

**Cypress Home Owners Association
Board of Directors Meeting Minutes
November 1, 2017**

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 Wednesday,
3 November 1, 2017, Clubhouse #2, Cypress, California. John Russell, President,
4 called the meeting to order at 6:53 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Jack Nance, Vice President
9 Deanna Borodayko, Secretary
10 Jean Redfearn, Treasurer

11
12 **Directors Absent**

13 None

14
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.
17 Six (6) 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 November 1, 2017:

- 23
- 24 1. Approval of the Executive Session Minutes from September 28, 2017
- 25 2. Review of Cane, Walker and Harkins LLP Correspondence
- 26 3. Review of The Judge Law Firm Correspondence
- 27 4. Review of Returned Check Correspondence
- 28 5. Review of West One Janitorial Service Contract 2018 Fee Increase
- 29

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

32
33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held
35 on September 28, 2017. Following review and discussion, Jean Redfearn made a
36 motion to approve the Minutes as amended. Deanna Borodayko seconded the
37 motion. The motion passed unanimously.

Executive Session
Meeting Topics

Minutes

38 **Architectural Matters**

39 The Board of Directors reviewed an Architectural request submitted by Acosta, 4678 4678 Larwin
40 Larwin Avenue regarding window replacement. Following review and discussion, the Avenue
41 Board agreed, by general consent, to deny the Architectural request as the request
42 was not submitted using the Association's approved Architectural Application form.

43
44 The Board of Directors reviewed an Architectural Application submitted by Fuller, 4641 4641 Larwin
45 Larwin Avenue, regarding air conditioning unit conduit replacement. Following review Avenue
46 and discussion, Deanna Borodayko made a motion to approve the Architectural
47 Application as submitted. Jean Redfearn seconded the motion. The motion passed
48 unanimously.

49
50 The Board of Directors reviewed an Architectural Application submitted by Fuller, 4641 4641 Larwin
51 Larwin Avenue, regarding window and sliding door replacement. Following review and Avenue
52 and discussion, Jean Redfearn made a motion to approve the Architectural Application
53 as submitted. Jack Nance seconded the motion. The motion passed unanimously.

54
55 The Board of Directors reviewed an Architectural Application submitted by Pancoast, 4568 Larwin
56 4568 Larwin Avenue, regarding the replacement of the mailbox, security screen entry Avenue
57 door, front entry door, and doorbell. Following review and discussion, Jean Redfearn
58 made a motion to approve the Architectural Application as submitted. Deanna
59 Borodayko seconded the motion. The motion passed unanimously.

60
61 The Board of Directors reviewed an Architectural Application submitted by Sebastian/ 4811 Larwin
62 Cejes, 4811 Larwin Avenue, regarding the replacement of the security screen entry Avenue
63 door, and front entry door. Following review and discussion, Jean Redfearn made a
64 motion to approve the Architectural Application as submitted. Jack Nance seconded
65 the motion. The motion passed unanimously.

66
67 ***The Regular Session Meeting was temporarily adjourned at 7:34 pm and***
68 ***reconvened at 7:49 pm.***

69
70 **Committee Reports**

71 Judith Fischer and Beth Paul attended the meeting to discuss the painting project with Painting
72 the Board of Directors. Following discussion, the Board agreed, by general consent, Committee
73 to paint 4604 Larwin Avenue using paint scheme eleven (11) as a sample for viewing
74 prior to choosing the final paint scheme. The Board agreed to email Management with
75 their final paint scheme choice.

