

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
July 22, 2010**

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 July 22, 2010, at Clubhouse #2, Cypress, California. The President of the  
4 Board of Directors, Betsy-Ann Toffler, called the meeting to order at 7:30 p.m.  
5 with a quorum of Directors present.

6

7 **Directors Present**

8 Betsy-Ann Toffler, President

9 Jean Redfearn, Vice President

10 Judith Fischer, Secretary

11 Brenan Cheung, Treasurer

12

13 **Directors Absent**

14 Katie Bryson, Director at Large

15

16 **Also Attending**

17 Yamy Criblez, Accell Property Management, Inc.

18 Dean Morrison and Victor Valdez, Antis Roofing and

19 Waterproofing

20 One (1) Homeowner present

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 July 22, 2010.

26

27 1. Approval of the Executive Session Minutes from June 24, 2010

28 2. Show Cause Hearing

29 3. Statements of Account Preliminary to Levying of Liens

30 4. Homeowner Requests for Waiver of Late Fees

31 5. Correspondence from Cane, Walker & Harkins, LLP.

32 6. Case History Summary Report submitted by Cane, Walker & Harkins  
33 LLP.

34 7. Case History Summary Report submitted by The Judge Law Firm

35

36 The foregoing Resolution is executed pursuant to the general consent of the  
37 Board of Directors.

38

39 **Minutes**

40 The Board of Directors reviewed the Minutes from the June 24, 2010 Board of  
41 Directors Meeting. Following review, a motion was made by Jean Redfern  
42 and seconded by Judith Fischer to approve the minutes as presented. The  
43 motion carried unanimously.

Minutes

44

45 **Architectural Matters**

46 The Board of Directors reviewed an architectural application submitted by  
47 the Homeowner of 4812 Larwin Avenue for window replacement. Following  
48 review and discussion, a motion was made by Betsy-Ann Toffler and  
49 seconded by Judith Fischer to approve the application as submitted. The  
50 motion carried unanimously.

4812 Larwin  
Avenue

51

52 The Board of Directors reviewed an architectural application submitted by  
53 the Homeowner of 4773 Larwin Avenue for window replacement. Following  
54 review and discussion, a motion was made by Betsy-Ann Toffler and  
55 seconded by Brenan Cheung to approve the application as submitted. The  
56 motion carried unanimously.

4773 Larwin  
Avenue

57

58 **Board Actions**

59 The Board of Directors reviewed a Special Resolution for the architectural  
60 approval issued to the Homeowner of 4672 Larwin Avenue regarding the  
61 replacement of the storage door and tree removal in the backyard. Following  
62 review, it was the general consent of the Board of Directors to approve the  
63 Special Resolution as presented.

Special  
Resolution

64

65 The Board of Directors reviewed the Lien Authorization Consent Calendar.  
66 Following review, it was the general consent of the Board of Directors to  
67 approve the Lien Authorization Consent Calendar for account numbers  
68 114592 and 114743 as presented.

Lien  
Authorization  
Consent Calendar

69

70 Dean Morrison and Victor Valdez, with Antis Roofing and Waterproofing  
71 attended the meeting to address the re-roofing & Waterproofing project  
72 and present a change order to the Board. Following review and discussion, a  
73 motion was made by Betsy-Ann Toffler and seconded by Brenan Cheung to

Roofing  
4670-4682 Larwin

74 approve the replacement of plywood on the roofs of buildings 4670-4682  
75 Larwin Avenue, not to exceed eight thousand four hundred dollars  
76 (\$8,400.00). The motion carried unanimously.

77

78 The Board reviewed a draft of a Delinquent Assessment Reminder Letter  
79 prepared by Management, that will allow an additional thirty (30) days to  
80 the Homeowners in arrears to submit full payment prior to the Association  
81 turning the account to collection. Following discussion, a motion was made  
82 by Betsy-Ann Toffler and seconded by Jean Redfearn to approve the letter as  
83 revised, as well, as the proposed collection process. The motion carried  
84 unanimously.

Assessment  
Collection  
Process

85

### 86 **Financials**

87 The Board of Directors reviewed the Draft Audit prepared by Schonwit &  
88 Company. Following review and discussion, a motion was made by Brenan  
89 Cheung and seconded by Jean Redfearn to approve of the Draft Audit as  
90 presented. The motion carried unanimously.

Schonwit &  
Company

91

92 The Board of Directors reviewed the financial statements for the period  
93 ending June 30, 2010. Following discussion, a motion was made by Brenan  
94 Cheung and seconded by Judith Fischer to approve the financial statements  
95 as presented. The motion carried unanimously.

Financials

96

### 97 **New Business**

98 The Board of Directors reviewed a proposal submitted by Proserve Plumbing  
99 to unclog the plumbing line due to tree roots and repair the sewer pipe line.  
100 at 4813 Larwin. Following review and discussion, it was the general consent  
101 of the Board of Directors that the need for immediate action exists because A.)  
102 there is a need to take immediate action and B.) the need came to the attention  
103 of the Board after the Agenda was posted. A motion was made by Betsy-Ann  
104 Toffler and seconded by Judith Fischer to approve the proposal in the amount  
105 of five thousand seventy three and twenty-seven cents (\$5,073.27). The  
106 motion carried unanimously.

Sewer Line  
Repairs  
4813 Larwin

107

### 108 **Homeowner Open Forum**

109 The following item was discussed during Open Forum: roof replacement.

Open Forum

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112 **Adjournment**

113 There being no further business to come before the Board, it was the general  
114 consent of the Board of Directors to adjourn the meeting at 9:25 p.m.

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116

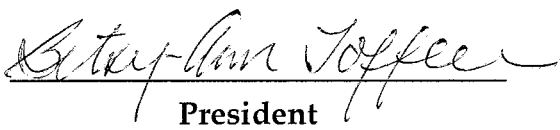
117 **Attest**

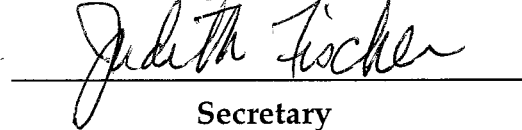
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**President**

  
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**Secretary**