

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
February 21, 2018**

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 February 21, 2018, Clubhouse #2, Cypress, California. John Russell, President, called  
4 the meeting to order at 6:44 p.m., with a quorum of Directors present.

5  
6 **Directors Present**

7 John Russell, President  
8 Deanna Borodayko, Secretary  
9 Jean Redfearn, Treasurer

10  
11 **Directors Absent**

12 Jack Nance, Vice President

13  
14 **Also Attending**

15 Dianna Campellone, Accell Property Management, Inc.  
16 Two (2) Homeowners

17  
18 **Executive Session Meeting Topics**

19 In accordance with California Civil Code Section 4935(e), the Board of Directors notes  
20 that the following topics were discussed during an Executive Session Meeting held on  
21 February 21, 2018:

- 22
- 23 1. Approval of the Executive Session Minutes from January 25, 2018
- 24 2. Review of Show Cause Hearing regarding Non Compliance Matter
- 25 3. Review of Correspondence regarding Delinquent Assessment Account
- 26 4. Review of Cane, Walker and Harkins LLP Correspondence

27  
28 The foregoing Resolution is executed pursuant to the general consent of the Board of  
29 Directors.

30  
31 **Minutes**

32 The Board of Directors reviewed the Minutes from the Board of Directors meeting held  
33 on January 25, 2018. Following review and discussion, Jean Redfearn made a motion  
34 to approve the Minutes as submitted. Deanna Borodayko seconded the motion. The  
35 motion passed unanimously.

Executive Session  
Meeting Topics

Minutes

36 **Committee Reports**

37 The Board of Directors reviewed correspondence submitted by Premier Commercial  
38 Painting, Inc., Board of Directors, Management, and Homeowners regarding various  
39 change orders, painting requests and concerns. Following review and discussion, the  
40 Board agreed, by general consent, to contact the painting vendor to inquire about an  
41 alkaline leaching solution for the stucco, the purchase of new shutters, and reversing  
42 the stucco and wood paint colors on buildings 4807-4813 Larwin Avenue as a sample.  
43

Painting  
Committee  
Report

44 **Consent Calendars & Resolutions**

45 The Board of Directors tabled the Resolution to Approve Duties, Responsibilities and  
46 Authority of the Association President to the March meeting.  
47

Presidential  
Resolution

48 The Board of Directors reviewed a Special Resolution of the Board of Directors via  
49 Emergency Electronic Meeting on January 18, 2018, regarding a proposal submitted  
50 by Scott English Plumbing to install main line sewer upgrades at three (3) Units, at a  
51 cost of two thousand four hundred dollars (\$2,400.00). No Board action was required.  
52

Special  
Resolution

53 The Board of Directors reviewed a Special Resolution of the Board of Directors via  
54 Emergency Electronic Meeting on January 29, 2018, regarding a proposal submitted  
55 by Scott English Plumbing for a sewer pipe repair at 4755 Larwin Avenue, at a cost of  
56 one thousand one hundred ten dollars (\$1,110.00). No Board action was required.  
57

Special  
Resolution

58 **Financial Action**

59 The Board of Directors reviewed a Bank Transaction Resolution submitted by  
60 Management. Following review and discussion, Jean Redfearn made a motion to  
61 move seventy five thousand dollars (\$75,000.00) from Morgan Stanley Reserve  
62 Account to Sunwest Bank and move the monthly reserve deposit from Morgan Stanley  
63 to Sunwest Bank. As soon as checks from Sunwest Bank are received, Management  
64 is to move monies from Morgan Stanley to Sunwest Bank and only keep enough  
65 money in Morgan Stanley to pay pending checks. New checks will be paid through  
66 Sunwest Bank. Deanna Borodayko seconded the motion. The motion passed  
67 unanimously.  
68

Bank Transaction  
Resolution

69 **Maintenance and Service Proposals**

70 The Board of Directors reviewed proposals submitted by Pacific Rim Architectural  
71 Services, Inc., MCC Restoration and Construction, and Humburg and Associates, Inc.  
72 regarding alley restenciling. Following review and discussion, the Board agreed, by  
73 general consent, to table to the April meeting.

