

**Cypress Home Owners Association
Board of Directors Meeting Minutes
September 22, 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 September 22, 2016, Clubhouse #2, Cypress, California. John Russell, President,
4 called the meeting to order at 7:04 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 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 September 22, 2016:

Executive Session
Meeting Topics

- 22
- 23 1. Approval of the Executive Session Minutes from July 21, 2016
 - 24 2. Show Cause Hearings regarding Non Compliance Matters
 - 25 3. Review of a Payment Plan Request
 - 26 4. Review of the Statement of Account Preliminary to Levying of Liens
 - 27 5. Review of Correspondence by Management regarding Outstanding
28 Special Assessment Accounts
 - 29 6. Review of The Judge Law Firm Correspondence
 - 30 7. Review of Cane, Walker and Harkins, LLP Correspondence
 - 31 8. Review of Contract Increase by West One Janitorial Services

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

36 **Minutes**

37 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held
38 on July 21, 2016. Following review and discussion, Maria Delvaux made a motion to
39 approve the Minutes as presented. Jean Redfearn seconded the motion. The motion
40 passed unanimously.

Minutes

41

42 **Board Actions**

43 The Board of Directors reviewed an Architectural Application submitted by Peet, 4595
44 Larwin Avenue regarding patio fence replacement. Following review and discussion,
45 Jean Redfearn made a motion to approve the Architectural Application as submitted.
46 Maria Delvaux seconded the motion. The motion passed unanimously.

4595 Larwin
Avenue

47

48 The Board of Directors reviewed an Architectural Application submitted by Lee, 4775
49 Larwin Avenue regarding window replacement. Following review and discussion,
50 Jean Redfearn made a motion to approve the Architectural Application as submitted.
51 John Russell seconded the motion. The motion passed unanimously.

4775 Larwin
Avenue

52

53 The Board of Directors reviewed an Architectural Application submitted by Berg, 4804
54 Larwin Avenue regarding the replacement of the entry security door and the kitchen
55 screen door. Following review and discussion, Jean Redfearn made a motion to
56 approve the Architectural Application as submitted. John Russell seconded the
57 motion. The motion passed unanimously.

4804 Larwin
Avenue

58

59 The Board of Directors reviewed Lien Authorization Consent Calendars for account
60 numbers 14746-01, 14717-01, 14611-01, and 14557-04. Following review and
61 discussion, John Russell made a motion to approve the Lien Authorization Consent
62 Calendars as submitted. Maria Delvaux seconded the motion. The motion passed
63 unanimously.

Lien Authorization
Consent Calendars

64

65 **Financial Actions**

66 The Board of Directors reviewed the draft Reserve Study submitted by Strategic
67 Reserves. Following review and discussion, Jean Redfearn made a motion to approve
68 the draft Reserve Study contingent upon the following revisions: add "appliances,
69 clubhouse," to "refrigerator (Welbilt)" under Reserve Component, Equipment, 02.13;
70 and add "Plumbing" and "Landscape Renovation." John Russell seconded the motion.
71 The motion passed unanimously.

Reserve Study

72

73	The Board of Directors reviewed a Memorandum submitted by Management regarding	Aquatic Balance
74	past due Aquatic Balance invoices. Following review and discussion, <u>Maria Delvaux</u>	Invoices
75	<u>made a motion to approve payment of the past due invoices. Jean Redfearn seconded</u>	
76	<u>the motion. The motion passed unanimously.</u>	
77		
78	The Board of Directors reviewed the draft 2017 Annual Policy Statement. Following	Draft 2017 Annual
79	review and discussion, <u>Jean Redfearn made a motion to approve the draft Annual</u>	Policy Statement
80	<u>Policy Statement as presented. Maria Delvaux seconded the motion. The motion</u>	
81	<u>passed unanimously.</u>	
82		
83	The Board of Directors reviewed a Bank Transaction Resolution regarding a twelve	Bank Transaction
84	(12) month CD at Pacific Premier Bank, in the amount of one hundred twenty five	Resolution
85	thousand dollars (\$125,000.00) maturing on June 10, 2017. No action was taken.	
86		
87	The Board of Directors reviewed a Bank Transaction Resolution regarding several	Morgan Stanley
88	accounts at Morgan Stanley Bank. Following review and discussion, <u>the Board</u>	Bank Accounts
89	<u>agreed, by general consent to table to the October meeting and invite a Morgan</u>	
90	<u>Stanley Representative to attend the meeting.</u>	
91		
92	<u>Maintenance and Service Proposals</u>	
93	The Board of Directors reviewed a proposal submitted by Total Landscape	Total Landscape
94	Maintenance regarding grass replacement and sprinkler replacement and repairs	Proposal
95	at various locations throughout the community at a cost of twenty one thousand two	
96	hundred seventy-seven dollars and twenty cents (\$21,277.20). Following review and	
97	discussion, <u>Maria Delvaux made a motion to approve the proposal contingent upon the</u>	
98	<u>vendor resubmitting an itemized proposal separating sod/tree work and irrigation work.</u>	
99	<u>Jean Redfearn seconded the motion. The motion passed unanimously.</u>	
100		
101	The Board of Directors reviewed proposals submitted by various vendors regarding	4811 Larwin
102	sewer repair at 4811 Larwin Avenue. Following review and discussion, <u>Jean Redfearn</u>	Avenue
103	<u>made a motion to approve the proposal submitted by 4 Pals, Inc. at a cost of three</u>	
104	<u>thousand dollars (\$3,000.00). Maria Delvaux seconded the motion. The motion</u>	
105	<u>passed unanimously.</u>	
106		
107	The Board of Directors reviewed proposals submitted by various vendors regarding	Alley Restenciling
108	alley restenciling throughout the community. Following review and discussion, <u>Jean</u>	Proposals

109 Redfearn made a motion to approve the proposal submitted by Pacific Rim
110 Architectural Services at a cost of eight hundred ninety dollars (\$890.00). Maria
111 Delvaux seconded the motion. The motion passed unanimously.

