

**Cypress Home Owners Association
Board of Directors Meeting Minutes
June 25, 2009**

1 Upon due notice, given and received, the Cypress Home Owners Association
2 Board of Directors held their regularly scheduled Board of Directors Meeting
3 on Thursday, June 25, 2009 at Clubhouse #2, Cypress, California. The Vice
4 President of the Board, Katie Bryson, called the meeting to order at 7:20 p.m.
5 with a quorum of Directors present.

6
7 **Directors Present**

8 Katie Bryson, Vice President
9 Brenan Cheung, Treasurer
10 Betsy-Ann Toffler, Secretary
11 Judith Fischer, Director at Large

12
13 **Directors Absent**

14 Donald Moreau, President

15
16 **Also Attending**

17 Silvia Gutierrez, Accell Property Management, Inc.
18 Yamy Criblez, Accell Property Management, Inc.
19 Anthony Hernandez, Artistic Maintenance
20 Approximately four (4) Homeowners

21
22 **Executive Session Meeting Topics**

23 In accordance with California Civil Code Section 1363.05, the Board notes that
24 the following topics were discussed during an Executive Session Meeting held
25 on June 25, 2009.

Executive Session

- 26
27 1. Revised Executive Session Minutes from the May 28, 2009
28 Meeting
29 2. Assessment Collection Status Report submitted by Cane,
30 Walker & Harkins LLP.
31 3. Legal opinion regarding faux doors.
32

33 The foregoing resolution is executed pursuant to the general consent of the
34 Board of Directors.

35

36 **Agenda**

37 The Board of Directors reviewed the Agenda for the June 25, 2009 Board of
38 Directors Meeting. Following review, a motion was made by Betsy-Ann
39 Toffler and seconded by Katie Bryson to approve the agenda as presented.
40 The motion carried unanimously.

41

42 **Minutes**

43 The Board of Directors reviewed the Minutes from the May 28, 2009 Board
44 of Directors Meeting. Following review, a motion was made by Betsy-Ann
45 Toffler and seconded by Judith Fischer to approve the May 28, 2009 Meeting
46 Minutes as amended. The motion carried unanimously.

Minutes

47

48 **Artistic Maintenance**

49 Anthony Hernandez of Artistic Maintenance was in attendance to discuss the
50 following items:

- 51 • The Association's maintenance schedule for the month of July 2009.
- 52 • Proposals for the items discussed during the walks held in May and
53 June.

54

55 The Board of Directors reviewed the landscape proposal submitted by Artistic
56 Maintenance in the amount of four thousand three hundred and eighty six
57 dollars (\$4,386.00) for the installation of new MP Rotator nozzles. Following
58 review, a motion was made by Katie Bryson and seconded by Betsy-Ann
59 Toffler to approve the proposal as presented. The motion carried
60 unanimously.

Proposal
MP Rotator
Nozzles

61

62 The Board of Directors reviewed the landscape proposal submitted by Artistic
63 Maintenance in the amount of two hundred forty-five thousand eight
64 hundred eighty-two dollars and eighty-five cents (\$245,882.85) for the
65 installation of irrigation controllers throughout the community. Following
66 discussion, it was the unanimous consent of the Board of Directors to deny the
67 proposal.

