

**Cypress Home Owners Association
Board of Directors Meeting Minutes
January 28, 2016**

1 Upon due notice, given and received, the Cypress Home Owners Association Board of
2 Directors held their regularly scheduled Board of Directors Meeting on Thursday,
3 January 28, 2016, Clubhouse #2, Cypress, California. Judith Fischer, Treasurer,
4 called the meeting to order at 6:57 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 Tamara Honegan, Vice President

8 Judith Fischer, Treasurer

9 Maria Delvaux, Secretary

10
11 **Directors Absent**

12 John Russell, President

13
14 **Also Attending**

15 Dianna Campellone, Accell Property Management, Inc.

16 One (1) Homeowner

17
18 **Executive Session Meeting Topics**

19 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
20 that the following topics were discussed during an Executive Session Meeting held on
21 January 28, 2016:

Executive Session
Meeting Topics

- 22
- 23 1. Approval of the Executive Session Minutes from December 3, 2015
 - 24 2. Review of Notice of Fine Letters
 - 25 3. Review of Fine Waiver Requests
 - 26 4. Review of Late Fee Waiver Requests
 - 27 5. Review of Current Customer Ledgers
 - 28 6. Review of Statement of Accounts Preliminary to Levying of Liens
 - 29 7. Review of Accell Property Management, Inc. Correspondence
 - 30 8. Review of The Judge Law Firm Correspondence
 - 31 9. Review of Cane, Walker and Harkins, LLP Correspondence

32
33 The foregoing Resolution is executed pursuant to the general consent of the Board of
34 Directors.

35 **Minutes**

36 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held
37 on December 3, 2015. Following review and discussion, Judith Fischer made a motion
38 to approve the Minutes as presented. Maria Delvaux seconded the motion. The
39 motion passed unanimously.

Minutes

41 The Board of Directors reviewed the amended Minutes from the Board of Directors
42 Meeting held on October 22, 2015. Following review and discussion, Judith Fischer
43 made a motion to approve the Minutes as amended. Maria Delvaux seconded the
44 motion. The motion passed unanimously.

45
46 **Board Actions**

47 The Board of Directors reviewed correspondence submitted by Management regarding
48 a vehicle parked in Visitor parking for extended periods of time. No further action was
49 required.

Visitor Parking
Correspondence

51 The Board of Directors reviewed Lien Authorization Consent Calendars for account
52 numbers A1740001461501, A1740001474601, and A1740001471701. Following
53 review, Judith Fischer made a motion to approve the consent calendars as submitted.
54 Maria Delvaux seconded the motion. The motion passed unanimously.

Consent Calendars

56 The Board of Directors reviewed a Memorandum submitted by Marcella Hvinden, Vice
57 President of Accounting Services, regarding Judith Fischer's request to reflect invoices
58 for December 2015 services on the Financial Statements as of December 31, 2015.
59 No further action was required.

Accounts Payable
Memorandum

61 The Board of Directors reviewed a Memorandum submitted by Management
62 regarding the termite fumigation project. Following review and discussion, Maria
63 Delvaux made a motion to proceed with the following: special assessment cost in the
64 amount of six hundred fifty dollars (\$650.00) per unit to include the patio fences and
65 patio covers, fifty percent (50%) of special assessment is due by June 1, 2016,
66 remaining balance of special assessment is due by December 1, 2016, and late fees
67 will apply to outstanding balances. Judith Fischer seconded the motion. The motion
68 passed unanimously.

Termite Fumigation

69
70 The Board of Directors reviewed proposals for pool and wader skimmer replacements

Skimmer Proposal

71 at pool #1 and pool #3 submitted by Aquatic Balance, Inc., and Decksider Pool
72 Services. Following review and discussion, the Board agreed, by general consent to
73 approve the proposal submitted by Aquatic Balance, Inc. at a cost of seven thousand
74 dollars (\$7,000.00) contingent upon the existing valves located behind the skimmers
75 are not required to be removed per Health Department current regulations. Should the
76 Health Department require the existing valves be removed prior to the new skimmer
77 installations, the Board agreed, by general consent to approve the proposal submitted
78 by Decksider Pool Service, at a cost of ten thousand two hundred ninety dollars
79 (\$10,290.00) and deny the proposal by Aquatic Balance, Inc.

80

81 The Board of Directors reviewed proposals for monthly maintenance of the pools and
82 waders submitted by several vendors. Following review and discussion, the Board
83 agreed, by general consent to table until the February 2016 Meeting and invite
84 Decksider Pool Services to attend.

Pool & Wader
Maintenance
Proposals

85

86 The Board of Directors reviewed a pool and wader annual maintenance schedule
87 submitted by Decksider Pool Service. No action was required.

Decksider Pool
Service

88

89 The Board of Directors reviewed proposals for concrete repairs to the entry of Pool #2
90 submitted by several vendors. Following review and discussion, the Board agreed, by
91 general consent to approve the proposal submitted by MCC Construction and
92 Restoration, at a cost of one thousand one hundred fifty dollars (\$1,150.00).