112

113 The Board of Directors reviewed proposals submitted by various vendors regarding
114 wood post replacement at 4806 Larwin Avenue. Following review and discussion,
115 Jean Redfearn made a motion to approve the proposal submitted by Pacific Rim
116 Architectural Services at a cost of one thousand two hundred seventeen dollars
117 (\$1,217.00) contingent upon a reduction of the combined costs for the alley
118 restenciling and wood post replacement not to exceed two thousand dollars
119 (\$2,000.00). Maria Delvaux seconded the motion. The motion passed unanimously.

120

121 The Board of Directors reviewed proposals submitted by various vendors regarding
122 Audit and Tax preparation. Following review and discussion, John Russell made a
123 motion to approve the proposal submitted by VanDerPol and Company at a cost of
124 one thousand dollars (\$1,000.00). Jean Redfearn seconded the motion. The motion
125 passed unanimously.

126

127 The Board of Directors reviewed a proposal submitted by CPR Construction regarding
128 block wall repair on the corner of Denni and Larwin Avenue. Following review and
129 discussion, Jean Redfearn made a motion to approve the proposal as submitted at a
130 cost of two thousand eight hundred fifty-eight dollars (\$2,858.00). John Russell
131 seconded the motion. The motion passed unanimously.

132

133 The Board of Directors reviewed a Memorandum submitted by Management regarding
134 the review of the 2017 Annual Election material. Following review and discussion, the
135 Board agreed, by general consent to approve the Annual Election material as
136 submitted.

137

138 The Board of Directors reviewed a Memorandum submitted by Management regarding
139 hiring a handyman for the Association. Following review and discussion, the Board
140 agreed, by general consent to continue further discussion at the October meeting.

141

142 The Board of Directors reviewed a Memorandum submitted by Management regarding
143 landscape replacement discussion. No action was taken.

144

145 The Board of Directors reviewed a Memorandum submitted by Management regarding

Wood Post
Replacement

Audit and Tax
Preparation
Proposals

CPR Construction
Proposal

Draft Annual
Election Material

Handyman
Discussion

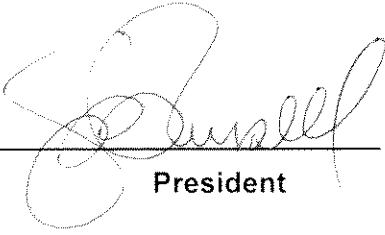
Landscape
Replacement

Irrigation

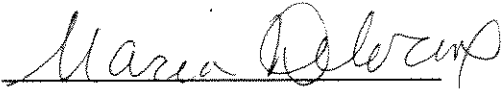
146	irrigation replacement/renovation discussion. No action was taken.	Replacement
147		
148	The Board of Directors reviewed a Memorandum submitted by Management regarding	Future Project
149	future projects discussion. No action was taken. Management was directed to note	Discussion
150	the following future projects: CC&R revision regarding short term rentals/rental cap,	
151	irrigation renovations, clubhouse rehabilitation, playground rehabilitation, and	
152	community wide painting.	
153		
154	The Board of Directors reviewed a Memorandum submitted by Management regarding	Welcome Basket
155	welcome baskets for new residents. Following review and discussion, <u>the Board</u>	Discussion
156	<u>agreed, by general consent to approve the welcome baskets.</u> Management was	
157	directed to note the following: Welcome Basket Committee members are Jean	
158	Redfearn, Beth Paul and Aleta Esteibar, Aleta Esteibar at First Team Real Estate	
159	offered to contribute items for the welcome baskets and Jean Redfearn to provide the	
160	Board with additional information regarding costs.	
161		
162	The Board of Directors reviewed a Memorandum submitted by Management regarding	CDARS Program
163	Certificate of Deposit Account Registry Service program. Following review and	
164	discussion, <u>the Board agreed, by general consent to table further discussion and invite</u>	
165	<u>a Morgan Stanley representative to the October meeting to further discuss the</u>	
166	<u>program with the Board.</u>	
167		
168	<u>Financials</u>	
169	The Board of Directors reviewed the Financial Statements for the periods ending July	Financials
170	30, 2016 and August 31, 2016. Following review and discussion, <u>Jean Redfearn made</u>	
171	<u>a motion to approve the Financial Statements, subject to annual audit review. John</u>	
172	<u>Russell seconded the motion. The motion passed unanimously.</u>	
173		
174	<u>Open Forum</u>	
175	In accordance with State Statute, the homeowners present are given an opportunity to	Open Forum
176	address the Board of Directors. There were no topics discussed during Open Forum.	
177		
178	<u>Adjournment</u>	
179	There being no further business to come before the Board of Directors, <u>the Board</u>	Adjournment
180	<u>agreed, by general consent to adjourn the Meeting at 9:11 p.m.</u>	
181		

182
183
184
185
186
187

Attest



President



Secretary

Attest