

**Cypress Home Owners Association
Board of Directors Meeting Minutes
September 28, 2017**

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 28, 2017, Clubhouse #2, Cypress, California. John Russell, President,
4 called the meeting to order at 6:41 p.m., with a quorum of Directors present.

5
6 **Directors Present**

7 John Russell, President
8 Jack Nance, Vice President
9 Deanna Borodayko, Secretary
10 Jean Redfearn, Treasurer

11
12 **Directors Absent**

13 None

14
15 **Also Attending**

16 Dianna Campellone, Accell Property Management, Inc.
17 Dan Baldwin and Rafael Jimenez, L.A. Hydro-Jet & Rooter Service
18 Seven (7) Homeowners

19
20 **Executive Session Meeting Topics**

21 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
22 that the following topics were discussed during an Executive Session Meeting held on
23 September 28, 2017:

- 24
- 25 1. Approval of the Executive Session Minutes from August 17, 2017
 - 26 2. Review of Homeowner Correspondence
 - 27 3. Review of Cane, Walker and Harkins LLP Correspondence
 - 28 4. Review of Statement of Account Preliminary to Levying of Lien

29
30 The foregoing Resolution is executed pursuant to the general consent of the Board of
31 Directors.

Executive Session
Meeting Topics

32	<u>Minutes</u>	
33	The Board of Directors reviewed the Minutes from the Board of Directors Meeting held	Minutes
34	on August 17, 2017. Following review and discussion, <u>the Board agreed, by general</u>	
35	<u>consent to approve the Minutes as amended.</u>	
36		
37	<u>Architectural Matters</u>	
38	The Board of Directors reviewed an Architectural Application submitted by Moreau,	4676 Larwin
39	4676 Larwin Avenue regarding a new patio cover installation. Following review and	Avenue
40	discussion, <u>Jean Redfearn made a motion to approve the Architectural Application as</u>	
41	<u>submitted. Deanna Borodayko seconded the motion. The motion passed</u>	
42	<u>unanimously.</u>	
43		
44	The Board of Directors reviewed an Architectural Application submitted by Redfearn,	4518 Larwin
45	4518 Larwin Avenue, regarding patio fence replacement. Following review and	Avenue
46	discussion, <u>Jean Redfearn made a motion to approve the Architectural Application as</u>	
47	<u>submitted. Jack Nance seconded the motion. The motion passed unanimously.</u>	
48		
49	The Board of Directors reviewed an Architectural Application submitted by Nance,	4736 Larwin
50	4736 Larwin Avenue, regarding patio fence replacement. Following review and	Avenue
51	and discussion, <u>Jean Redfearn made a motion to approve the Architectural Application</u>	
52	<u>as submitted. Jack Nance seconded the motion. The motion passed unanimously.</u>	
53		
54	The Board of Directors reviewed an Architectural Application submitted by	4734 Larwin
55	Poyner/Smith, 4734 Larwin Avenue, regarding patio fence replacement. Following	Avenue
56	review and discussion, <u>Jean Redfearn made a motion to approve the Architectural</u>	
57	<u>Application as submitted. Jack Nance seconded the motion. The motion passed</u>	
58	<u>unanimously.</u>	
59		
60	The Board of Directors reviewed an Architectural Application submitted by Costigane,	4712 Larwin
61	4712 Larwin Avenue, regarding patio fence replacement. Following review and	Avenue
62	discussion, <u>Jean Redfearn made a motion to approve the Architectural Application as</u>	
63	<u>submitted. Jack Nance seconded the motion. The motion passed unanimously.</u>	
64		
65	The Board of Directors reviewed an Architectural Application submitted by Karki, 4520	4520 Larwin
66	Larwin Avenue, regarding eave screen replacement. Following review and discussion,	Avenue
67	<u>Jean Redfearn made a motion to approve the Architectural Application as submitted.</u>	
68	<u>Jack Nance seconded the motion. The motion passed unanimously.</u>	