Concrete Repair
Proposals

93

94 The Board of Directors reviewed proposals for concrete repairs and deck painting of
95 Pool #2 submitted by several vendors. Following review and discussion, the Board
96 agreed, by general consent to approve the proposal submitted by MCC Construction
97 and Restoration, at a cost of eight hundred fifty dollars (\$850.00) for concrete repairs
98 near handrails and perimeter deck painting, at a cost of nine hundred ninety-five
99 dollars (\$995.00) for a total cost of one thousand eight hundred forty-five dollars
100 (\$1,845.00).

Concrete & Deck
Painting Proposals

101

102 The Board of Directors reviewed a proposal for heater and air conditioner replacement
103 in Clubhouse #2 submitted by A.D. Cooper. Following review and discussion, Maria
104 Delvaux made a motion to approve the proposal, at a cost of seven thousand two
105 hundred eighty-four dollars (\$7,284.00) plus an annual maintenance plan for
106 Clubhouse #1 and Clubhouse #2, at a cost of two hundred forty dollars (\$240.00)
107 each. Judith Fischer seconded the motion. The motion passed unanimously.

Heater/Air
Conditioner
Proposal

<p>108 The Board of Directors reviewed a proposal for roof top plumbing repair at 4681 Larwin 109 Avenue submitted by Antis Roofing and Waterproofing, Inc., at a cost of six hundred 110 ten dollars (\$610.00). Following review and discussion, <u>the Board agreed, by general 111 consent to deny the proposal as the leak is originating from the ABS plumbing pipe, 112 which is homeowner responsibility to maintain.</u> 113</p> <p>114 The Board of Directors reviewed a proposal for mold remediation and interior repairs at 115 4681 Larwin Avenue submitted by Indoor Environmental Control, at a cost of four 116 thousand two hundred dollars (\$4,200.00). Following review and discussion, <u>the 117 Board agreed, by general consent to deny the proposal as the mold and interior 118 damages was a result of an ABS plumbing pipe above the utility closet which is 119 homeowner responsibility to maintain.</u> 120</p> <p>121 The Board of Directors reviewed a proposal for roof maintenance of the flat roofing 122 systems at 4616 Larwin Avenue submitted by Antis Roofing and Waterproofing, Inc., 123 at a cost of one thousand three hundred fifty dollars (\$1,350.00). Following review and 124 discussion, <u>the Board agreed, by general consent to deny the proposal as submitted 125 as the flat roofing systems is under warranty.</u> 126</p> <p>127 The Board of Directors reviewed a proposal for park bench painting throughout the 128 Community, at a cost of one hundred thirty dollars (\$130.00), per bench submitted by 129 Humburg and Associates. Following review and discussion, <u>the Board agreed, by 130 general consent to deny the proposal as submitted and request Humburg and 131 Associates submit a revised proposal at a more competitive cost.</u> 132</p> <p>133 The Board of Directors reviewed a reimbursement request submitted by Cheung, 4858 134 Larwin Avenue regarding the purchase of association paint, at a cost of one hundred 135 two dollars and ninety-eight cents (\$102.98). Following review and discussion, <u>Judith 136 Fischer made a motion to approve the reimbursement request as submitted. Maria 137 Delvaux seconded the motion. The motion passed unanimously.</u> 138</p> <p>139 The Board of Directors reviewed a reimbursement request submitted by Light, 4776 140 Larwin Avenue regarding a plumbing expense to remove association tree roots in the 141 main line, at a cost of one hundred sixty dollars (\$160.00). Following review and 142 discussion, <u>Judith Fischer made a motion to approve the reimbursement request as 143 submitted. Maria Delvaux seconded the motion. The motion passed unanimously.</u></p>	<p>4681 Larwin Avenue</p> <p>4616 Larwin Avenue</p> <p>Bench Painting Proposal</p> <p>4858 Larwin Avenue</p> <p>4776 Larwin Avenue</p>
--	--

144 Management was directed to request a proposal from Scott English Plumbing for the
145 installation of a main line cleanout.

146

147 The Board of Directors reviewed the financial statement for the periods ending
148 November 30, 2015 and December 31, 2015. Following review and discussion, Judith
149 Fischer made a motion to accept the financial statements subject to Audit. Maria
150 Delvaux seconded the motion. The motion passed unanimously.

151

152 **Open Forum**

153 The following topic was discussed in Open Forum: termite fumigation.

154

155 **Adjournment**

156 There being no further business to come before the Board of Directors, the Board
157 agreed by general consent to adjourn the Meeting at 7:51 p.m.

158

159 **Attest**

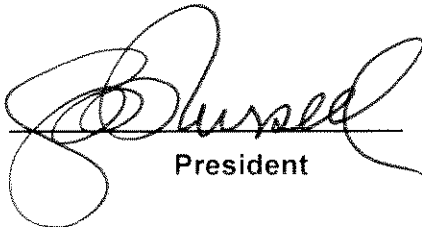
160

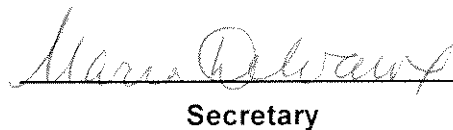
161

162

163

164


President


Secretary

Financials

Open Forum

Adjournment

Attest