

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
December 5, 2013**

1 Upon due notice, given and received, the Cypress Home Owners Association Board  
2 of Directors held their regularly scheduled Board of Directors Meeting on Thursday,  
3 December 5, 2013, Clubhouse #2, Cypress, California. John Russell, President,  
4 called the meeting to order at 7:20 p.m. with a quorum of Directors present.

5  
6 **Directors Present**

7 John Russell, President  
8 Tamara Honegan, Vice President  
9 Carl Kroll, Secretary  
10 Judith Fischer, Treasurer

11  
12 **Directors Absent**

13 Diane Woodman, Director At Large  
14

15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.  
17 Yamy Criblez, Accell Property Management, Inc.  
18 Three (3) Homeowners  
19

20 **Executive Session Meeting Topics**

21 In accordance with California Civil Code Section 1363.05, the Board notes that the  
22 following topics were discussed during an Executive Session Meeting held on  
23 December 5, 2013:

- 24
- 25 1. Approval of the Executive Session Minutes from October 24, 2013
- 26 2. Show Cause Hearings
- 27 3. The Judge Law Firm Correspondence
- 28 4. Cane, Walker and Harkins Correspondence
- 29 5. Homeowner Correspondence Regarding Violations
- 30 6. Bad Debt Write Off
- 31 7. Management Correspondence Regarding Homeowner Returned Checks
- 32

33 The foregoing Resolution is executed pursuant to the general consent of the Board  
34 of Directors.  
35

Executive Session

36 **Minutes**

37 The Board of Directors reviewed the Minutes from the Board of Directors Regular  
38 Session Meeting held on October 24, 2013. Following review and discussion, a  
39 motion was made by Carl Kroll, seconded by Tamara Honegan to approve the  
40 Minutes as presented. The motion passed unanimously.

Minutes

41

42 **Architectural Matters**

43 The Board of Directors reviewed an architectural application submitted by Chen,  
44 4782 Larwin Avenue for the installation of an awning. Following review, a motion  
45 was made by Tamara Honegan, seconded by Carl Kroll to deny the architectural  
46 application as the awning can not be mounted to the stucco wall. The motion passed  
47 unanimously.

4782 Larwin  
Avenue

48

49 The Board of Directors reviewed an architectural application submitted by Kim,  
50 4598 Larwin Avenue for the installation of windows and patio doors. Following  
51 review, a motion was made by Carl Kroll, seconded by Tamara Honegan to approve  
52 the architectural application contingent upon the homeowner providing evidence that  
53 the windows are retrofit and do not exceed one and three-fourths (1 3/4) inches in  
54 width. The motion passed with John Russell abstaining from vote.

4598 Larwin  
Avenue

55

56 The Board of Directors reviewed an architectural application submitted by Spetzman,  
57 4715 Larwin Avenue for the installation of a security screen door. Following review,  
58 a motion was made by Judith Fischer, seconded by Carl Kroll to approve the  
59 architectural application as submitted. The motion passed unanimously.

4715 Larwin  
Avenue

60

61 The Board of Directors reviewed an architectural application submitted by Winger,  
62 4574 Larwin Avenue for removal of the patio cover and removal and installation of  
63 the patio fence. Following review, it was the general consent of the Board of  
64 Directors to approve the architectural application as submitted. Management was  
65 instructed to obtain a proposal from Antis Roofing and Waterproofing for roof repair  
66 and Arenas Painting for stucco repair and painting following the removal of the patio  
67 cover. Roof repair proposal to be added to the Agenda for February 6, 2014 Board  
68 meeting.

4574 Larwin  
Avenue

69

70 The Board of Directors reviewed an architectural application submitted by  
71 Kendzierski, 4695 Larwin Avenue for the removal of the patio cover and removal and  
72 installation of the patio fence and lattice. Following review, it was the general consent  
73 of the Board of Directors to approve the architectural application contingent upon the  
74 following conditions: wood fence and lattice to be like for like in material and

4695 Larwin  
Avenue

75 appearance, fence height is to meet community standard, a natural wood stain may  
76 be applied to preserve the condition and appearance of the fence, and must comply  
77 with the Architectural Rules and Regulations.