Alley Restenciling  
Proposals

<p>74 The Board of Directors reviewed proposals submitted by Strategic Sanitation Services  75 Inc., and Hot Shot Commercial Services, LLC, regarding monthly trash enclosure and  76 bulky item removal services. Following review and discussion, <u>the Board agreed, by  77 general consent, to table to the April meeting.</u></p>	<p>Sanitation Service Proposals</p>
<p>78  79 The Board of Directors reviewed proposals submitted by Spectrum Building Services  80 of Southern California, Britestar Cleaning, and West One Building Services, regarding  81 clubhouse floor stripping and waxing. Following review and discussion, <u>Jean Redfearn  82 made a motion to approve the proposal submitted by Spectrum Building Services of  83 Southern California at a cost of seven hundred seventy-five dollars (\$775.00) for the  84 clubhouses only, not the restrooms. Deanna Borodayko seconded the motion. The  85 motion passed unanimously.</u></p>	<p>Clubhouse Floor Stripping and Waxing Proposals</p>
<p>86  87 The Board of Directors reviewed a proposal submitted by Antis Roofing and Water-  88 proofing, regarding the homeowner's storage closet roof concern at 4749 Larwin  89 Avenue:  90 A) Option 1: Water testing of the storage closet roof at a cost of four hundred ninety-  91 five dollars (\$495.00);  92 B) Option 2: Replacement of the storage closet roof at a cost of three thousand one  93 hundred ninety-four dollars (\$3,194.00).  94 Following review and discussion, <u>the Board agreed, by general consent, to deny both  95 options as the storage closet roof leak was repaired in January 2018. Management  96 was directed to contact MCC Restoration and Construction to proceed with the interior  97 storage closet repairs.</u></p>	<p>4749 Larwin Avenue</p>
<p>98  99 The Board of Directors reviewed a proposal submitted by Antis Roofing and Water-  100 proofing, regarding a storage closet roof leak at 4602 Larwin Avenue. Following  101 review and discussion, <u>Jean Redfearn made a motion to approve the proposal at a  102 cost of five thousand three hundred eight dollars (\$5,308.00) to replace the storage  103 closet roof. Deanna Borodayko seconded the motion. John Russell abstained from  104 vote. The motion passed unanimously.</u></p>	<p>4602 Larwin Avenue</p>
<p>105  106 The Board of Directors reviewed a proposal submitted by Total Landscape  107 Maintenance regarding the removal of two (2) large Ash trees, stumps included, at  108 4764 Larwin Avenue, the removal of one (1) Carob tree, stump included, at 4862  109 Larwin Avenue, and the planting of one (1) twenty-four inch (24") box Magnolia where  110 the trees at 4764 Larwin Avenue were removed, at a total cost of six thousand eight  111 hundred fifty dollars (\$6,850.00). Following review and discussion, <u>the Board agreed,</u></p>	<p>Tree and Stump Removals Proposal</p>

112	<u>by general consent to table to the March meeting. Management was directed to solicit</u>	
113	<u>one (1) additional proposal.</u>	
114		
115	The Board of Directors reviewed a proposal submitted by Total Landscape	Irrigation and
116	Maintenance regarding irrigation and landscape renovation at 4504-4544 Larwin, at a	Landscape
117	total cost of thirty five thousand twenty-one dollars (\$35,021.00). Following review and	Renovation
118	discussion, <u>the Board agreed, by general consent, to table to the March meeting.</u>	Proposal
119		
120	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
121	The Board of Directors reviewed a Memorandum submitted by Management regarding	Brick
122	a brick deterioration discussion. Following review and discussion, <u>the Board agreed,</u>	Deterioration
123	<u>by general consent, to table until further notice.</u>	Discussion
124		
125	The Board of Directors reviewed a Memorandum submitted by Management regarding	Bench
126	a bench replacement discussion. Following review and discussion, <u>the Board agreed,</u>	Replacement
127	<u>by general consent, to table to the March meeting.</u>	Discussion
128		
129	The Board of Directors reviewed the 2018 Annual Calendar. No action was required.	2018 Calendar
130		
131	The Board of Directors reviewed correspondence submitted by Management regarding	4842 Larwin
132	interior storage closet damages at 4842 Larwin Avenue. Following review and	Avenue
133	discussion, <u>the Board agreed, by general consent, to have Antis Roofing and</u>	
134	<u>Waterproofing to inspect the storage closet roof for water intrusion.</u>	
135		
136	The Board of Directors reviewed correspondence submitted by Scott-Sawyer, 4608	4608 Larwin
137	Larwin Avenue, regarding a request for window shutters installation. Following review	Avenue
138	and discussion, <u>the Board agreed, by general consent, to replace the window shutters</u>	
139	<u>that were removed by the Association several years ago.</u>	
140		
141	<b><u>Financials</u></b>	
142	The Board of Directors reviewed the Financial Statement for the period ending	Financials
143	January 31, 2018. Following review and discussion, <u>Jean Redfearn made a motion to</u>	
144	<u>approve the Financial Statements, subject to annual audit review. John Russell</u>	
145	<u>seconded the motion. The motion passed unanimously.</u>	
146		
147	<b><u>Open Forum</u></b>	
148	In accordance with State Statute, the homeowners present are given an opportunity to	Open Forum

149 address the Board of Directors. There were two (2) Homeowners in attendance. The  
150 following topics were discussed in Open Forum: Painting project, and Valley Vista  
151 Services.

152

153 **Adjournment**

154 There being no further business to come before the Board of Directors, the Board  
155 agreed, by general consent to adjourn the Meeting at 9:25 p.m.

Adjournment

156

157 **Attest**

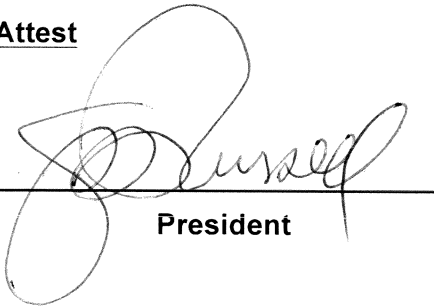
Attest

158

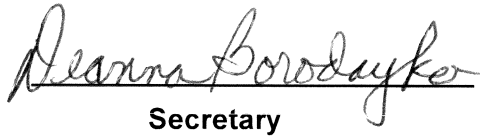
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President



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Secretary