

**Cypress Home Owners Association
Board of Directors Meeting Minutes
April 26, 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 April 26, 2017, Clubhouse #2, Cypress, California. John Russell, President, called the
4 meeting to order at 7:22 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 One (1) Homeowner

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 26, 2017:

- 23
- 24 1. Approval of the Executive Session Minutes from March 23, 2017
 - 25 2. Review of Delinquent Assessment Accounts
 - 26 3. Review of Proposed Payment Plan
 - 27 4. Review of The Judge Law Firm Correspondence
 - 28 5. Review of Cane, Walker and Harkins LLP Correspondence
 - 29 6. Review of Statement of Account Preliminary to Levying of Liens

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

33
34 **Minutes**

35 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held

Executive Session
Meeting Topics

Minutes

36 on March 23, 2017. Following review and discussion, Jean Redfearn made a motion
37 to approve the Minutes as presented. Deanna Borodayko seconded the motion. The
38 motion passed unanimously.

39

40 The Board of Directors reviewed the Minutes from the Organizational Meeting held on
41 March 23, 2017. Following review and discussion, Jean Redfearn made a motion to
42 approve the Minutes as presented. Deanna Borodayko seconded the motion. The
43 motion passed unanimously.

44

45 **Board Actions**

46 The Board of Directors reviewed a Memorandum submitted by Management regarding
47 an Architectural request for Arakelian, 4519 Larwin Avenue to install solar panels. No
48 action was taken as the homeowner did not attend the meeting nor submit an
49 Architectural Application.

Architectural
Request

50

51 The Board of Directors reviewed an Architectural Application submitted by
52 Janardhanan, 4523 Larwin Avenue regarding air conditioning unit replacement.
53 Following review and discussion, Jean Redfearn made a motion to approve the
54 Architectural Application as submitted. Jack Nance seconded the motion. The motion
55 passed unanimously.

4523 Larwin
Avenue

56

57 The Board of Directors reviewed an Architectural Application submitted by
58 Janardhanan, 4523 Larwin Avenue regarding patio fence replacement. Following
59 review and discussion, Jean Redfearn made a motion to approve the Architectural
60 Application as submitted. Deanna Borodayko seconded the motion. The motion
61 passed unanimously.

4523 Larwin
Avenue

62

63 The Board of Directors reviewed correspondence and photos submitted by Chen, 4538
64 Larwin Avenue regarding air conditioning unit installation. No action was taken as the
65 homeowner did not submit an Architectural Application.

4538 Larwin
Avenue

66

67 The Board of Directors reviewed a Lien Authorization Consent Calendar regarding
68 account number 14603-03. Following review, Jean Redfearn made a motion to
69 approve the Consent Calendar as submitted. Deanna Borodayko seconded the
70 motion. The motion passed unanimously.

Lien Authorization
Consent Calendar

71

72	The Board of Directors reviewed Lien Authorization Consent Calendar regarding	
73	account number 14600-01. Following review, <u>the Board agreed, by general consent to</u>	
74	<u>deny the Consent Calendar as the Board approved a proposed payment plan in</u>	
75	<u>Executive Session.</u>	
76		
77	The Board of Directors reviewed a Draft Audit submitted by VanDerPol and Company.	Draft Audit
78	Following review and discussion, <u>Jean Redfearn made a motion to approve the Draft</u>	
79	<u>Audit as submitted. Jack Nance seconded the motion. The motion passed</u>	
80	<u>unanimously.</u>	
81		
82	The Board of Directors reviewed the Reserve Analysis Report submitted by	Reserve Study
83	McCaffery Reserve Consulting. No Board action was required. Management was	Version 1
84	directed to request a revised reserve study omitting "Gutters and Downspouts –	
85	Repair" from the "Roofing" component category as gutters and downspouts are	
86	homeowner responsibility.	
87		
88	The Board of Directors reviewed the Bank Transaction Resolutions submitted by	Bank Transaction
89	Management. No Board action was taken.	Resolutions
90		
91	The Board of Directors reviewed a community wide roof maintenance and cleaning	Antis Roofing &
92	proposal submitted by Antis Roofing and Waterproofing. Following review and	Waterproofing
93	discussion, <u>Jean Redfearn made a motion to approve the proposal at a cost of</u>	Proposal
94	<u>fifty two thousand one hundred thirty dollars (\$52,130.00). Deanna Borodayko</u>	
95	<u>seconded the motion. The motion passed unanimously.</u>	
96		
97	The Board of Directors reviewed plumbing repair proposals for 4729 Larwin Avenue	Plumbing Repair
98	submitted by Scott English Plumbing and Jacot Plumbing. Following review and	Proposals
99	discussion, <u>Jean Redfearn made a motion to approve the proposal submitted by Scott</u>	
100	<u>English Plumbing at a cost of four thousand one hundred twenty dollars (\$4,120.00).</u>	
101	<u>Jack Nance seconded the motion. The motion passed unanimously.</u>	
102		
103	The Board of Directors reviewed an Emergency Service Proposal for restoration	4729 Larwin
104	services following a main line blockage at 4729 Larwin Avenue submitted by Service	Avenue
105	First Restoration, Inc. at a cost of three thousand seven hundred thirty-two dollars and	
106	twenty cents (\$3,732.20). Following review and discussion, <u>Jean Redfearn made a</u>	
107	<u>motion to approve the proposal as submitted. Deanna Borodayko seconded the</u>	
108	<u>motion. The motion passed unanimously.</u>	

