

**Cypress Home Owners Association
Board of Directors Meeting Minutes
October 22, 2015**

1 Upon due notice, given and received, the Cypress Home Owners Association Board of
2 Directors held their regularly scheduled Board of Directors Meeting on Thursday,
3 October 22, 2015, Clubhouse #2, Cypress, California. John Russell, President, called
4 the meeting to order at 6:38 p.m., with a quorum of Directors present.

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6 **Directors Present**

7 John Russell, President
8 Tamara Honegan, Vice President
9 Judith Fischer, Treasurer
10 Maria Delvaux, Secretary

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12 **Directors Absent**

13 None

14
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.
17 Forty-six (46) Homeowners

18
19 **Executive Session Meeting Topics**

20 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
21 that the following topics were discussed during an Executive Session Meeting held on
22 October 22, 2015:

**Executive Session
Meeting Topics**

- 23
24 1. Approval of the Executive Session Minutes from September 24, 2015
25 2. Review of Resolution to Record Lien for APN: 242-095-10
26 3. Review of Statement of Account Preliminary to Levying of Lien for
27 account number A1740001471201
28 4. Review of The Judge Law Firm Correspondence
29 5. Review of Cane, Walker and Harkins, LLP Correspondence

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

<p>33 <u>Presentation</u></p> <p>34 Toby Spencer, Accurate Termite and Pest Control attended the meeting to provide a</p> <p>35 termite fumigation presentation for the Homeowners.</p> <p>36</p> <p>37 <u>Minutes</u></p> <p>38 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held</p> <p>39 on September 24, 2015. Following review and discussion, <u>the Board agreed, by</u></p> <p>40 <u>general consent to approve the Minutes as presented.</u></p> <p>41</p> <p>42 The Board of Directors reviewed the Minutes from the Special Board of Directors</p> <p>43 Meeting held on October 11, 2015. Following review and discussion, <u>the Board</u></p> <p>44 <u>agreed by general consent to approve the Minutes as presented.</u></p> <p>45</p> <p>46 <u>Board Actions</u></p> <p>47 The Board of Directors reviewed an Architectural Application submitted by Cho, 4680</p> <p>48 Larwin Avenue, regarding the installation of rain gutters. Following review and</p> <p>49 discussion, <u>Judith Fischer made a motion to approve the architectural application as</u></p> <p>50 <u>submitted. Tamara Honegan seconded the motion. The motion passed unanimously.</u></p> <p>51</p> <p>52 The Board of Directors reviewed an Architectural Application submitted by Fischer,</p> <p>53 4635 Larwin Avenue, regarding rain gutter replacement. Following review and</p> <p>54 discussion, <u>John Russell made a motion to approve the architectural application as</u></p> <p>55 <u>submitted. Maria Delvaux seconded the motion. The motion passed unanimously.</u></p> <p>56</p> <p>57 The Board of Directors reviewed correspondence submitted by Management regarding</p> <p>58 the status of a stored vehicle at carport 4560. No action was required as the vehicle</p> <p>59 has been removed from the carport space.</p> <p>60</p> <p>61 The Board of Directors reviewed a Resolution to Lien for Assessor's Parcel number</p> <p>62 242-095-10 submitted by The Judge Law Firm. Following review, <u>the Board agreed,</u></p> <p>63 <u>by general consent to table to the December Meeting. Management was directed to</u></p> <p>64 <u>contact The Judge Law Firm and inquire as to why they submitted a Resolution to Lien</u></p> <p>65 <u>if the account is current on assessments.</u></p> <p>66</p> <p>67 The Board of Directors reviewed a Lien Authorization Consent Calendar for account</p> <p>68 number A1740001471201. Following review, <u>the Board agreed, by general consent to</u></p>	<p>Accurate Termite & Pest Control</p> <p>Minutes</p> <p>4680 Larwin Avenue</p> <p>4635 Larwin Avenue</p> <p>4560 Larwin Avenue</p> <p>Resolution to Lien APN: 242-095-10</p> <p>Account #A1740001471201</p>
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69 approve a pre-lien if the homeowner does not respond to the Treasurer's letter by
70 November 2, 2015. Judith Fischer mailed the Treasurer's letter to the homeowner on
71 October 23, 2015.

72

73 The Board of Directors reviewed the revised draft 2016 Reserve Study submitted by
74 Strategic Reserves. Following review, Maria Delvaux made a motion to approve the
75 revised draft 2016 Reserve Study. Judith Fischer seconded the motion. The motion
76 passed unanimously.

**Draft 2016 Reserve
Study**

77

78 The Board of Directors reviewed the revised draft Annual Budget Package submitted
79 by Management. Following review and discussion, Judith Fischer made a motion to
80 approve the Annual Budget Package as presented, with the assessment amount to
81 remain the same at two hundred eighty-five dollars (\$285.00) per month. Maria
82 Delvaux seconded the motion. The motion passed unanimously.

**Draft Annual
Budget Package**

83

84 The Board of Directors reviewed proposals for monthly maintenance of the pools and
85 waders submitted by several vendors. Following review and discussion, the Board
86 agreed, by general consent to table to the December Meeting.

**Pool & Wader
Maintenance
Proposals**

87

88 The Board of Directors reviewed a proposal for concrete repair at the entrance to pool
89 #2, at a cost of one thousand one hundred fifty dollars (\$1,150.00) and concrete
90 installation in planter adjacent to entrance at pool #2 at a cost of nine hundred ninety-
91 five dollars (\$995.00) submitted by MCC Construction and Restoration. Following
92 review and discussion, the Board agreed, by general consent to deny the proposal for
93 concrete installation in planter adjacent to pool entrance and table the proposal for
94 concrete repair to the December Meeting. Management was directed to obtain
95 additional proposals for concrete repair from Pacific Rim Architectural Services and
96 CPR Construction.

**MCC Construction
& Restoration
Proposals**

97

98 The Board of Directors reviewed a proposal for moisture barrier and brick replacement
99 at 4804 Larwin Avenue, at a cost of three thousand four hundred twenty-four dollars
100 (\$3,424.00). Following review and discussion, John Russell made a motion to deny
101 the proposal as he has requested that the homeowner file a claim through their
102 homeowner's insurance company. The Board agreed, by majority vote to table to the
103 December Meeting. Management was directed to contact CPR Construction and
104 request clarification of the brick veneer verbiage noted on the proposal and obtain two
105 (2) additional proposals.

**CPR Construction
Proposal**

106 The Board of Directors reviewed a proposal for electrical junction box replacement at
107 pool #2 at a cost of nine hundred twenty-five dollars and ninety-six cents (\$925.96)
108 submitted by Aquatic Balance. Following review and discussion, the Board agreed by
109 general consent to table to the December Meeting. Management was directed to
110 coordinate an onsite meeting with Aquatic Balance to review the scope of work noted
111 on the proposal.

Aquatic Balance
Proposal

113 The Board of Directors reviewed a Memorandum submitted by Management regarding
114 the review and discussion of the proposed rule changes for trash, Violation and Fine
115 policy, and Clubhouse Agreement. No action was taken.

Proposed Rules
& Regulation
Changes

117 The Board of Directors reviewed the financial statement for the period ending
118 September 30, 2015. Following review and discussion, Judith Fischer made a motion
119 to accept the financial statements subject to Audit. Tamara Honegan seconded the
120 motion. The motion passed unanimously.

Financials

122 **Open Forum**

123 There were no items discussed during Open Forum.

Open Forum

125 **Adjournment**

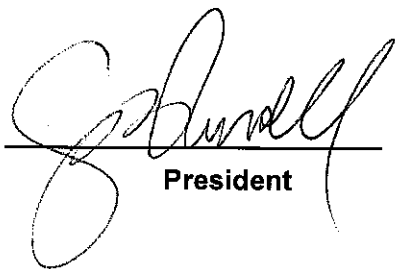
126 There being no further business to come before the Board of Directors, the Board
127 agreed by general consent to adjourn the Meeting at 8:52 p.m.

Adjournment

129 **Attest**

Attest

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134



President



Secretary