

**Cypress Home Owners Association
Board of Directors Meeting Minutes
August 8, 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 Wednesday,
3 August 8, 2018, Clubhouse #2, Cypress, California. John Russell, President, called
4 the meeting to order at 7:01 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 Three (3) Homeowners

18
19 **Executive Session Meeting Topics**

20 In accordance with California Civil Code Section 4935(e), the Board of Directors notes
21 that the following topics were discussed during an Executive Session Meeting held on
22 August 8, 2018:

- 23
- 24 1. Approval of the Executive Session Minutes from June 28, 2018
 - 25 2. Reviewed Correspondence regarding Non-Compliance Matters
 - 26 3. Reviewed The Judge Law Firm Correspondence
 - 27 4. Reviewed Returned Check Correspondence
 - 28 5. Reviewed Farmers Insurance Correspondence

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

32
33 **Minutes**

34 The Board of Directors reviewed the Minutes from the Board of Directors Meeting held

Executive Session
Meeting Topics

Minutes

35 on August 8, 2018. Following review and discussion, Jean Redfearn made a motion to
36 approve the Minutes as submitted. Jack Nance seconded the motion. The motion
37 passed unanimously.

38

39 **Architectural Matters**

40 The Board of Directors reviewed an Architectural Application submitted by Kraft, 4679
41 Larwin Avenue, regarding motion sensor installations. Following review and
42 discussion, Jean Redfearn made a motion to disapprove the Architectural Application
43 as submitted as holes from the nails would damage the wood. Jack Nance seconded
44 the motion. The motion passed unanimously.

45

46 The Board of Directors reviewed an Architectural Application submitted by Kraft, 4679
47 Larwin Avenue, regarding security screen door installations at the front entry and back
48 entry. Following review and discussion, Jean Redfearn made a motion to approve the
49 Architectural Application as submitted. Jack Nance seconded the motion. The motion
50 passed unanimously.

51

52 **Consent Calendars & Resolutions**

53 The Board of Directors reviewed a Collection Policy Summary Worksheet submitted by
54 Management. Following review and discussion, Jean Redfearn made a motion to
55 approve the Collection Policy Summary Worksheet with no changes. Deanna
56 Borodayko seconded the motion. The motion passed unanimously.

57

58 The Board of Directors reviewed a Delinquency Policy Worksheet submitted by
59 Management. Following review and discussion, Jean Redfearn made a motion to
60 approve the Delinquency Policy Worksheet with no changes. Deanna Borodayko
61 seconded the motion. The motion passed unanimously.

62

63 **Financial Action**

64 The Board of Directors reviewed the Annual Policy Statement Package submitted by
65 Management. Following review and discussion, Jean Redfearn made a motion to
66 approve the Annual Policy Statement Package as submitted. John Russell seconded
67 the motion. The motion passed unanimously.

68

69 The Board of Directors reviewed a Memorandum submitted by Management regarding
70 the California Legislative Action Committee "Buck-A-Door" campaign. Following

4679 Larwin
Avenue

4679 Larwin
Avenue

Collection Policy
Worksheet

Delinquency
Policy
Worksheet

Annual Policy
Statement
Package

Buck-A-Door
Campaign

71 review and discussion, Jean Redfearn made a motion to approve a one (1) time
72 donation in the amount of fifty dollars (\$50.00). Deanna Borodayko seconded the
73 motion. The motion passed unanimously.

74

75 The Board of Directors reviewed a Bank Interest Rate Schedule submitted by
76 Management. No Board action was taken.

77

78 The Board of Directors reviewed a Bank Transaction Resolution submitted by
79 Management. No Board action was taken.

80

81 **Maintenance and Service Proposals**

82 The Board of Directors reviewed a proposal submitted by Scott English Plumbing
83 regarding a sewer repair at 4826 Larwin Avenue, at a cost of three thousand five
84 hundred eighty dollars (\$3,580.00). Following review and discussion, John Russell
85 made a motion to approve the proposal as submitted. Jean Redfearn seconded the
86 motion. The motion passed unanimously.

