

**Cypress Home Owners Association
Board of Directors Meeting Minutes
March 9, 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 Thursday,
3 March 9, 2017, Clubhouse #2, Cypress, California. John Russell, President, called the
4 meeting to order at 7:15 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Maria Delvaux, Secretary
9 Jean Redfearn, Treasurer

10
11 **Directors Absent**

12 None

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 March 9, 2017:

Executive Session
Meeting Topics

- 22
23 1. Approval of the Executive Session Minutes from January 30, 2017
24 2. Review of Payment Plan Request
25 3. Review of Fee Waiver Requests
26 4. Review of The Judge Law Firm Correspondence
27 5. Review of Cane, Walker and Harkins LLP Correspondence
28 6. Review of Management Correspondence regarding a Credit Balance
29 7. Review of the Statement of Account Preliminary to Levying of Liens
30 8. Review of Renewal Retainer Fee Agreement

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

34
35 **Minutes**

36 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held
37 on January 30, 2017. Following review and discussion, the Board agreed, by general
38 consent to approve the Minutes as presented.

39

40 The Board of Directors reviewed the No Quorum Annual Membership Meeting held on
41 February 9, 2017. Following review and discussion, Jean Redfearn made a motion to
42 approve the Minutes as presented. John Russell seconded the motion. The motion
43 passed unanimously.

44

45 **Board Actions**

46 The Board of Directors agreed, by general consent to appoint Deanna Borodayko and
47 Jack Nance to the Board.

48

49 The Board of Directors reviewed an Architectural Application submitted by Jordan,
50 4806 Larwin Avenue regarding front door replacement. Following review and
51 discussion, Jean Redfearn made a motion to approve the Architectural Application as
52 submitted. Maria Delvaux seconded the motion. The motion passed unanimously.

53

54 The Board of Directors reviewed an Architectural Application submitted by Arguello,
55 4795 Larwin Avenue regarding patio fence replacement. Following review and
56 discussion, Jean Redfearn made a motion to approve the Architectural Application as
57 submitted. Maria Delvaux seconded the motion. The motion passed unanimously.

58

59 The Board of Directors reviewed Lien Authorization Consent Calendars for the
60 following accounts:

61 1) 14627-01

62 2) 14634-02

63 3) 14646-01

64 4) 14677-01

65 5) 14714-01

66 6) 14746-01

67 7) 14750-02

68 8) 14772-01

69 Following review and discussion, Jean Redfearn made a motion to approve the
70 Consent Calendars as submitted. Maria Delvaux seconded the motion. The motion
71 passed unanimously.

72

Minutes

Board Member
Appointment

4806 Larwin
Avenue

4795 Larwin
Avenue

Consent Calendars

73	<u>The Board of Directors tabled the Resolution to Approve Duties, Responsibilities, and</u>	Presidential
74	<u>Authority of the Association President to the March 23, 2017 Meeting.</u>	Resolution
75		
76	<u>Maintenance and Service Proposals</u>	
77	The Board of Directors reviewed proposals for wood fence priming and painting at	Wood Fence
78	4773 Larwin Avenue. Following review and discussion, <u>the Board agreed, by general</u>	Painting at 4773
79	<u>consent to approve the proposal submitted by Humburg and Associates at a cost not</u>	Larwin Avenue
80	<u>to exceed four hundred fifty dollars (\$450.00) to prime and paint both sides of the</u>	
81	<u>wood fence.</u>	
82		
83	The Board of Directors reviewed a proposal submitted by Humburg and Associates for	Humburg and
84	dry rot/termite repairs at the trash enclosure in alley 2 next to carport number 4576 at a	Associates
85	cost of five hundred twenty-one dollars (\$521.00). Following review and discussion,	
86	<u>John Russell made a motion to approve the proposal as submitted. Jean Redfearn</u>	
87	<u>seconded the motion. The motion passed unanimously.</u>	
88		
89	The Board of Directors reviewed a proposal submitted by Humburg and Associates for	
90	dry rot/termite bench repairs near 4530 Larwin Avenue at a cost of five hundred fifty-	
91	seven dollars (\$557.00). Following review and discussion, <u>John Russell made a</u>	
92	<u>motion to approve the proposal as submitted. Jean Redfearn seconded the motion.</u>	
93	<u>The motion passed unanimously.</u>	
94		
95	The Board of Directors reviewed proposals regarding cinder block trash enclosures	Cinder Block
96	submitted by Saddleback Fence, Collins Builders, Inc., and Professional Services.	Trash Enclosure
97	Following review and discussion, <u>the Board agreed, by general consent to table further</u>	Proposals
98	<u>discussion to the April Meeting. Management was directed to obtain one (1) quote for</u>	
99	<u>metal trash enclosure gates and one (1) quote for wood trash enclosure gates from</u>	
100	<u>Saddleback Fence and Collins Builders. The Board of Directors agreed, by general</u>	
101	<u>consent to deny the bid submitted by Professional Services.</u>	
102		
103	The Board of Directors reviewed a proposal submitted by Antis Roofing and	Antis Roofing
104	Waterproofing for roof maintenance and cleaning throughout the community at a cost	and Waterproofing
105	of fifty two thousand one hundred thirty dollars (\$52,130.00). Following review and	Proposals
106	discussion, <u>the Board agreed, by general consent to table to the April Meeting.</u>	
107		
108	The Board of Directors reviewed a proposal submitted by Antis Roofing and	
109	Waterproofing regarding roof repairs at 4676 Larwin Avenue at a cost of three	