109	The Board of Directors tabled the trash enclosure and metal door replacement	Trash Enclosure
110	proposals until further notice due to plumbing matters that require priority attention.	Proposals
111		
112	The Board of Directors reviewed a proposal submitted by Aquatic Balance, Inc. for	Aquatic Balance
113	the replacement of signs in pool area #3 at a cost of one hundred ten dollars and	Proposal
114	thirty-two cents (\$110.32). Following review and discussion, <u>the Board agreed, by</u>	
115	<u>general consent to approve the proposal as submitted.</u>	
116		
117	The Board of Directors reviewed a request for plumbing reimbursement submitted by	4820 Larwin
118	Teipe, 4820 Larwin Avenue in the amount of one hundred sixty dollars (\$160.00).	Avenue
119	Following review and discussion, <u>Jean Redfearn made a motion to approve the</u>	
120	<u>reimbursement request as submitted. Deanna Borodayko seconded the motion. The</u>	
121	<u>motion passed unanimously.</u>	
122		
123	The Board of Directors reviewed a request for plumbing reimbursement submitted by	4799 Larwin
124	Germanero, 4799 Larwin Avenue in the amount of sixty-five dollars (\$65.00).	Avenue
125	Following review and discussion, <u>Jean Redfearn made a motion to approve the</u>	
126	<u>reimbursement request as submitted. Deanna Borodayko seconded the motion. The</u>	
127	<u>motion passed unanimously.</u>	
128		
129	The Board of Directors reviewed correspondence submitted by Flores, 4583 Larwin	4583 Larwin
130	Avenue regarding the trash enclosure gate in alley 3 that is next to the assigned	Avenue
131	carport space opens halfway into the carport space hitting the parked vehicle.	
132	Following review and discussion, <u>the Board agreed, by general consent to contact</u>	
133	<u>MCC Construction and Restoration to inspect and submit a recommendation for</u>	
134	<u>resolution.</u>	
135		
136	The Board of Directors reviewed a Memorandum submitted by Management regarding	4766 Larwin
137	the review of correspondence as it pertains to the restoration and remediation	Avenue
138	activity and insurance claim for 4766 Larwin Avenue. No Board action was required.	
139		
140	The Board of Directors reviewed a Memorandum submitted by Management regarding	Rules & Regs
141	the annual review of the Rules and Regulations. Following review and discussion, <u>the</u>	Annual Review
142	<u>Board agreed, by general consent to submit proposed rule changes to Jean Redfearn</u>	
143	<u>for review prior to forwarding to the Association's legal counsel for final review.</u>	
144		
145	The Board of Directors reviewed a Memorandum submitted by Management regarding	Pool Heater

146 what day to turn on the heater at the pools. Following review and discussion, the
147 Board agreed, by general consent to turn on the pool heaters on May 22, 2017.

148

149 The Board of Directors reviewed correspondence submitted by Board Member Deanna
150 Borodayko, regarding CAI Orange County Membership. No Board action was
151 required.

CAI Membership
Correspondence

152

153 **Financials**

154 The Board of Directors reviewed the Financial Statement for the period ending
155 March 31, 2017. Following review and discussion, Jack Nance made a motion to
156 approve the Financial Statements, subject to annual audit review. Jean Redfearn
157 seconded the motion. The motion passed unanimously.

Financials

158

159 Due to unforeseen recent emergency plumbing and water damages throughout the
160 community, Jean Redfearn made a motion to add a line item to the 2018 ^{Reserve} ~~operating~~
161 budget for "Plumbing Rehabilitation." Jack Nance seconded the motion. The motion
162 passed unanimously.

Budget Line Item
Addition

163

164 **Open Forum**

165 In accordance with State Statute, the homeowners present are given an opportunity to
166 address the Board of Directors. There were no topics discussed during Open Forum.

Open Forum

167

168 **Adjournment**

169 There being no further business to come before the Board of Directors, the Board
170 agreed, by general consent to adjourn the Meeting at 9:35 p.m.

Adjournment

171

172 **Attest**

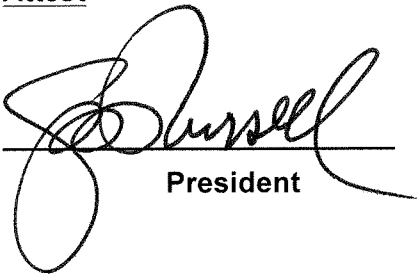
Attest

173

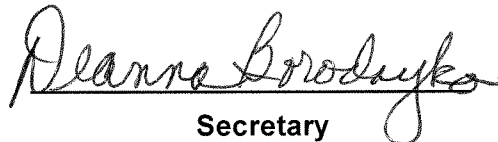
174

175

176



President



Secretary