

**CYPRESS HOME OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
REGULAR SESSION
AUGUST 27, 2020**

- MEETING NOTICE** Upon notice duly given and received, a Meeting of the Board of Directors of the Cypress Home Owners Association was held on August 27, 2020 at 7:15 p.m. The Board attended in person, in Clubhouse #2, however the owners were invited to attend virtually (via zoom).
- MEETING AGENDA** Following review and discussion, a motion was duly made, seconded and unanimously carried to approve the agenda as written/posted.
- BOARD OF DIRECTORS QUORUM** A quorum of the Board was reached with the following Directors in attendance:
- MEMBERS PRESENT**
- Directors Present:**
John Russell, President
Jean Redfearn, Vice President
Brenan , Cheung, Treasurer
Maria Delvaux, Secretary
Deanna Borodayko, Member At Large
- Directors Absent:**
None
- MANAGEMENT** **Representing La Perla Property Management**
Yamy Criblez and Tina Bashikian, La Perla Property Management.
- OWNERS PRESENTS** Approximately two (2) homeowners were in attendance **via zoom**.
- CALL TO ORDER** The President, John Russell called the meeting to order at 7:18 p.m.
- OPEN FORUM** *The following matters were addressed by homeowners present at the meeting during Open Forum:*
- 1) Thank You to BOD for Serving to Community*
2) Thank You to Mgmt for Prompt Communication
- MINUTES** The Board of Directors was unable to review/approve the Regular Meeting minutes from July 23, 2020 as they were not submitted by prior Management in time for the meeting.
- TREASURER'S REPORT**
- Financial Statements** The Board of Directors was unable to review/accept the Financial Statements for period ending July 31st, as they were not submitted by prior Management firm in time for the meeting.
- Proposed 2021 Operating Budget Draft** The Board of Directors was provided with the Operating Budget draft for 2021 as prepared by Management (per Board direction). *Following review and discussion, it was the general consent of the Board of Directors to table this matter until the next meeting, as they would like to further review at a Special meeting to be held by the Board only.*
- Management Companies/ Transition Update** The Board of Directors was provided with an update on the transition with prior Management firm. *Following review and discussion, no further action was required by the Board.*

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COMMITTEE REPORT

Architectural Improvement Application

The Board of Directors reviewed the following architectural improvement application(s):

- 1) 4694 Larwin Avenue - Room Addition. *Following review and discussion, it was the general consent of the Board of Directors to approve the application provided that a permit be obtained, and all Cities requirements and guidelines be followed.*

GROUND AND MAINTENANCE

Total Landscape Proposals

The Board of Directors reviewed and discussed a proposal submitted by Total Landscape for tree trimming and removal, cost \$11,800. *Following review and discussion, a motion was made, seconded and unanimously carried to approve the proposal as submitted.*

Irrigation Upgrade Proposals

The Board of Directors reviewed/discussed a proposal submitted by J.E. Design Consultants for an irrigation design throughout the community, cost \$19,200. *Following review and discussion, a motion was made, seconded and unanimously carried to table this matter to the next Board meeting.*

Annual Roof Maintenance Discussion

The Board of Directors discussed roof maintenance in the community. *Following review and discussion, a motion was made, seconded and unanimously carried to table this matter to the next Board meeting.*

Clubhouse #1 Painting Discussion

The Board of Directors discussed maintenance needed at Clubhouse #1. *Following review and discussion, a motion was made, seconded and unanimously carried to table this matter to the next Board meeting as Management is to obtain proposals.*

ADMINISTRATION RELATED MATTERS

Draft Call For Candidate Form

The Board of Directors reviewed a draft Call for Candidate as prepared by Management. *Following review and discussion, a motion was made, seconded and unanimously carried to approve the form as revised.*

2021 Annual Membership Meeting Election

The Board of Directors discussed the upcoming election. *Following discussion, it was the general consent of the Board of Directors to hold the Election in February 2021.*

Communication Worksheet

The Board of Directors was advised that the community newsletter was sent to the owners and tenants via email blast and posted on the community website, as well as onsite.

HOMEOWNER REQUEST(S)/ CORRRESPONDENCE

Landscape Related Complaint

The Board of Directors reviewed a written complain from an owner regarding tree trimmers on her roof without prior notice. *Following review and discussion, no action was required by the Board at this time, as Management has addressed the owner accordingly.*

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Property Damage Related Complaint The Board of Directors reviewed correspondence regarding property damage involving a vehicle damage as a result of a fallen tree branch. *Following review and discussion, no action was required by the Board at this time.*

Home Occupation Permit Request(s) The Board of Directors reviewed the following Occupation Permit Request(s):

- 1) 4547 Larwin *Following review and discussion, a motion was made, seconded and unanimously carried to approve the permit as presented.*
- 2) 4723 Larwin *Following review and discussion, a motion was made, seconded and unanimously carried to approve the permit as presented.*
- 3) 4757 Larwin *Following review and discussion, a motion was made, seconded and unanimously carried to approve the permit as presented.*

ADJOURNMENT *The Regular Board meeting was adjourned at 7:52 pm.*

SUBMITTED BY *Yamy Criblez, La Perla Property Management*

ATTEST I, Maria Delvaux, duly appointed and acting Secretary of the **Cypress Home Owners Association**, do hereby certify that the foregoing is a true and correct copy of the Minutes of the Regular Meeting held on the date listed above, as approved by the Board of Directors for **Cypress Home Owners Association**.

Maria Delvaux
Appointed Secretary

10/22/20
Dated