69	The Board of Directors reviewed an Architectural Application submitted by Karki, 4520	4520 Larwin
70	Larwin Avenue, regarding patio fence replacement. Following review and discussion,	Avenue
71	<u>Jean Redfearn made a motion to approve the Architectural Application as submitted.</u>	
72	<u>Jack Nance seconded the motion. The motion passed unanimously.</u>	
73		
74	<u>Committee Reports</u>	
75	Don Moreau attended the meeting to discuss the Board's expectations regarding the	Parking
76	monitoring of parking violations in the community. Mr. Moreau was advised to follow	Committee
77	the Association's Rules and Regulations relating to parking. Citation notices will be	
78	placed on any vehicle that is not in compliance with the Rules and Regulations. Mr.	
79	Moreau will not run license plate numbers. Management to inspect violations and	
80	provide Mr. Moreau with non compliance vehicle information. Following review and	
81	discussion, <u>the Board agreed, by general consent to appoint Mr. Moreau to the</u>	
82	<u>Parking Committee.</u>	
83		
84	Edward Bai, Maria Delvaux, Judith Fischer and Beth Paul attended the meeting to	Painting
85	review and discuss selected paint renderings prepared by Emily Harlan of Dunn-	Committee
86	Edwards Paints. Following review and discussion, <u>the Board agreed, by general</u>	
87	<u>consent to choose paint scheme ten (10) to be applied to 4633 Larwin Avenue and</u>	
88	<u>paint scheme eleven (11) to be applied to 4635 Larwin Avenue as samples for review</u>	
89	<u>by the homeowners. Front entry doors to remain white and all other wood will be</u>	
90	<u>painted in accordance to the paint schemes.</u> <i>or Board approved color</i>	
91		
92	The Board reviewed correspondence submitted by Maria Delvaux, Clubhouse	Clubhouse
93	Management, regarding unlocked clubhouse doors following the custodial service	Management
94	days and a request for new clubhouse furniture in 2018. No Board action was taken.	
95		
96	<u>Consent Calendars & Resolutions</u>	
97	The Board of Directors reviewed a Lien Authorization Consent Calendar for account	Account Number
98	number 14767-01. Following review and discussion, <u>the Board agreed, by general</u>	14767-01
99	<u>consent to deny the Consent Calendar as the homeowner is no longer delinquent.</u>	
100		
101	<u>Financial Action</u>	
102	The Board of Directors reviewed the draft reserve analysis report submitted by	Reserve Study
103	McCaffery Reserve Consulting. Following review and discussion, <u>Jean Redfearn</u>	Draft

104	<u>made a motion to approve the draft reserve study contingent upon the removal of tree</u>	
105	<u>trimming and light poles. Jack Nance seconded the motion. The motion passed</u>	
106	<u>unanimously.</u>	
107		
108	The Board of Directors reviewed the draft Annual Budget Package submitted by	Draft Annual
109	Management. Following review and discussion, <u>the Board agreed, by general</u>	Budget Package
110	<u>consent, to table to the budget meeting scheduled for October 9, 2017 at 11:00 am in</u>	
111	<u>Clubhouse #2.</u>	
112		
113	The Board of Directors reviewed a Bank Transaction Resolution for the Morgan	Bank Transaction
114	Stanley account. No Board action was taken.	Resolution
115		
116	Vendor Presentation	
117	Dan Baldwin and Rafael Jimenez of L.A. Hydro-Jet & Rooter Service, Inc. attended	L.A. Hydro-Jet
118	the meeting to meet with the Board of Directors and answer any questions regarding	Presentation
119	their submitted proposal for clean out installation and hydro-jetting throughout the	
120	community.	
121		
122	Maintenance and Service Proposals	
123	The Board of Directors reviewed community wide hydro-jetting proposals submitted by	Community Wide
124	L.A. Hydro-Jet & Rooter Service, Inc., Scott English Plumbing, Inc., and 4 Pals, Inc.	Hydro-jetting
125	Following review and discussion, <u>the Board agreed, by general consent, to request</u>	Proposals
126	<u>revised proposals from Scott English Plumbing, Inc., and 4 Pals, Inc. based on the</u>	
127	<u>specifications of the proposal from L.A. Hydro-Jet & Rooter Service, Inc., including the</u>	
128	<u>cost of licenses and permits, and a per foot cost of trenching for repairs that may arise</u>	
129	<u>during the clean out installation.</u>	
130		
131	The Board of Directors reviewed main sewer repair proposals for 4822 Larwin Avenue	4822 Larwin
132	submitted by 4 Pals, Inc., L.A. Hydro-Jet & Rooter Service, Inc., and Scott English	Avenue
133	Plumbing, Inc. Following review and discussion, <u>Jean Redfearn made a motion to</u>	
134	<u>approve the proposal submitted by 4 Pals, Inc. at a cost of four thousand dollars</u>	
135	<u>(\$4,000.00). Jack Nance seconded the motion. The motion passed unanimously.</u>	
136		
137	The Board of Directors reviewed community wide wood repairs proposals submitted by	Community Wide
138	Premier Commercial Painting, Pilot Painting & Construction, and Booker Associates.	Wood Repairs
139	Following review and discussion, <u>the Board agreed, by general consent, to deny the</u>	Proposals

140 proposals as the Board will have the chosen paint vendor proceed with wood repairs at
141 a not to exceed amount of ten thousand dollars (\$10,000.00).

142

143 The Board of Directors reviewed community wide painting proposals submitted by
144 Pilot Painting & Construction, DL Bone and Sons, Inc., and Premier Commercial
145 Painting. Following review and discussion, Jean Redfearn made a motion to approve
146 the proposal submitted by Premier Commercial Painting at a cost of two hundred, sixty
147 thousand, seven hundred, fifty dollars (\$260,750.00) plus the removal of fourteen (14)
148 entry balusters to be replaced with a corner post at a cost of four thousand, five
149 hundred, fifty dollars (\$4,550.00) for a total cost of two hundred, sixty-five thousand,
150 three hundred dollars (\$265,300.00). Jack Nance seconded the motion. The motion
151 passed unanimously. Premier Commercial Painting to proceed with wood repairs at a
152 cost not to exceed ten thousand dollars (\$10,000.00).

