

**Cypress Home Owners Association  
Board of Directors Meeting Minutes  
June 28, 2018**

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, June  
3 28, 2018, Clubhouse #2, Cypress, California. John Russell, President, called the  
4 meeting to order at 7:26 p.m., with a quorum of Directors present.

5  
6 **Directors Present**

7 John Russell, President  
8 Deanna Borodayko, Secretary  
9 Jean Redfearn, Treasurer

10  
11 **Directors Absent**

12 Jack Nance, Vice President

13  
14 **Also Attending**

15 Dianna Campellone, Accell Property Management, Inc.  
16 Two (2) 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 June 28, 2018:

**Executive Session  
Meeting Topics**

- 22
- 23 1. Approval of the Executive Session Minutes from May 17, 2018
  - 24 2. Reviewed Show Cause Hearing regarding Non-Compliance Matter
  - 25 3. Reviewed Correspondence regarding Non-Compliance Matters
  - 26 4. Reviewed Late Fee Waiver Request
  - 27 5. Reviewed Cane, Walker, and Harkins LLP Correspondence
  - 28 6. Reviewed Returned Check Correspondence
  - 29 7. Reviewed Janitorial Vendor Correspondence
  - 30 8. Reviewed Farmers Insurance Correspondence
  - 31 9. Reviewed Prendiville Insurance Agency Correspondence

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 May 17, 2018. Following review and discussion, Jean Redfearn made a motion to  
39 approve the Minutes as submitted. Deanna Borodayko seconded the motion. The  
40 motion passed unanimously.

Minutes

41  
42 **Architectural Matters**  
43 The Board of Directors reviewed an Architectural Application submitted by Ramirez,  
44 4749 Larwin Avenue, regarding patio fence replacement. Following review and  
45 discussion, Jean Redfearn made a motion to approve the Architectural Application as  
46 submitted. Deanna Borodayko seconded the motion. The motion passed  
47 unanimously.

4749 Larwin  
Avenue

48  
49 **Committee Reports**  
50 The Board of Directors reviewed correspondence submitted by homeowners regarding  
51 various painting project concerns. No Board action was required.

Painting Project  
Correspondence

52  
53 The Board of Directors reviewed correspondence submitted by Don Moreau, Parking  
54 Committee, regarding a stored and cited vehicle. No Board action was required.

Parking  
Committee

55  
56 **Consent Calendars & Resolutions**  
57 The Board of Directors reviewed Special Resolutions of the Board of Directors via  
58 Emergency Electronic Meeting regarding sewer pipe repair proposals submitted by  
59 Scott English Plumbing at the following locations:  
60 1) 4812 Larwin Avenue, at a cost of three thousand two hundred fifty dollars  
61 (\$3,250.00)  
62 2) 4816 Larwin Avenue, at a cost of eight thousand seven hundred fifty dollars  
63 (\$8,750.00)  
64 3) 4824 Larwin Avenue, at a cost of three thousand eight hundred sixty-two dollars  
65 (\$3,862.00) and  
66 4) 4834 Larwin Avenue, at a cost of eight thousand seven hundred fifty dollars  
67 (\$8,750.00)  
68 No Board action was required.

Special  
Resolutions

69  
70 **Financial Action**  
71 The Board of Directors reviewed Income Tax Returns submitted by Inouye, Shively,  
72 and Klatt. Following review and discussion, the Board agreed, by general consent, to  
73 approve the Income Tax Returns as submitted.

Income Tax  
Returns

74

75 **Maintenance and Service Proposals**

76 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
77 regarding a sewer cleanout installation at 4756 Larwin Avenue, at a cost of three  
78 thousand five hundred eighty dollars (\$3,580.00). Following review and discussion,  
79 Jean Redfearn made a motion to approve the proposal as submitted. Deanna  
80 Borodayko seconded the motion. The motion passed unanimously.

Scott English  
Plumbing  
Proposal

81

82 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
83 regarding sewer cleanout installations in the back yards at 4778 Larwin Avenue and  
84 4780 Larwin Avenue, at a cost of seven thousand one hundred sixty dollars  
85 (\$7,160.00). Following review and discussion, Jean Redfearn made a motion to  
86 approve the proposal as submitted. Deanna Borodayko seconded the motion. The  
87 motion passed unanimously.