110 thousand three hundred seventy-five dollars (\$3,375.00). Following review and
111 discussion, Maria Delvaux made a motion to approve the proposal as submitted. Jean
112 Redfearn seconded the motion. The motion passed unanimously.

113

114 The Board of Directors reviewed proposals submitted by various vendors regarding
115 reserve study preparation. Following review and discussion, Maria Delvaux made a
116 motion to approve the proposal submitted by McCaffery Reserve Consulting for a Full
117 Study Onsite at a cost of one thousand one hundred fifty dollars (\$1,150.00). Jean
118 Redfearn seconded the motion. The motion passed unanimously.

119

120 The Board of Directors reviewed proposals submitted by Chang, 4766 Larwin Avenue
121 regarding restoration inside the unit following a sewer back up in December 2016. The
122 homeowners attended the meeting to discuss the matter with the Board of Directors.
123 Following discussion, the Board agreed, by general consent to contact the
124 Association's insurance agent to discuss opening a damage claim and having an
125 adjuster inspect the damages and submit a proposal for repairs.

126

127 The Board of Directors reviewed correspondence submitted by Wright, 4755 Larwin
128 Avenue regarding water saturation in the common area near the unit. No action was
129 required as the source of the leak was repaired.

130

131 The Board of Directors reviewed the 2017 Proposed Annual Calendar. No action was
132 required.

133

134 **Financials**

135 The Board of Directors reviewed the Bank Transaction Resolution for Morgan Stanley
136 Mutual Funds. Following review and discussion, Jean Redfearn made a motion to
137 move one hundred fifty thousand dollars (\$150,000.00) from Mutual Funds to cash.
138 Maria Delvaux seconded the motion. The motion passed unanimously.

139

140 The Board of Directors reviewed the Financial Statements for the period ending
141 January 31, 2017. Following review and discussion, Jean Redfearn made a motion to
142 approve the Financial Statements, subject to annual audit review. Maria Delvaux
143 seconded the motion. The motion passed unanimously.

144

145 **Open Forum**

146 In accordance with State Statute, the homeowners present are given an opportunity to

Reserve Study
Preparation
Proposals

4766 Larwin
Avenue

4755 Larwin
Avenue

Project Calendar

Morgan Stanley

Financials

Open Forum

147 address the Board of Directors. There were no topics discussed during Open Forum.

148

149 **Adjournment**

150 There being no further business to come before the Board of Directors, the Board
151 agreed, by general consent to adjourn the Meeting at 8:57 p.m.

Adjournment

152

153 **Attest**


Attest

154

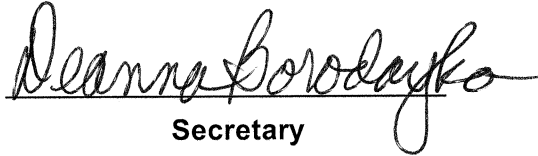
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President



Secretary