Community Wide
Painting Proposals

153

154 The Board of Directors reviewed a roof replacement proposal for building 4581-4593
155 Larwin Avenue submitted by Antis Roofing and Weatherproofing at a cost of fifty-one
156 thousand, eight hundred, thirty-nine dollars (\$51,839.00). Following review and
157 discussion, the Board agreed, by general consent, to table to the October meeting and
158 solicit two (2) additional roof replacement proposals.

4581-4593 Larwin
Avenue Roof
Replacement
Proposal

159

160 The Board of Directors reviewed a roof repair proposal for 4589 Larwin Avenue
161 submitted by Antis Roofing and Waterproofing at a cost of four thousand, ninety-seven
162 dollars (\$4,097.00). Following review and discussion, the Board agreed, by general
163 consent to deny the proposal as the entire building's flat roof is in need of replacement.

4589 Larwin
Avenue Roof
Repair Proposal

164

165 The Board of Directors reviewed audit and tax preparation proposals submitted by
166 Inouye, Shively, and Klatt, VanDerPol & Company, and Robert A. Owens, CPA.
167 Following review and discussion, Jack Nance made a motion to approve the proposal
168 submitted by Inouye, Shively, and Klatt for audit and tax preparation at a cost of nine
169 hundred dollars (\$900.00). Jean Redfearn seconded the motion. The motion passed
170 unanimously.

Audit and Tax
Preparation
Proposals

171

172 **Administrative & Operating Requests and Actions**

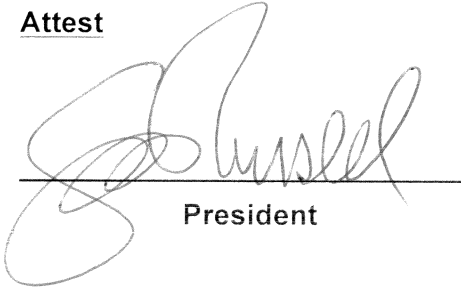
173 The Board of Directors reviewed the draft 2018 Annual Meeting material submitted by
174 Management. Following review and discussion, the Board agreed, by general
175 consent, to approve the draft Annual Meeting material contingent upon the following
176 revisions: Meeting date change from February 22, 2018 to February 21, 2018;

Draft Annual
Meeting Material

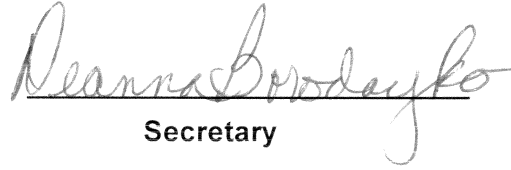
177	<u>Registration time change from 7:15 pm to 6:30 pm; and Meeting time change from</u>	
178	<u>8:00 pm to 7:15 pm.</u>	
179		
180	The Board of Directors reviewed a Memorandum submitted by Management regarding	Clubhouse
181	Clubhouse furniture replacement. Following review and discussion, <u>the Board agreed,</u>	Furniture
182	<u>by general consent to table to the October meeting.</u>	Replacement
183		
184	The Board of Directors reviewed the 2017 Annual Calendar. No Board action was	Project Calendar
185	required.	
186		
187	The Board of Directors reviewed correspondence submitted by Mao, 4690 Larwin	4690 Larwin
188	Avenue regarding eave screen replacement. No Board action was taken.	Avenue
189		
190	<u>Financials</u>	
191	The Board of Directors reviewed the Certificate of Deposit Account Registry Service	CDARS
192	Customer Request For Account Placement form for a CD maturing on November 2,	
193	2017. Following review and discussion, <u>Jean Redfearn made a motion to reinvest the</u>	
194	<u>maturing CD to a thirteen (13) week term, interest paid at maturity. Deanna</u>	
195	<u>Borodayko seconded the motion. The motion passed unanimously.</u>	
196		
197	The Board of Directors reviewed the Financial Statement for the period ending August	Financials
198	31, 2017. Following review and discussion, <u>Jean Redfearn made a motion to approve</u>	
199	<u>the Financial Statements, subject to annual audit review. John Russell seconded the</u>	
200	<u>motion. The motion passed unanimously.</u>	
201		
202	<u>Open Forum</u>	
203	In accordance with State Statute, the homeowners present are given an opportunity to	Open Forum
204	address the Board of Directors. There were seven (7) Homeowners in attendance.	
205	The following topics were discussed in Open Forum: Awning installation over the front	
206	entry doors to prevent rain water from entering into the unit; wasp nests; and pool key.	
207		
208	<u>Adjournment</u>	
209	There being no further business to come before the Board of Directors, <u>the Board</u>	Adjournment
210	<u>agreed, by general consent to adjourn the Meeting at 10:26 p.m.</u>	
211		

212
213
214
215
216

Attest



President



Secretary

Attest