open Forum

108 The following items were discussed during Open Forum.

109 1. Dog Concerns

110

### 111 Adjournment

112 There being no further business to come before the Board, it was the general consent  
113 of the Board of Directors to adjourn the Meeting at 8:46 p.m.

Carport  
Maintenance  
Proposals

Clubhouse Key  
Return Policy

Board Packet  
Delivery Options

Annual Meeting  
Materials

Ballot Inspectors

Open Forum

Adjournment

114 ***The General Session Meeting Minutes were approved by the Board of***  
115 ***Directors at the October 24, 2013 Board of Directors Meeting.***