

**Cypress Home Owners Association
Board of Directors Meeting Minutes
March 27, 2014**

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 27, 2014, Clubhouse #2, Cypress, California. John Russell, President, called
4 the meeting to order at 6:39 p.m. with a quorum of Directors present.

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6 **Directors Present**

7 John Russell, President
8 Tamara Honegan, Vice President
9 Judith Fischer, Treasurer
10 Maria Delvaux, Secretary

11
12 **Directors Absent**

13 None

14
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.

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18 **Executive Session Meeting Topics**

19 In accordance with California Civil Code Section 4935(e), the Board notes that the
20 following topics were discussed during an Executive Session Meeting held on March
21 27, 2014:

- 22
- 23 1. Approval of the Executive Session Minutes from February 27, 2014
- 24 2. Board Member Correspondence Regarding Homeowner Payment
- 25 3. The Judge Law Firm Correspondence
- 26 4. Approval of Renewal of Retainer Agreement from Cane, Walker and
27 Harkins LLP
- 28 5. Cane, Walker and Harkins, LLP Correspondence

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30 The foregoing Resolution is executed pursuant to the general consent of the Board
31 of Directors.

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33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Regular

Executive Session

Minutes

35 Session Meeting held on February 27, 2014. Following review, Judith Fischer made
36 a motion to approve the Minutes as presented. Maria Delvaux seconded the motion.
37 The motion passed unanimously.

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39 The Board of Directors reviewed the Minutes from the Organizational Meeting
40 held on February 27, 2014. Following review, Judith Fischer made a motion to
41 approve the Minutes as presented. Maria Delvaux seconded the motion. The motion
42 passed unanimously.

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44 **Committee Reports**

45 The Board of Directors reviewed correspondence submitted by Don Moreau, Parking
46 Committee, regarding an unregistered vehicle parked in the carport at 4798 Larwin
47 Avenue. Following review and discussion, the Board agreed, by general consent to
48 continue monitoring the vehicle.

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50 **Consent Calendars and Resolutions**

51 The Board of Directors reviewed the Annual Insurance Review & Renewal submitted
52 by Accell Property Management, Inc. Following review and discussion, Judith
53 Fischer made a motion to approve the Annual Insurance Review and Renewal
54 Resolution as presented by Management. Maria Delvaux seconded the motion. The
55 motion passed unanimously.

56

57 **Financials**

58 The Board of Directors reviewed the 2013 Draft Audit submitted by VanDerPol and
59 Company. Following review and discussion, the Board agreed, by general consent
60 to table the Draft Audit to the April 2014 meeting.

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62 The Board of Directors reviewed the financial statement for the period ending
63 February 28, 2014. Following review, Judith Fischer made a motion to approve the
64 financial statements as presented. John Russell seconded the motion. The motion
65 passed unanimously.

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67 **Maintenance and Service Proposals**

68 The Board of Directors reviewed proposals for brick replacement at 4661 Larwin
69 Avenue. Following review and discussion, Maria Delvaux made a motion to
70 approve the proposal submitted by Pacific Rim Architectural Services at a cost of
71 five hundred ninety dollars (\$590.00). Judith Fischer seconded the motion. The
72 motion passed unanimously.

73

Committee Report

Insurance Review

Draft Audit

Financial
Statements

Brick Replacement
Proposals

74 75 76 77 78	The Board of Directors reviewed a proposal for custodial services submitted by Unique Cleaning Services. Following review and discussion, <u>the Board agreed, by general consent to table for further discussion at the April 2014 meeting. Management was directed to contact vendor for additional service dates.</u>	Custodial Service Proposal
79 80 81 82 83 84	The Board of Directors reviewed proposals for Reserve Study preparation submitted by several vendors. Following review and discussion, <u>Judith Fischer made a motion to approve the proposal submitted by Strategic Reserves Corporation for an update onsite inspection at a cost of one thousand ninety-nine dollars (\$1,099.00). Maria Delvaux seconded the motion. The motion passed unanimously.</u>	Reserve Study Proposals
85 86 87 88 89 90	The Board of Directors reviewed a Memorandum submitted by Accell Property Management, Inc. regarding termite fumigation. Following review and discussion, <u>the Board agreed, by general consent to review termite fumigation proposals at the April 2014 meeting. Management was directed to obtain three (3) proposals for termite fumigation.</u>	Termite Fumigation
91 92 93 94 95 96 97	The Board of Directors reviewed a Memorandum submitted by Accell Property Management, Inc. regarding clubhouse door replacement project. Following review and discussion, <u>Maria Delvaux made a motion to approve the proposal submitted by Windor at a cost of nineteen thousand six hundred thirty dollars (\$19,630.00). Judith Fischer seconded the motion. Tamara Honegan abstained from vote. The motion passed unanimously.</u>	Clubhouse Doors
98 99 100 101 102 103	The Board of Directors reviewed a Memorandum submitted by Accell Property Management, Inc. regarding sewer repair at 4596 Larwin Avenue. Following review and discussion, <u>the Board agreed, by general consent to continue monitoring progress of the sewer repair. Management was directed to contact Proserv Plumbing for status of repair.</u>	4596 Larwin Avenue
104	<u>Open Forum</u>	
105 106	The following item was discussed during Open Forum. 1. Composite fencing for Alley 14.	Open Forum
107		
108	<u>Adjournment</u>	
109 110 111 112	There being no further business to come before the Board, <u>the Board agreed, by general consent to adjourn the meeting at 7:58 p.m.</u>	Adjournment


113 **Attest**

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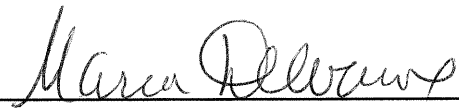
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President



Secretary