Account  
14659-01

79 **Consent Calendars and Resolutions**

80 The Board of Directors re-evaluated Statement of Account Preliminary to Levying of  
81 Lien for account number 14659-01. No action was taken as the account is  
82 current.

Account  
14578-01

84 The Board of Directors re-evaluated Statement of Account Preliminary to Levying of  
85 Lien for account number 14578-01. Following review, a motion was made by Carl  
86 Kroll, seconded by Tamara Honegan to send correspondence to the homeowner  
87 requesting the outstanding balance be paid in full within ten (10) days from date of  
88 notice. The motion passed unanimously.

90 **Financials**

91 The Board of Directors reviewed a Bank Transaction Resolution submitted by Accell  
92 Property Management, Inc. regarding a December Maturing CD. Following review, a  
93 motion was made by Judith Fischer, seconded by Carl Kroll to transfer one hundred  
94 sixty thousand dollars (\$160,000.00) from Morgan Stanley account and ninety  
95 thousand dollars (\$90,000.00) from money markets to invest in a twelve (12) month  
96 CD (certificate deposit). The motion carried unanimously.

Maturing CD/  
Money Market  
Investments

98 The Board of Directors reviewed the financial statements for the period ending  
99 October 31, 2013. Following review and discussion, a motion was made by Judith  
100 Fischer, seconded by Carl Kroll to approve the financial statements as presented. The  
101 motion passed unanimously.

Financial  
Statements

103 **Board Actions**

104 It was the general consent of the Board of Directors to table the Clubhouse Door  
105 proposals and invite John McCarthy at Windor and Alonzo Perez at AMC  
106 Construction and Building Services to attend the February 6, 2014 Board meeting to  
107 address questions from the Board of Directors.

Clubhouse Door  
Proposals

109 The Board of Directors reviewed proposed Rule Change Procedure for Late Fee  
110 Increase submitted by Accell Property Management, Inc. Following review, it was  
111 the general consent of the Board of Directors to accept as presented.

Proposed Rule  
Change for Late  
Fee Increase

112 Management was instructed to send a notice to the Membership for a thirty (30) day  
113 review and comment period.

114 The Board of Directors reviewed a copy of the Association's proposed Clubhouse  
115 General Rules for Use and Agreement that was mailed to the membership on  
116 October 12, 2013, for a thirty (30) day review and comment period. Following  
117 review, it was the general consent of the Board of Directors to formally adopt the  
118 Clubhouse General Rules and Use for Agreement as presented.

Clubhouse General  
Rules for Use and  
Agreement

119

120 **Open Forum**

121 The following item was discussed during Open Forum.

Open Forum

122 1. Key fob locking system for new clubhouse doors.

123

124 **Adjournment**

125 There being no further business to come before the Board, it was the general consent  
126 of the Board of Directors to adjourn the Meeting at 8:54 p.m.

Adjournment

127

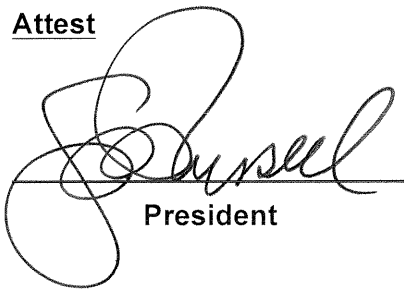
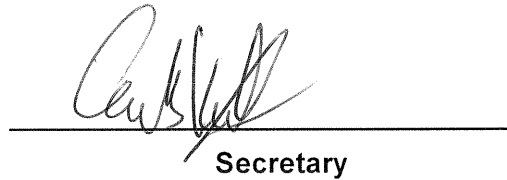
128 **Attest**

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President  
\_\_\_\_\_  
Secretary