| | | |
|-----|---|------------------|
| 76 | <u>Maintenance and Service Proposals</u> | |
| 77 | The Board of Directors reviewed a proposal submitted by Total Landscape | Tree Trimming |
| 78 | Maintenance regarding tree trimming and shaping at a cost of five thousand, eight | Proposal |
| 79 | hundred, ninety dollars (\$5,890.00). Following review and discussion, <u>Jean Redfearn</u> | |
| 80 | <u>made a motion to approve the proposal as submitted. Jack Nance seconded the</u> | |
| 81 | <u>motion. The motion passed unanimously.</u> | |
| 82 | | |
| 83 | The Board of Directors reviewed a proposal submitted by Total Landscape | Spring 2018 |
| 84 | Maintenance regarding Spring 2018 tree trimming and removal at a cost of six | Trimming and |
| 85 | thousand, five hundred dollars (\$6,500.00). Following review and discussion, <u>the</u> | Removal |
| 86 | <u>Board agreed, by general consent, to table the proposal to the January 2018 meeting.</u> | Proposal |
| 87 | | |
| 88 | The Board of Directors reviewed a proposal submitted by Total Landscape | Wood Bench |
| 89 | Maintenance regarding the removal of thirteen (13) wood benches at a cost of three | Removal Proposal |
| 90 | thousand, five hundred dollars (\$3,500.00). Following review and discussion, <u>Jean</u> | |
| 91 | <u>Redfearn made a motion to approve the removal of twenty (20) wood benches</u> | |
| 92 | <u>throughout the community at a cost of five thousand, three hundred, eighty-five dollars</u> | |
| 93 | <u>(\$5,385.00). Jack Nance seconded the motion. The motion passed unanimously.</u> | |
| 94 | | |
| 95 | The Board of Directors reviewed a proposal submitted by Scott English Plumbing, Inc. | 4601 Larwin |
| 96 | regarding a main sewer repair at 4601 Larwin Avenue at a cost of one thousand, eight | Avenue |
| 97 | hundred, forty-two dollars and sixty-six cents (\$1,842.66). Following review and | |
| 98 | discussion, <u>Jean Redfearn made a motion to approve the proposal as submitted,</u> | |
| 99 | <u>contingent upon Scott English Plumbing pulling a permit prior to commencement.</u> | |
| 100 | <u>Deanna Borodayko seconded the motion. The motion passed unanimously.</u> | |
| 101 | | |
| 102 | The Board of Directors reviewed community wide hydro-jetting proposals submitted by | Community Wide |
| 103 | Scott English Plumbing, Inc., L.A. Hydro-Jet & Rooter Service, Inc., and 4 Pals, Inc. | Hydro-jetting |
| 104 | Following review and discussion, <u>Jean Redfearn made a motion to approve the</u> | Proposals |
| 105 | <u>proposal submitted by Scott English Plumbing, Inc. for hydro-jetting and two-way clean</u> | |
| 106 | <u>out installation for twenty (20) or more sewers at the same time at a cost of one</u> | |
| 107 | <u>thousand, two hundred, twenty-five dollars (\$1,225.00) each and to pull one (1) permit</u> | |
| 108 | <u>per Unit at a cost of one hundred, twenty-five dollars (\$125.00) each. The first (1st)</u> | |
| 109 | <u>phase will begin at the 4700 and 4800 buildings. Jack Nance seconded the motion.</u> | |
| 110 | <u>The motion passed unanimously.</u> | |
| 111 | | |
| 112 | The Board of Directors reviewed roof replacement proposals for building 4581-4593 | 4581-4593 Larwin |
| 113 | Larwin Avenue submitted by Roofing Standards, Inc., Fontaine and Associates, | Avenue Roof |
| 114 | McCormack Roofing and Window Co., and Antis Roofing and Waterproofing. | Replacement |

115 Following review and discussion, Jean Redfearn made a motion to approve the
116 roof replacement proposal submitted by Antis Roofing and Waterproofing at a cost of
117 fifty-one thousand, eight hundred, thirty-nine dollars (\$51,839.00) to include the utility
118 storage closet roofs at no additional charge. Deanna Borodayko seconded the motion.
119 The motion passed unanimously.

Proposals

120

121 The Board of Directors reviewed a proposal submitted by Antis Roofing and
122 Waterproofing regarding a roof repair at 4800 Larwin Avenue at a cost of one
123 thousand, four hundred, twenty-seven dollars (\$1,427.00). Following review and
124 discussion, the Board agreed, by general consent, to deny the proposal, as the roof is
125 still under warranty.

4800 Larwin
Avenue

126

127 **Administrative & Operating Requests and Actions**

128 The Board of Directors reviewed 30-day comments submitted by several homeowners
129 regarding the proposed rule changes. Following review and discussion, Jean
130 Redfearn made a motion to approve the proposed rule changes made to the Rules
131 and Regulations. Jack Nance seconded the motion. The motion passed unanimously.