Scott English  
Plumbing  
Proposal

88

89 The Board of Directors reviewed a proposal submitted by Scott English Plumbing  
90 regarding a sewer repair in the back yard at 4780 Larwin Avenue, at a cost of eight  
91 thousand one hundred dollars (\$8,100.00). Following review and discussion, Jean  
92 Redfearn made a motion to approve the proposal as submitted. Deanna Borodayko  
93 seconded the motion. The motion passed unanimously.

Scott English  
Plumbing  
Proposal

94

95 The Board of Directors reviewed a proposal submitted by Aquatic Balance regarding  
96 re-plastering pool #3, at a cost of nine thousand two hundred nineteen dollars and  
97 twenty-five cents. The proposal was tabled to the August 8, 2018 Meeting.

Aquatic Balance  
Proposal

98

99 The Board of Directors reviewed a mold remediation proposal for Clubhouse #1  
100 submitted by MCC Construction and Restoration Services, Inc. Following review and  
101 discussion, the Board agreed, by general consent, to table the proposal until further  
102 notice.

MCC Construction  
& Restoration  
Services, Inc.  
Proposal

103

104 The Board of Directors reviewed a Post Fungal and Abatement Sampling and Report  
105 proposal for Clubhouse #1 submitted by Allstate Environmental Solutions, Inc.  
106 Following review and discussion, the Board agreed, by general consent, to table the  
107 proposal until further notice.

Allstate  
Environmental  
Proposal

108

109 The Board of Directors reviewed proposals submitted by Prendiville Insurance Agency,  
110 LaBarre/Oksnee Insurance Agency, and Armstrong/Robitaille/Reigle Business.

Insurance  
Renewal

111 Following review and discussion, Jean Redfearn made a motion to approve the annual  
112 premium and flood and earthquake coverage at a cost of sixty-four thousand nine  
113 hundred thirty-eight dollars and eight cents (\$64,938.08). Deanna Borodayko  
114 seconded the motion. The motion passed unanimously.

115

116 **Administrative & Operating Requests and Actions**

117 The Board of Directors reviewed the 2018 Annual Project Calendar. No Board action  
118 was taken.

2018 Project  
Calendar

119

120 The Board of Directors reviewed the Communication Worksheet. No Board action  
121 was taken.

Communication  
Worksheet

122

123 The Board of Directors reviewed a request for reimbursement submitted by Kim, 4828  
124 Larwin Avenue, regarding broken plastic patio roof panels. Following review and  
125 discussion, the Board agreed, by general consent, to table until the following additional  
126 documentation is received: an invoice from the contractor who installed the patio  
127 cover, and an Architectural Application.

4824 Larwin  
Avenue

128

129 The Board of Directors reviewed correspondence submitted by Fisher, 4814 Larwin  
130 Avenue, regarding the refusal of a clean out installation in the back yard. Following  
131 review and discussion, the Board agreed, by general consent, to request the  
132 homeowner allow Scott English Plumbing to inspect the clean out in the downstairs  
133 bathroom. If the homeowner refuses the request, the homeowner will be completely  
134 responsible for any floods or sewer matters at the unit.

4814 Larwin  
Avenue

135

136 The Board of Directors reviewed correspondence submitted by Diehl, 4846 Larwin  
137 Avenue, regarding a friend of her son who tried to sit in the toddler swing on the  
138 playground and could not get out. The Fire Department was called and had to cut the  
139 swing to get the child out. Following review and discussion, the Board agreed, by  
140 general consent, to hold the homeowner financially responsible for the replacement of  
141 the toddler swing.

4846 Larwin  
Avenue

142

143 The Board of Directors reviewed a Memorandum submitted by Management  
144 regarding pool furniture replacement. Following review and discussion, the Board  
145 agreed, by general consent, to purchase ten (10) Adirondack chairs at a cost not to  
146 exceed twenty dollars (\$20.00) each, color red. John Russell and Deanna Borodayko  
147 will purchase and pick up the chairs.

