

**Cypress Home Owners Association
Board of Directors Meeting Minutes
August 25, 2011**

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 August 25,
3 2011, at Clubhouse #2, Cypress, California. The President of the Board of Directors,
4 Betsy-Ann Toffler, called the meeting to order at 7:15 p.m. with a quorum of Directors
5 present.

6

7 **Directors Present**

8 Betsy-Ann Toffler, President

9 John Russell, Vice President

10 Judith Fischer, Treasurer

11 Donald Moreau, Secretary

12

13 **Directors Absent**

14 None

15

16 **Also Attending**

17 Jason G. Carter, CCAM, Accell Property Management, Inc.

18 Three (3) Homeowners present

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 June
23 23, 2011.

Executive Session

24

- 25 1. Approval of the Executive Session Minutes from June 23, 2011
- 26 2. Statement of Account Preliminary to Levying of Lien
- 27 3. Submitted Payment Plans
- 28 4. Membership Discipline
- 29 5. Case History Summary Report submitted by The Judge Law Firm
- 30 6. Collection Status Report submitted by Cane, Walker & Harkins
- 31 7. Waiver of Fees
- 32 8. Formation of Contracts

33

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

36 **Minutes**

37 The Board of Directors reviewed the Minutes from the June 23, 2011 Board of
38 Directors Meeting. Following review and discussion, a motion was made by Don
39 Moreau and seconded by Judith Fischer to approve the Minutes as presented. The
40 motion carried unanimously.

41

42 **Board Actions**

43 The Board of Directors reviewed an architectural application submitted by the
44 homeowner of 4779 Larwin Avenue for the replacement of their A/C unit.

45 Following review and discussion, a motion was made by Don Moreau and seconded
46 by Judith Fischer to approve the application as submitted. The motion carried
47 unanimously.

48

49 The Board of Directors reviewed an architectural application submitted by the
50 homeowner of 4659 Larwin Avenue for the replacement of their patio fence and
51 lattice. Following review and discussion, a motion was made by Don Moreau and
52 seconded by Judith Fischer to approve the application as submitted. The motion
53 carried unanimously.

54

55 The Board of Directors reviewed an architectural application submitted by the
56 Homeowner of 4670 Larwin Avenue for the installation of new windows. Following
57 review and discussion, a motion was made by Betsy-Ann Toffler and seconded by
58 Judith Fischer to approve the application as submitted. The motion carried
59 unanimously.

60

61 The Board of Directors reviewed a proposal submitted by Total Landscape Services
62 to sweep down the carport structures community wide. Following review and
63 discussion, a motion was made by John Russell and seconded by Judith Fischer to
64 approve the proposal as submitted at a cost not to exceed seven hundred eighty
65 dollars (\$780.00). The motion carried unanimously.

66

67 Furthermore, a motion was made by John Russell and seconded by Judith Fischer to
68 have this service performed bi-annually in October and April respectively. The
69 motion passed unanimously.

70

71 The Board of Directors reviewed a proposal submitted by Total Landscape Services
72 to power wash the trash enclosures community wide. Following review and
73 discussion, a motion was made by John Russell and seconded by Judith Fischer to

Minutes

Architectural
Applications

Carport Cleaning

Power Washing

74 approve the proposal as submitted at a cost not to exceed three hundred fifty dollars
75 (\$350.00). The motion carried unanimously.

76

77 Furthermore, a motion was made by John Russell and seconded by Judith Fischer to
78 have this service performed bi-annually in September and March respectively. The
79 motion passed unanimously.

80

81 The Chairman of the Emergency Preparedness Committee, Robert Kaplinsky,
82 provided the Board of Directors with an email update on pending CERT classes
83 that committee members are signing up for. No further action is required.

Emergency
Preparedness
Committee

84

85 The Board of Directors reviewed a Lien Authorization Consent Calendar for the
86 following account numbers: A1740001459201, A1740001457801 and

Consent Calendar
& Resolutions

87 A1740001466501. Following review and discussion, a motion was made by Betsy-
88 Ann Toffler and seconded by Don Moreau to approve a lien on account number
89 A1740001466501. The motion carried unanimously.

90

91 Furthermore, a motion was made by Don Moreau and seconded by John Russell to
92 deny recording a lien on account numbers A1740001459201 and A1740001457801.
93 The motion carried unanimously.

94

95 **Financials**

96 The Board of Directors reviewed the financial statements for the period ending
97 June 30, 2011. Following review and discussion, a motion was made by Judith
98 Fischer and seconded by Betsy-Ann Toffler to approve the financial statements as
99 presented. The motion carried unanimously.

Financials

100

101 The Board of Directors reviewed the financial statements for the period ending July
102 31, 2011. Following review and discussion, a motion was made by Judith Fischer
103 and seconded by Don Moreau to approve the financial statements as presented. The
104 motion carried unanimously.

105

106 The Board of Directors reviewed three (3) competitive proposals from qualified
107 vendors to perform a yearly reserve study analysis. Following review and
108 discussion, a motion was made by Betsy-Ann Toffler and seconded by John Russell
109 to approve the proposal submitted by Strategic Reserves in the amount of seven
110 hundred ninety nine dollars (\$799.00). The motion passed unanimously.

Reserve Study

111

112 The Board of Directors reviewed a proposal submitted by Antis Roofing for the
113 installation of satellite dish brackets on the roofs of every building community wide.
114 Following review and discussion, a motion was made by Betsy-Ann Toffler and
115 seconded by Don Moreau to table any action until the rest of the roofing project can
116 be assessed and reviewed. The motion passed unanimously.

Satellite Dish
Bracket Installatio

117
118 The Board of Directors reviewed a proposal submitted by Antis Roofing to perform
119 wood shingle staining on the replacement shakes on the ten (10) buildings recently
120 repaired. Following review and discussion, it was the general consent of the Board
121 to table action until Antis can provide a sample of how the shake will look once
122 stained.

Shingle Staining

123
124 The Board of Directors reviewed a request submitted by the owner of 4858 Larwin
125 Avenue asking that they be able to use their home address as a business address.
126 Following review and discussion, a motion was made by Betsy-Ann Toffler and
127 seconded by John Russell to deny the request based on the restrictions set forth by
128 the governing documents. The motion passed. Don Moreau abstained.

Home Business
Request

129
130 **Homeowner Open Forum**

131 The following items were discussed during Open Forum: maintenance concerns,
132 landscape maintenance and clubhouse rental use.

Open Forum

133
134 **Adjournment**

135 There being no further business to come before the Board, it was the general consent
136 of the Board of Directors to adjourn the meeting at 8:25 p.m.

Adjournment

137
138 **Attest**

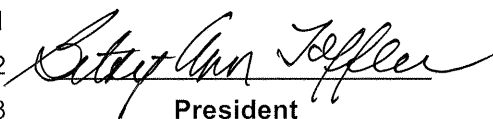
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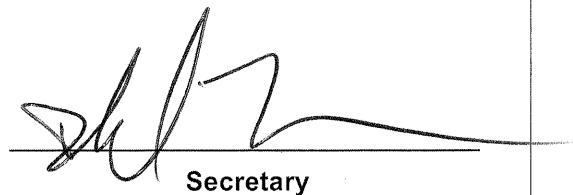
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President


Secretary