

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
July 23, 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, July  
3 23, 2015, Clubhouse #2, Cypress, California. John Russell, President, called the  
4 meeting to order at 6:18 p.m. with a quorum of Directors present.

5  
6 **Directors Present**

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

11  
12 **Directors Absent**

13 None

14  
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.

17  
18 **Executive Session Meeting Topics**

19 In accordance with California Civil Code Section 4935(e), the Board notes that the  
20 following topics were discussed during an Executive Session Meeting held on July  
21 23, 2015:

- 22
- 23 1. Approval of the Executive Session Minutes from June 25, 2015
- 24 2. Show Cause Hearings for Non Compliance Matters
- 25 3. Review of Fine Notice Correspondence
- 26 4. Approval of Payment Plan
- 27 5. Review of The Judge Law Firm Correspondence
- 28 6. Review of Cane, Walker and Harkins, LLP Correspondence

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

Executive Session  
Meeting Topics

32 **Minutes**

33 The Board of Directors reviewed the Minutes from the Board of Directors Meeting  
34 held on June 25, 2015. Following review and discussion, the Board agreed, by  
35 general consent to approve the Minutes as presented.

Minutes

36

37 **Board Actions**

38 The Board of Directors reviewed the draft 2016 Collection Policy Summary  
39 Worksheet. Following review and discussion, Tamara Honegan made a motion to  
40 approve the draft Collection Policy Summary Worksheet as presented. Maria  
41 Delvaux seconded the motion. The motion passed unanimously.

Draft 2016  
Collection Policy  
Worksheet

42

43 The Board of Directors reviewed the draft 2016 Delinquency Policy Summary  
44 Worksheet. Following review and discussion, the Board agreed by general consent  
45 to approve the draft Collection Policy Summary Worksheet as presented.

Draft 2016  
Delinquency Policy  
Worksheet

46

47 The Board of Directors reviewed the draft 2016 Annual Policy Statement. Following  
48 review and discussion, the Board agreed, by general consent to approve the draft  
49 Annual Policy Statement as presented.

Draft 2016 Annual  
Policy Statement

50

51 The Board of Directors reviewed a Bank Transaction Resolution submitted by  
52 Management. No action was taken.

Resolution

53

54 The Board of Directors reviewed the financial statement for the period ending  
55 June 30, 2015. Following review and discussion, Judith Fischer made a motion to  
56 accept the financial statements subject to audit. John Russell seconded the motion.  
57 The motion passed unanimously.

Financials

58

59 The Board of Directors reviewed proposals for termite fumigation throughout the  
60 community submitted by several vendors. Following review and discussion, the  
61 Board agreed, by general consent to approve the proposal submitted by Accurate  
62 Termite and Pest Control for termite fumigation services at a cost of one hundred  
63 sixty one thousand five hundred five dollars (\$161,505.00). Management was  
64 directed to coordinate a Town Hall Meeting with Accurate Termite and Pest Control  
65 on October 22, 2015 for homeowners to attend and ask questions pertaining to the  
66 fumigation process. The fumigation is scheduled for Spring 2016. A special  
67 assessment for the termite fumigation costs to be voted upon by the Membership.  
68 Ballots will be distributed in November 2015.

Termite Fumigation  
Proposals

69

70 The Board of Directors reviewed a proposal for termite damage repairs at 4658  
71 Larwin Avenue submitted by Newport Exterminating at a cost of three hundred fifty  
72 dollars (\$350.00). Following review and discussion, the Board of Directors tabled  
73 the proposal to the August meeting. Management was directed to contact Newport  
74 Exterminating to inquire about the severity of the wood damages and request one  
75 (1) additional proposal from Accurate Termite and Pest Control for termite damage  
76 repairs.

4658 Larwin  
Avenue

77

78 ***Regular Session temporarily adjourned to Executive Session at 7:17 p.m. and***  
79 ***re-adjourned at 7:39 p.m.***

80

81 The Board of Directors reviewed a proposal for painting at 4511-4535 Larwin  
82 Avenue submitted by Arenas Painting at a cost of five thousand nine hundred fifty  
83 dollars (\$5,950.00). Following review and discussion, the Board agreed, by general  
84 consent to table further discussion until after the termite fumigation project is  
85 completed.

Arenas Painting  
Proposal

86

87 The Board of Directors reviewed proposals for audit and tax preparation submitted  
88 by several vendors. Following review and discussion, Judith Fischer made a motion  
89 to approve the proposal submitted by VanDerPol and Company at a cost of one  
90 thousand dollars (\$1,000.00). Tamara Honegan seconded the motion. The motion  
91 passed unanimously.

Tax and Audit  
Preparation  
Proposals

92

93 The Board of Directors reviewed a revised proposal for restroom remodel submitted  
94 by MCC Construction and Restoration. Following review and discussion, the Board  
95 of Directors agreed, by general consent to approve the revised proposal.  
96 Management was directed to confirm that toilet lids are not included in the proposal.

MCC Construction  
and Restoration

97

98 The Board of Directors reviewed a proposal for sewer pipe liner installation at 4718  
99 Larwin Avenue submitted by Scott English Plumbing at a cost of five thousand  
100 seven hundred dollars (\$5,700.00). Following review and discussion, Judith Fischer  
101 made a motion to approve the proposal as submitted. Tamara Honegan seconded  
102 the motion. The motion passed unanimously.

4718 Larwin  
Avenue

103

#### 104 Open Forum

105 There were no topics discussed in Open Forum.

Open Forum

106

107 **Adjournment**

108 There being no further business to come before the Board of Directors, the Board  
109 agreed by general consent to adjourn the Meeting at 8:12 p.m.

Adjournment

110

111 **Attest**

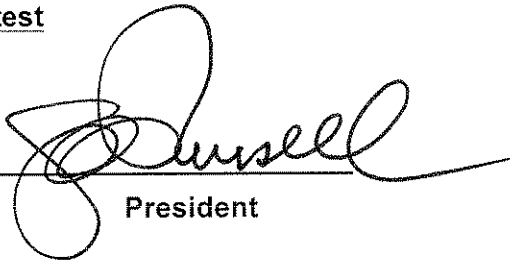
Attest

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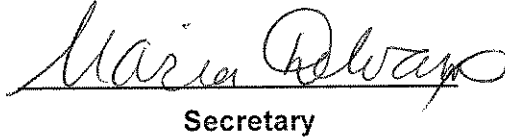
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President



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Secretary