Pool Furniture  
Replacement

148

149 The Board of Directors reviewed a Memorandum submitted by Management  
150 regarding the date and time of the July 2018 landscape walk. Following review and  
151 discussion, the Board agreed, by general consent, to schedule the July landscape  
152 walk for July 10, 2018 at 11:00 a.m.

July Landscape  
Walk

153  
154 The Board of Directors reviewed a Memorandum submitted by Management  
155 regarding meeting date changes. Following review and discussion, the Board agreed,  
156 by general consent, to change the following Meeting dates: July 31, 2018 Meeting will  
157 be changed to August 8, 2018, and October 25, 2018 Meeting date will be changed to  
158 October 18, 2018.

Meeting Date  
Changes

159  
160 The Board of Directors reviewed correspondence submitted by Scott English  
161 Plumbing regarding an update on the back yard clean out installations at 4778 Larwin  
162 Avenue and 4780 Larwin Avenue and a Sewer Upgrade and Hydro-jetting Project  
163 Report. No Board action was required.

Scott English  
Plumbing

164  
165 **Financials**

166 The Board of Directors reviewed a Certificate of Deposit Account Registry Service  
167 Customer Request For Account Placement submitted by City National Bank for  
168 Lakeland Bank and Northern Bank and Trust, maturing on August 2, 2018. Following  
169 review and discussion, Jean Redfearn made a motion to roll the Lakeland Bank and  
170 Northern Bank and Trust CD to a term of twenty-six (26) weeks, and interest paid at  
171 maturity. Deanna Borodayko seconded the motion. The motion passed unanimously.

CDARS

172  
173 The Board of Directors reviewed a Certificate of Deposit Account Registry Service  
174 Customer Request For Account Placement submitted by City National Bank for  
175 Lakeland Bank, maturing on August 2, 2018. Following review and discussion, Jean  
176 Redfearn made a motion to roll the Lakeland Bank CD to a term of fifty-two (52)  
177 weeks, and interest paid at maturity. Deanna Borodayko seconded the motion. The  
178 motion passed unanimously.

CDARS

179  
180 The Board of Directors reviewed a Certificate of Deposit Account Registry Service  
181 Customer Request For Account Placement submitted by City National Bank for BOKF,  
182 N. A., maturing on August 30, 2018. Following review and discussion, Jean Redfearn  
183 made a motion to roll the BOKF, N. A. CD to a term of twenty-six (26) weeks, and  
184 interest paid at maturity. Deanna Borodayko seconded the motion. The motion  
185 passed unanimously.

CDARS

187 The Board of Directors reviewed the Financial Statement for the period ending  
188 May 31, 2018. Following review and discussion, Jean Redfearn made a motion to  
189 approve the Financial Statements, subject to annual audit review and contingent upon  
190 closing the Pacific Premier Bank CD and moving one hundred twenty five thousand six  
191 hundred twenty-six dollars and fifty-five cents (\$125,626.55) to Sunwest Bank.  
192 Deanna Borodayko seconded the motion. The motion passed unanimously.

Financials

193

194 **Open Forum**

195 In accordance with State Statute, the homeowners present are given an opportunity to  
196 address the Board of Directors. There were no Homeowners in attendance.

Open Forum

197

198 **Adjournment**

199 There being no further business to come before the Board of Directors, the Board  
200 agreed, by general consent to adjourn the Meeting at 9:28 p.m.

Adjournment

201

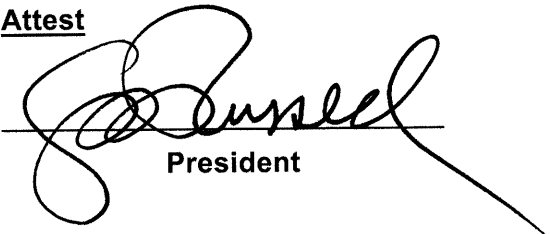
202 **Attest**

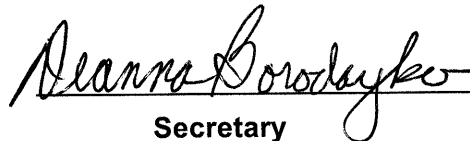
Attest

203

204

205

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary