

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
April 19, 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 Thursday, April  
3 19, 2018, Clubhouse #2, Cypress, California. John Russell, President, called the  
4 meeting to order at 6:52 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 Two (2) 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 April 19, 2018:

- 23
- 24 1. Approval of the Executive Session Minutes from March 22, 2018
- 25 2. Correspondence regarding Non-Compliance Matter
- 26 3. Correspondence regarding Returned Check
- 27 4. Pierry Law Firm correspondence
- 28

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

31  
32 **Minutes**

33 The Board of Directors reviewed the Minutes from the Board of Directors meeting held

Executive Session  
Meeting Topics

Minutes

34 on March 22, 2018. Following review and discussion, Jean Redfearn made a motion  
35 to approve the Minutes as submitted. Jack Nance seconded the motion. The motion  
36 passed unanimously.

37

38 The Board of Directors reviewed the Minutes from the No Quorum Annual Membership  
39 meeting held on March 22, 2018. Following review and discussion, Jean Redfearn  
40 made a motion to approve the Minutes as submitted. Deanna Borodayko seconded  
41 the motion. The motion passed unanimously.

42

### 43 Architectural Matters

44 The Board of Directors reviewed an Architectural Application submitted by Saacke,  
45 4645 Larwin Avenue, regarding surveillance camera installation. Following review and  
46 discussion, John Russell made a motion to hold on approving or denying the  
47 Architectural Application until it is reviewed by the Association's legal council. Jean  
48 Redfearn seconded the motion. The motion passed unanimously.

49

### 50 Committee Reports

51 The Board of Directors reviewed correspondence submitted by Premier Commercial  
52 Painting, Inc., Board of Directors, Management, and Homeowners regarding various  
53 change orders, painting requests and concerns. Following review and discussion, the  
54 Board agreed, by general consent, to contact Robert Black, President of Premier  
55 Commercial Painting, Inc., to advise of homeowner concerns.

56

### 57 Financial Action

58 The Board of Directors reviewed the draft Audit submitted by Inouye, Shively and Klatt,  
59 for the fiscal year ended December 31, 2017. Following review and discussion, Jean  
60 Redfearn made a motion to approve the draft Audit as submitted. Jack Nance  
61 seconded the motion. The motion passed unanimously.

62

63 The Board of Directors reviewed Certificate of Deposit Account Registry Service  
64 Customer Request For Account Placement submitted by City National Bank for Eagle  
65 Bank, maturing on May 3, 2018, and BOKF, N.A. and Great Southern Bank, maturing  
66 on May 31, 2018. Following review and discussion, Jean Redfearn made a motion to  
67 roll the Eagle Bank CD to a term of thirteen (13) weeks, and roll the BOKF, N.A. and  
68 Great Southern Bank CD to a term of twenty-six (26) weeks. Jack Nance seconded  
69 the motion. The motion passed unanimously.

70

71 The Board of Directors reviewed correspondence between the Board of Directors and  
72 Management regarding money transfers. No Board action was required.

No Quorum  
Minutes

4645 Larwin  
Avenue

Painting  
Committee  
Report

Draft Audit

CDARS

Money Transfers  
Correspondence

73 **Maintenance and Service Proposals**

74 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
75 regarding sewer cleanout installations by address priority for the following addresses:  
76 4806 Larwin Avenue, 4808 Larwin Avenue, 4810 Larwin Avenue, 4812 Larwin Avenue,  
77 4814 Larwin Avenue, 4816 Larwin Avenue, 4824 Larwin Avenue, 4826 Larwin Avenue,  
78 4828 Larwin Avenue, 4830 Larwin Avenue, 4832 Larwin Avenue, and 4834 Larwin  
79 Avenue, at a cost of one thousand nine hundred eighty dollars (\$1,980.00) each.  
80 Following review and discussion, Jean Redfearn made a motion to approve the  
81 proposal as submitted for a total cost of twenty three thousand seven hundred sixty  
82 dollars (\$23,760.00). John Russell seconded the motion. The motion passed  
83 unanimously.

Sewer Cleanout  
Installations  
Proposal

84  
85 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
86 regarding concrete repairs following the sewer cleanout installations for the following  
87 addresses: 4806 Larwin Avenue, 4808 Larwin Avenue, 4810 Larwin Avenue, 4812  
88 Larwin Avenue, 4814 Larwin Avenue, 4816 Larwin Avenue, 4824 Larwin Avenue, 4826  
89 Larwin Avenue, 4828 Larwin Avenue, 4830 Larwin Avenue, 4832 Larwin Avenue, and  
90 4834 Larwin Avenue, at a cost of one thousand six hundred dollars (\$1,600.00) each.  
91 Following review and discussion, Jean Redfearn made a motion to approve the  
92 proposal as submitted for a total cost of nineteen thousand two hundred dollars  
93 (\$19,200.00). John Russell seconded the motion. The motion passed unanimously.