Proposal
Irrigation
Controllers

68

69

<p>70 The Board of Directors reviewed the landscape proposal submitted by Artistic 71 Maintenance in the amount of five hundred dollars (\$500.00) for the removal 72 of Bamboo behind unit 4506. Following discussion, <u>it was the unanimous</u> 73 <u>consent of the Board of Directors to deny the proposal. Management was</u> 74 <u>instructed to send a letter to the homeowner advising of the Board's decision.</u> 75</p>	<p>Proposal 4506 Larwin</p>
<p>76 The Board of Directors reviewed landscape proposals submitted by Artistic 77 Maintenance, totaling four hundred forty-two dollars and seventy-five cents 78 (\$442.75) for the installation of plant material and other landscape 79 improvements at units 4802, 4776, 4530 and 4694 Larwin. Following review, 80 <u>a motion was made by Betsy-Ann Toffler and seconded by Katie Bryson to</u> 81 <u>approve the proposal as presented. The motion carried unanimously.</u> 82</p>	<p>Landscape Proposals 4802, 4776, 4530 & 4694.</p>
<p>83 <u>Financials</u></p> <p>84 The Board of Directors reviewed the financial statements for the period 85 ending May 31, 2009. Following discussion, <u>the Board agreed to table this</u> 86 <u>item to the July meeting as questions from the Board have not been</u> 87 <u>answered. Management is to follow up on with the accounts payable</u> 88 <u>department and represent the financial statements with all the answers at the</u> 89 <u>July meeting.</u> 90</p>	<p>Financials</p>
<p>91 The Board of Directors discussed the audit for December 31, 2008 year-end 92 and <u>determined to table this item to July meeting, as questions from the</u> 93 <u>Board have not been answered. Management is to contact the auditor to</u> 94 <u>follow up on this item and provide the Board with the auditor's response via</u> 95 <u>email.</u> 96</p>	<p>Audit</p>
<p>97 In addition, the Board of Directors discussed applying the Association's 98 year-to-date reserve interest to the Member Equity G/L#9370 line item. 99 Following discussion, <u>a motion was made by Brenan Cheung and seconded</u> 100 <u>by Katie Bryson to apply year-to-date interest to G/L 9370. The motion</u> 101 <u>carried 4-1 with Betsy-Ann Toffler abstained.</u> 102 103 104 105 106</p>	<p>Reserve Interest</p>

107	<u>Board Actions</u>	
108	The Board of Directors discussed the landscape maintenance proposals	Landscape
109	submitted to date and agreed to have the following vendors attend a Special	Maintenance
110	Executive Meeting (date/time to be set with Board): Total Landscape, CVL	
111	Landscape and Artistic Maintenance.	
112		
113	<u>Architectural</u>	
114	The Board of Directors reviewed the architectural application submitted by	4618
115	the Homeowner of 4618 Larwin for the installation of windows. Following	Larwin
116	discussion, <u>a motion was made by Katie Bryson and seconded by Betsy-Ann</u>	
117	<u>Toffler to deny the application, as specifications were not submitted with the</u>	
118	<u>application. The motion carried unanimously.</u>	
119		
120	The Homeowner of 4618 Larwin submitted an additional architectural	4618
121	application for the installation of a screen door. Following discussion, a	Larwin
122	<u>motion was made by Katie Bryson and seconded by Betsy-Ann Toffler to</u>	
123	<u>approve the application, with the condition that a white screen door be</u>	
124	<u>installed. The motion carried unanimously.</u>	
125		
126	The Board of Directors reviewed the architectural application submitted by	4636
127	the Homeowner of 4636 Larwin for a fence replacement. Following	Larwin
128	discussion, <u>a motion was made by Katie Bryson and seconded by Betsy-Ann</u>	
129	<u>Toffler to deny the application, as specifications were not submitted with the</u>	
130	<u>application. The motion carried unanimously.</u>	
131		
132	The Board of Directors reviewed the architectural application submitted by	4733
133	the Homeowner of 4733 Larwin for the installation of a skylight.	Larwin
134	Following discussion, <u>a motion was made by Katie Bryson and seconded by</u>	
135	<u>Betsy-Ann Toffler to deny the application. Management is to contact legal</u>	
136	<u>counsel to research owner's liability and responsibility should the roof leak.</u>	
137	<u>The motion carried unanimously.</u>	
138		
139	The Board discussed forming a Painting Committee that can assist the Board	Painting
140	throughout the upcoming painting project. Following discussion, <u>it was the</u>	Committee
141	<u>unanimous consent of the Board to appoint Holly George, Beth Paul,</u>	
142	<u>Elizabeth Winger and Jean Redfearn to the Painting Committee. The motion</u>	
143	<u>carried unanimously.</u>	

144 **Homeowner Open Forum**

145 The following issues and topics were discussed during the Homeowner Open
146 Forum: Questions regarding the painting and roofing project.

Open Forum

147

148 **Adjournment**

149 There being no further business to come before the Board, it was the general
150 consent of the Board of Directors to adjourn the meeting at 8:45 p.m.

Adjournment

151

152 **Attest**

153

154

155

156

President

Secretary

157