

**Cypress Home Owners Association
Board of Directors Meeting Minutes
April 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, April
3 28, 2016, Clubhouse #2, Cypress, California. John Russell, President, called the
4 meeting to order at 6:53 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Maria Delvaux, Secretary
9 Jean Redfearn, Director at Large

10
11 **Directors Absent**

12 None

13
14 **Also Attending**

15 Dianna Campellone, Accell Property Management, Inc.
16 Three (3) Homeowners

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 April 28, 2016:

- 22
- 23 1. Approval of the Executive Session Minutes from March 24, 2016
 - 24 2. Review of Homeowner Correspondence regarding Non-Compliance
25 Matter
 - 26 3. Review of The Judge Law Firm Correspondence
 - 27 4. Review of Cane, Walker and Harkins, LLP Correspondence
 - 28 5. Review of renewal of Retainer Fee Agreement submitted by Cane,
29 Walker and Harkins LLP

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

Executive Session
Meeting Topics

33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held
35 on March 24, 2016. Following review and discussion, the Board agreed, by general
36 consent to approve the Minutes as presented.

Minutes

37

38 **Board Actions**

39 The Board of Directors reviewed a Memorandum submitted by Management
40 regarding the Annual Review of the Association's Rules and Regulations and
41 Architectural Guidelines. Following review and discussion, the Board agreed, by
42 general consent to table to the May meeting.

Rules and
Regulations/
Architectural
Guidelines

43

44 The Board of Directors reviewed an Architectural Application submitted by
45 Wu, 4691 Larwin Avenue regarding front door and security screen replacement.
46 Following review and discussion, Maria Delvaux made a motion to approve the
47 application as submitted. Jean Redfearn seconded the motion. The motion passed
48 unanimously.

4691 Larwin
Avenue

49

50 The Board of Directors reviewed an Architectural Application submitted by Jordan,
51 4806 Larwin Avenue regarding patio fence replacement. Following review and
52 discussion, Jean Redfearn made a motion to approve the application as submitted.
53 Maria Delvaux seconded the motion. The motion passed unanimously.

4806 Larwin
Avenue

54

55 **Financial Actions**

56 The Board of Directors reviewed the Audit Draft for the year ended December 31,
57 2015 submitted by VanDerPol and Company. Following review and discussion, the
58 Board agreed, by general consent to table to the May meeting.

2015 Audit Draft

59

60 **Maintenance and Service Proposals**

61 The Board of Directors reviewed proposals for wood repairs at pool area #3 pump
62 room and restrooms submitted by various vendors. Following review and discussion,
63 Jean Redfearn made a motion to approve the proposal submitted by Humburg and
64 Associates, Inc. at a cost of three thousand one hundred twenty-seven dollars
65 (\$3,127.00). Maria Delvaux seconded the motion. The motion passed unanimously.

Pool #3 Pump
Room Wood
Repair

66

67 The Board of Directors reviewed a proposal for wader re-plastering at pool area #2
68 submitted by Alan Smith Pools at a cost of two thousand three hundred seven dollars
69 (\$2,307.00). Following review and discussion, the Board agreed by general consent

Pool #2 Wader
Re-plastering
Proposal

70 to table to the May meeting. Management was directed to obtain two (2) additional
71 proposals for same scope of work and to include warranty information and proposal
72 expiration date.

73

74 The Board of Directors reviewed reserve study preparation proposals submitted by
75 various vendors. Following review and discussion, Jean Redfearn made a motion to
76 approve the proposal submitted by Strategic Reserves for a computer update at a cost
77 not to exceed five hundred ninety-nine dollars (\$599.00). Maria Delvaux seconded the
78 motion. The motion passed unanimously.

79

80 The Board of Directors reviewed proposals to re-key the pool areas and restrooms
81 submitted by various vendors. Following review and discussion, Maria Delvaux made
82 a motion to approve the proposal submitted by Custom Lock and Key at a cost of
83 one thousand four hundred sixty-eight dollars and forty-six cents (\$1,468.46). Jean
84 Redfearn seconded the motion. The motion passed unanimously.

85

86 The Board of Directors reviewed proposals submitted by various vendors regarding
87 carport concrete replacement at 4773 Larwin Avenue. Following review and
88 discussion, the Board agreed, by general consent to table to the May meeting.

89

90 The Board of Directors reviewed proposals submitted by various vendors regarding
91 wood fencing replacement at carport spaces 4753 and 4773. Following review and
92 discussion, the Board agreed, by general consent to table to the May meeting.

93

94 The Board of Directors reviewed a draft letter and Pool Key Agreement regarding the
95 pool re-key project submitted by Fischer, 4635 Larwin Avenue. Following review and
96 discussion, the Board agreed, by general consent to approve a revised draft to be
97 mailed to the homeowners no later than May 6, 2016.

98

99 The Board of Directors reviewed a Memorandum submitted by Management regarding
100 possible restoration and repairs at 4515 Larwin Avenue as a result of a roof leak.
101 Following review and discussion, Maria Delvaux made a motion to approve Humburg
102 and Associates to inspect the interior damage and provide an estimate for drywall
103 repairs. If restoration is required, Management to send a restoration vendor for dryout
104 before drywall repairs are completed. John Russell seconded the motion. The motion
105 passed unanimously.

106

Reserve Study
Proposals

Re-key Pool/
Restrooms
Proposals

Carport Concrete
Proposals

Wood Fencing
Proposals

Pool Re-key
Notice

4515 Larwin
Avenue

107 The Board of Directors reviewed a Memorandum submitted by Management regarding
108 an annual roof inspection and maintenance program. Following review and
109 discussion, the Board agreed by general consent to table to the May meeting.

Annual Roof
Inspection and
Maintenance

111 The Board of Directors reviewed a Memorandum submitted by Management regarding
112 special assessment and termite fumigation project. Following review and discussion,
113 Jean Redfean made a motion to change the first payment special assessment due
114 date of three hundred twenty-five dollars (\$325.00) from June 1, 2016 to July 1, 2016.
115 John Russell seconded the motion. The motion passed unanimously. Management
116 was directed to draft and mail a notice advising homeowners of the approved special
117 assessment vote and the termite fumigation start date of July 25, 2016 and mail no
118 later than May 6, 2016.

Special Assessmer
Termite Discussior

120 The Board of Directors tabled the Financial Statements for the periods ending January
121 31, 2016, February 29, 2016, and March 31, 2016 to the May meeting.

Financials

123 **Open Forum**

124 Verbiage regarding state statute the following topics were discussed in Open
125 Forum:

Open Forum

- 126 1. Trash not picked up in the planters by the landscapers
- 127 2. Trash and food in the enclosures
- 128 3. Graffiti
- 129 4. Unsightly landscaping

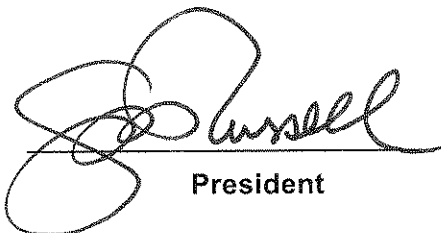
131 **Adjournment**

132 There being no further business to come before the Board of Directors, the Board
133 agreed, by general consent to adjourn the Meeting at 8:58 p.m.

Adjournment

135 **Attest**

Attest

137
138
139
140 
President


Secretary