Concrete Repairs  
Proposal

94  
95 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
96 regarding a sewer repair at 4775 Larwin Avenue at a cost of three thousand six  
97 hundred fifty dollars (\$3,650.00). Following review and discussion, Deanna Borodayko  
98 made a motion to approve the proposal as submitted. Jean Redfearn seconded the  
99 motion. The motion passed unanimously.

4775 Larwin  
Avenue

100  
101 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
102 regarding a sewer repair at 4777 Larwin Avenue at a cost of eight thousand seven  
103 hundred ten dollars (\$8,710.00). Following review and discussion, Deanna Borodayko  
104 made a motion to approve the proposal as submitted. Jean Redfearn seconded the  
105 motion. The motion passed unanimously.

4777 Larwin  
Avenue

106  
107 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
108 regarding a sewer repair at 4779 Larwin Avenue at a cost of four thousand seven  
109 hundred sixty dollars (\$4,760.00). Following review and discussion, Deanna  
110 Borodayko made a motion to approve the proposal as submitted. Jean Redfearn  
111 seconded the motion. The motion passed unanimously.

4779 Larwin  
Avenue

112	The Board of Directors reviewed a proposal submitted by Scott English Plumbing	4801 Larwin
113	regarding a sewer repair at 4801 Larwin Avenue at a cost of three thousand four	Avenue
114	hundred dollars (\$3,400.00). Following review and discussion, <u>Jean Redfearn made a</u>	
115	<u>motion to hold on the approval until the Board receives the status of the other units in</u>	
116	<u>the building: 4797 Larwin Avenue, 4799 Larwin Avenue, and 4803 Larwin Avenue.</u>	
117	<u>Deanna Borodayko seconded the motion. The motion passed unanimously.</u>	
118		
119	The Board of Directors reviewed a proposal submitted by Antis Roofing and	4641 Larwin
120	Waterproofing regarding a water heater vent pipe installation in the storage closet at	Avenue
121	4641 Larwin Avenue, at a cost of one thousand nine hundred sixty-six dollars	
122	(\$1,966.00). Following review and discussion, <u>Jean Redfearn made a motion to deny</u>	
123	<u>the proposal as the homeowner is responsible for this improvement. Jack Nance</u>	
124	<u>seconded the motion. The motion passed unanimously.</u>	
125		
126	The Board of Directors reviewed Reserve Study proposals submitted by various	Reserve Study
127	vendors. Following review and discussion, <u>Jean Redfearn made a motion to approve</u>	Proposals
128	<u>the proposal submitted by McCaffery Reserve Consulting for an update computer, at a</u>	
129	<u>cost of three hundred ninety-nine dollars (\$399.00). Deanna Borodayko seconded the</u>	
130	<u>motion. The motion passed unanimously.</u>	
131		
132	The Board of Directors reviewed proposals submitted by 4 Pals, Inc., and Scott	Clubhouse #1
133	English Plumbing, regarding a p-trap replacement in the equipment room at Clubhouse	P-trap
134	#1, 4862 Larwin Avenue. Following review and discussion, <u>Jean Redfearn made a</u>	Replacement
135	<u>motion to approve the proposal submitted by 4 Pals, Inc., at a cost of one thousand</u>	
136	<u>two hundred fifty dollars (\$1,250.00). Jack Nance seconded the motion. The motion</u>	
137	<u>passed unanimously.</u>	
138		
139	The Board of Directors reviewed correspondence submitted by Christine Bailey of	CAI Membership
140	CAI-Orange County Regional Chapter, regarding a new membership dues structure	Renewal
141	at an annual cost of two hundred ninety-five dollars (\$295.00). The annual cost covers	
142	CAI memberships for three (3) to fifteen (15) Board members. Following review and	
143	discussion, <u>Jean Redfearn made a motion to approve the membership renewal as</u>	
144	<u>submitted. Jack Nance seconded the motion. The motion passed unanimously.</u>	
145		
146	<u>The foundation repairs proposal submitted by Premier Commercial Painting, Inc., was</u>	Premier
147	<u>tabled to the May 2018 meeting.</u>	Commercial
148		Painting, Inc.
149	<u>The Clubhouse #1 mold remediation proposal submitted by MCC Construction and</u>	Clubhouse #1
150	<u>Restoration Services, Inc., was tabled to the May 2018 meeting.</u>	Mold Remediation

