

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
March 28, 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 March 28, 2013, Clubhouse #2, Cypress, California. Judith Fischer, Treasurer, called  
4 the meeting to order at 7:51 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 Diane Woodman, Director At Large

12  
13 **Directors Absent**

14 None

15  
16 **Also Attending**

17 Yamy Criblez, Accell Property Management, Inc.  
18 Dianna Campellone, Accell Property Management, Inc.  
19 Two (2) Homeowners

20  
21 **Executive Session Meeting Topics**

22 In accordance with California Civil Code Section 1363.05, the Board notes that the  
23 following topics were discussed during an Executive Session Meeting held on March  
24 28, 2013:

- 25
- 26 1. Approval of the Executive Session Minutes from February 28, 2013
- 27 2. Show Cause Hearings
- 28 3. Homeowner Correspondence
- 29 4. Delinquencies
- 30 5. The Judge Law Firm correspondence
- 31 6. Cane, Walker and Harkins Correspondence
- 32 7. Legal Opinion and Legal Guidance

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

Executive Session

36 **Minutes**

37 The Board of Directors reviewed the Minutes from February 28, 2013 Regular  
38 Session Minutes. Following review, a motion was made by Judith Fischer and  
39 seconded by Tamara Honegan to approve the minutes as presented. The motion  
40 passed unanimously.

Minutes

41  
42 The Board of Directors reviewed the Minutes from February 28, 2013 Annual  
43 Membership Meeting. Following review, a motion was made by Judith Fischer and  
44 seconded by Tamara Honegan to approve the minutes as presented. The motion  
45 passed unanimously.

46  
47 **Architectural Matters**

48 The Board of Directors reviewed correspondence submitted by Accell Property  
49 Management Inc. regarding the Association's Architectural Submission & Review  
50 Procedure. Following review, a motion was made by Tamara Honegan and  
51 seconded by Carl Kroll to inform homeowners there is a sixty (60) day appeal  
52 process for all architectural submissions denied by the Architectural Committee. The  
53 Board of Directors approved Management to send out appeal process procedure  
54 with annual audit. The motion passed unanimously.

Architectural  
Appeal Process

55  
56 The Board of Directors reviewed an architectural application submitted by the  
57 homeowner of 4563 Larwin Avenue for window installation. Following review and  
58 discussion, it was the general consent of the Board of Directors to approve the  
59 application as presented.

4563 Larwin  
Avenue

60  
61 The Board of Directors reviewed an architectural application submitted by the  
62 homeowner of 4600 Larwin Avenue for windows and patio door installation.  
63 Following review and discussion, it was the general consent of the Board of Directors  
64 to approve the application as presented.

4600 Larwin  
Avenue

65  
66 The Board of Directors reviewed an architectural application submitted by the  
67 homeowner of 4739 Larwin Avenue for wooden fence replacement. Following review  
68 and discussion, it was the general consent of the Board of Directors to approve the  
69 application as presented.

4739 Larwin  
Avenue

70  
71 The Board of Directors reviewed an architectural application submitted by the  
72 homeowner of 4795 Larwin Avenue for window installation. Following review and  
73 discussion, it was the general consent of the Board of Directors to approve the  
74 application as presented.

4795 Larwin  
Avenue

75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113

**Consent Calendars and Resolutions**

The Board of Directors reviewed the Annual Insurance Review & Renewal submitted by Accell Property Management, Inc. Following review, a motion was made by Judith Fischer and seconded by Tamara Honegan to approve the Annual Insurance Review and Renewal Resolution Memorandum as presented by Management. The motion passed unanimously.

Insurance Review

A motion was made by Carl Kroll and seconded by Tamara Honegan to approve the Resolution to Approve the Duties, Responsibilities and Authority of the Association Board President. The motion passed unanimously.

Resolution

The Board of Directors reviewed Lien Authorization Consent Calendar for the following accounts:

Lien Authorization  
Consent Calendar

1. 14776-01 – No action was required
2. 14693-02 – A motion was made by Judith Fischer and seconded by Tamara Honegan to approve a lien if homeowner does not respond to Treasurer’s letter by April 15, 2013. The motion passed unanimously.

**Financials**

The Board of Directors reviewed the Memorandum regarding the Accounts Receivable Aging Report submitted by Accell Property Management, Inc. No action taken at this time.

Aging Report

The Board of Directors reviewed the financial statements for the period ending February 28, 2013. Following review, a motion was made by Judith Fischer and seconded by Carl Kroll to approve the financial statements with conditions. Management to provide the Board with detailed information clarifying the carport income and common area repairs. The motion carried unanimously.

Financial  
Statements

The Board of Directors was unable to review the Draft Audit, as the final draft was not submitted in time for the meeting.

Draft Audit

**Board Actions**

The Board of Directors agreed, by general consent, to table the review of the proposals submitted by Arenas Painting for Clubhouse #1 and #2 repairs and yearly maintenance contract. Management to request Arenas Painting attend April Board Meeting to further discuss the submitted proposals.

Arenas Painting

114 The Board of Directors reviewed a proposal submitted by The Family Plumber for the  
115 installation of clean-outs throughout the Community. Following review and discussion,  
116 a motion was made by Judith Fischer and seconded by Carl Kroll to deny the proposal  
117 because clean-outs are homeowner's responsibility, according to legal counsel. The  
118 motion passed unanimously.

The Family  
Plumber

120 The Board of Directors reviewed a proposal submitted by Pacific Rim Architectural  
121 Services, Inc. for the installation of trash enclosure stoppers throughout the  
122 Community. Following review, it was the general consent of the Board of Directors  
123 to deny this proposal and obtain at least one (1) additional proposal for review at the  
124 next Board Meeting.

Pacific Rim  
Architectural  
Services, Inc.

125  
126 **Open Forum**

127 The following items were discussed during Open Forum.

Open Forum

- 128 1. Trade Fair  
129 2. Dog waste concerns  
130 3. Disposing of debris in trash enclosure

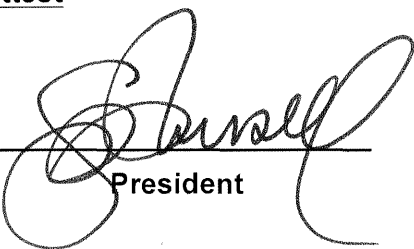
131  
132 **Adjournment**

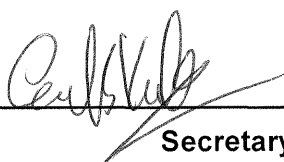
133 There being no further business to come before the Board, it was the general consent  
134 of the Board of Directors to adjourn the Meeting at 9:00 p.m.

Adjournment

135  
136 **Attest**

137  
138  
139  
140

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary