

**Cypress Home Owners Association
Board of Directors Meeting
November 29, 2012**

MEETING NOTICE & AGENDA

NOTICE OF MEETING: The next Board of Directors Meeting for the Cypress Home Owners Association will be held on **Thursday, November 29, 2012**. The Meeting will be called to order at **6:15 p.m.** at Clubhouse #2, Cypress, California.

- I. Call to Order – 6:15 p.m.**
- II. Review & Approve Agenda**
- III. Executive Session**
 - A. Approval of Executive Session Meeting Minutes**
 - 1. October 25 2012 Executive Session
 - B. Member Discipline & Enforcement of Governing Documents**
 - 1. Hearing Notices
 - C. Payments of Assessments & Delinquent Accounts**
 - 1. Payment Plan Progress Correspondence
 - 2. Bad Debt Write Offs
 - 3. Fine/Damage Request Correspondence
 - 4. Homeowner Correspondence
 - 5. Statements of Account Preliminary to Levying of Liens
 - 6. The Judge Law Firm Correspondence
 - 7. Cane, Walker & Harkins, LLP. Correspondence
 - D. Formation of Contracts – No Business Pending**
 - E. Litigation or Consideration of Litigation**
 - 1. Homeowner Correspondence
 - F. Legal Opinion & Legal Guidance – No Business Pending**
- IV. Regular Session - Board Actions**
 - A. Approval of Regular Session Minutes**
 - 1. October 25, 2012 Board of Directors Meeting
 - B. Architectural Matters**
 - 1. Architectural Applications
 - C. Landscape Maintenance – No Business Pending**
 - D. Committee Reports**
 - 1. Committee Correspondence
 - E. Consent Calendar & Resolutions**
 - 1. Adoption of Annual Budget, Assessment Rate and Membership Disclosures
 - 2. Lien Authorization Consent Calendar
 - 3. Board of Directors Resolution to Lien
 - F. Review of Association Current Financial Reporting**
 - 1. Revised 30-Year Reserve Funding Plan
 - 2. Financial Reports for the Period Ending October 31, 2012
 - 3. Financial Reference Guide
 - G. Maintenance & Service Proposals**
 - 1. Sheeler Bros, Inc. Proposal
 - 2. Tot Lot Upgrade Proposals
 - 3. Jamey Clark, Inc. Proposals
 - 4. Audit and Tax Preparation Proposals
 - H. Administration & Operating Request and Actions**
 - 1. Trash Area/Restroom Monitor Job Description
 - 2. Proposed 2013 Annual Calendar
 - 3. Communication Worksheet
 - 4. Homeowner Correspondence
- V. New Business**

Pursuant to California Civil Code Section 1365.05, the Board may address matters of new business only after making a finding that the matter involves circumstances that could not have been reasonably foreseen, and which of necessity make it impracticable to provide prior notice as required by the California Civil Code.
- VI. Homeowner Open Forum**
- VII. Adjournment**
 - A. Next Meeting Date – January 24, 2013
 - B. Motion to Adjourn