151	<u>The Clubhouse #1 Post Fungal and Abatement Sampling and Report proposal</u>	Allstate
152	<u>submitted by Allstate Environmental Solutions, Inc., was tabled to the May meeting.</u>	Environmental
153		
154	<u>The alley re-stenciling proposals submitted by Pacific Rim Architectural Services,</u>	Alley Restenciling
155	<u>MCC Restoration and Construction, and Humburg and Associates, Inc., were tabled</u>	Proposals
156	<u>to the June 2018 meeting.</u>	
157		
158	<u>The trash enclosure maintenance proposals submitted by Strategic Sanitation</u>	Trash Enclosure
159	<u>Services, Inc., and Hot Shot Commercial Services, LLC, were tabled until further</u>	Maintenance
160	<u>notice.</u>	
161		
162	<u>The Clubhouse #1 equipment room shelving discussion was tabled until further notice.</u>	Clubhouse #1
163		Shelving
164	<b><u>Administrative &amp; Operating Requests and Actions</u></b>	
165	The Board of Directors reviewed a Memorandum submitted by Management regarding	Rules & Regs and
166	the annual review of the Rules and Regulations and Architectural Guidelines.	Architectural
167	Following review and discussion, <u>the Board agreed, by general consent, to approve</u>	Review
168	<u>the Rules and Regulations and Architectural Guidelines with no changes.</u>	
169		
170	The Board of Directors reviewed the 2018 Annual Calendar. No action was required.	2018 Calendar
171		
172	The Board of Directors reviewed correspondence submitted by Dauz, 4842 Larwin	4842 Larwin
173	Avenue regarding a request for the Association to install additional lighting in Alley 14.	Avenue
174	Following review and discussion, <u>the Board agreed, by general consent, to deny the</u>	
175	<u>request as the light poles are the responsibility of Southern California Edison. The</u>	
176	<u>Board directed Management to advise the Homeowner that a motion sensor light can</u>	
177	<u>be installed on the patio fence so long as it is not a nuisance to the surrounding</u>	
178	<u>neighbors.</u>	
179		
180	<b><u>Financials</u></b>	
181	The Board of Directors reviewed the Financial Statement for the period ending	Financials
182	March 31, 2018. Following review and discussion, <u>Jean Redfearn made a motion to</u>	
183	<u>approve the Financial Statements, subject to annual audit review. Jack Nance</u>	
184	<u>seconded the motion. The motion passed unanimously.</u>	
185		
186	<b><u>Open Forum</u></b>	
187	In accordance with State Statute, the homeowners present are given an opportunity to	Open Forum
188	address the Board of Directors. There were two (2) Homeowners in attendance. The	
189	following topics were discussed in Open Forum: Painting project.	

190 **New Business**

191 The Board of Directors discussed park bench replacements in the pool areas and tot  
192 lots. Following review and discussion, Jean Redfearn made a motion to purchase  
193 three (3) in ground mount contour benches for the tot lots, green galvanized steel, six  
194 (6) feet, and five (5) portable/surface mount contour benches for the pool areas, green  
195 galvanized steel, six (6) feet, at a cost of eight hundred dollars each (\$800.00), for a  
196 grand total of six thousand four hundred dollars (\$6,400.00). The park benches are to  
197 be purchased at HD Supply Facilities Maintenance and delivered to Clubhouse #1.  
198 John Russell will the be contact person for the delivery. Deanna Borodayko seconded  
199 the motion. The motion passed unanimously.

Park Bench  
Replacement

201 The Board of Directors discussed meeting date changes for May, June and July 2018.  
202 Following review and discussion, the Board agreed, by general consent, to change the  
203 May meeting date to May 17, change the June meeting date to June 21, and change  
204 the July meeting date to July 19.

Meeting Date  
Changes

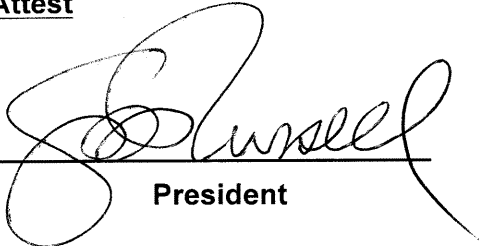
206 **Adjournment**

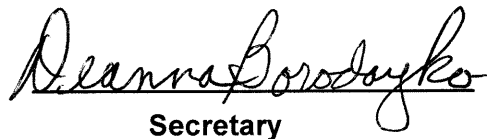
207 There being no further business to come before the Board of Directors, the Board  
208 agreed, by general consent to adjourn the Meeting at 9:25 p.m.

Adjournment

210 **Attest**

Attest

211  
212   
213 \_\_\_\_\_  
214 **President**

  
\_\_\_\_\_  
**Secretary**