30-Day Comment
Proposed Rule
Changes

132

133 The Board of Directors reviewed correspondence submitted by Michael Luebbers,
134 Orange County Public Works, regarding a plugged 24-inch diameter corrugated metal
135 pipe that extends from Carbon Creek, across the full width of the Orange County
136 Public Works property, and under the parking area at the end of Alley 2, behind Units
137 4514-4520 Larwin Avenue. Mr. Luebbers has requested information from the
138 Association pertaining to any information concerning this pipe. Following review and
139 discussion, the Board agreed, by general consent, to advise Mr. Luebbers that the
140 Board of Directors has no know knowledge of this matter.

O.C. Public Works
Correspondence

141

142 The Board of Directors reviewed a Memorandum submitted by Management regarding
143 extra holiday trash and recycle pick ups. Following review and discussion, Jean
144 Redfearn made a motion to approve one (1) extra recycle pick up on Monday, the
145 week before Christmas, and one (1) extra recycle pick up the week after Christmas.
146 Deanna Borodayko seconded the motion. The motion passed unanimously.

Holiday Trash
& Recycle Pick Up

147

148 The Board of Directors reviewed draft Candidate Statements submitted by Jean
149 Redfearn and Deanna Borodayko. No Board action was taken.

Candidate
Statements

150

151 The Board of Directors reviewed the proposed 2018 Annual Calendar. Following
152 review and discussion, the Board agreed, by general consent, to approve the
153 proposed 2018 Annual Calendar as submitted.

Proposed 2018
Annual Calendar

154 The Board of Directors reviewed the 2017 Annual Calendar. No Board action was
155 taken.
156
157 The Board of Directors reviewed Important Claim Information submitted by Farmers
158 Insurance regarding water damages at 4580 Larwin Avenue, claim number
159 5004573299-1-1. Following review and discussion, the Board agreed, by general
160 consent, to submit the insurance documentation to the Association's legal counsel for
161 review and guidance.

Annual Calendar

4580 Larwin
Avenue

163 The Board of Directors reviewed correspondence submitted by Garland Restoration,
164 Inc., regarding restoration and build back services at 4836 Larwin Avenue following
165 water damages as a result of Association tree roots encroaching into the main sewer
166 line. No Board action was taken.

4836 Larwin
Avenue

168 **Financials**

169 The Board of Directors reviewed a Memorandum submitted by Management regarding
170 FDIC Insurance Limit for City National Bank. No Board action was taken.

FDIC Insurance
Limit

172 The Board of Directors reviewed the Financial Statement for the period ending
173 September 30, 2017. Following review and discussion, Jean Redfearn made a motion
174 to approve the Financial Statements, subject to annual audit review. John Russell
175 seconded the motion. The motion passed unanimously.

Financials

177 **Open Forum**

178 In accordance with State Statute, the homeowners present are given an opportunity to
179 address the Board of Directors. There were six (6) Homeowners in attendance. The
180 following topics were discussed in Open Forum: Painting project, and Architectural
181 requests.

Open Forum

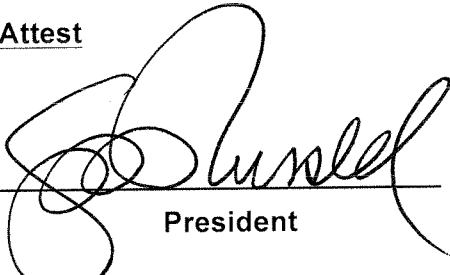
183 **Adjournment**

184 There being no further business to come before the Board of Directors, the Board
185 agreed, by general consent to adjourn the Meeting at 9:33 p.m.

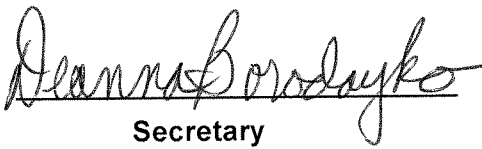
Adjournment

187 **Attest**

Attest

188
189
190
191


President



Secretary