87

88 The Board of Directors reviewed a proposal submitted by Scott English Plumbing
89 regarding a sewer repair at 4828 Larwin Avenue, at a cost of three thousand five
90 hundred eighty dollars (\$3,580.00). Following review and discussion, John Russell
91 made a motion to approve the proposal as submitted. Jean Redfearn seconded the
92 motion. The motion passed unanimously.

93

94 The Board of Directors reviewed proposals for trash enclosure maintenance submitted
95 by Strategic Sanitation Services, Inc., and Hot Shot Commercial Services, LLC.
96 Following review and discussion, the Board agreed, by general consent, to table and
97 revisit at budget time.

98

99 The Board of Directors reviewed proposals for carport dusting submitted by Spectrum
100 Building Services of Southern California and Specialized Cleaning Contractors, Inc.
101 Following review and discussion, the Board agreed, by general consent, to table until
102 further notice.

103

104 The Board of Directors reviewed a proposal for wrought iron fence repair and repaint
105 at pool #2 submitted by MCC Construction and Restoration for the following:

106 1) Option #1: Remove and replace two (2) each damaged wrought iron fence panels
107 at pool #2 at a cost of one thousand seven hundred ninety-five dollars (\$1,795.00);

Bank Interest
Rate Schedule

Bank Transaction
Resolution

Scott English
Plumbing
Proposal

Scott English
Plumbing
Proposal

Trash Enclosure
Maintenance
Proposals

Carport Dusting
Proposals

MCC Construction
and Restoration
Proposals

108 2) Option #2: Scrape, prime and paint two hundred sixty-four (264) lineal feet of
109 wrought iron bottom railing and entire fence for color match at a cost of two thousand
110 one hundred fifty dollars (\$2,150.00).

111 Following review and discussion, the Board agreed, by general consent to table to the
112 September 2018 Meeting.

113

114 The Board of Directors reviewed a proposal for HVAC maintenance in both clubhouses
115 submitted by A. D. Cooper Company, Inc., at a cost of one hundred thirty dollars
116 (\$130.00) each, for a total cost of two hundred sixty dollars (\$260.00). Following
117 review and discussion, Jean Redfearn made a motion to approve the proposal as
118 submitted. Deanna Borodayko seconded the motion. The motion passed
119 unanimously.

A.D. Cooper
Company, Inc.
Proposal

120

121 The Board of Directors reviewed a proposal for Inspector of Elections. Following
122 review and discussion, the Board agreed, by general consent, to deny the proposal as
123 submitted and solicit homeowners as Inspector of Election.

inspector of
Election
Proposal

124

125 **Administrative & Operating Requests and Actions**

126 The Board of Directors reviewed correspondence regarding Senate Bill 918 submitted
127 by Management. Following review and discussion, the Board agreed, by general
128 consent, to approve the annual mailing of the Senate Bill 918 as submitted.

Senate Bill 918

129

130 The Board of Directors reviewed the Request for Candidate form submitted by
131 Management. Following review and discussion, the Board agreed, by general
132 consent, to approve the Request for Candidate form as submitted.

Request For
Candidates Form

133

134 The Board of Directors reviewed the Project Calendar submitted by Management.
135 Following review and discussion, the Board agreed, by general consent, to the
136 following additions:

Project Calendar

137 1) Add "HVAC Maintenance" to the month of June;

138 2) Add "HVAC Filter Change" to the months of June and December.

139

140 The Board of Directors reviewed correspondence submitted by Scott English Plumbing
141 regarding a claim made by Kim, 4828 Larwin Avenue, for a damaged electrical conduit
142 in the back patio allegedly caused by Scott English Plumbing. No Board action was
143 required.

Scott English
Plumbing

144

145 **Financials**

146 The Board of Directors reviewed the Financial Statement for the period ending
147 June 30, 2018. Following review and discussion, Jean Redfearn made a motion to
148 approve the Financial Statements, subject to annual audit review. Jack Nance
149 seconded the motion. The motion passed unanimously.

Financials

151 **Open Forum**

152 In accordance with State Statute, the homeowners present are given an opportunity to
153 address the Board of Directors. There were three (3) Homeowners in attendance to
154 discuss the following matters: trash enclosure cleaning and enforcement of non
155 compliance matters pertaining to storage sheds that exceed the height of the utility
156 closets in the back patio areas.

Open Forum

158 **Adjournment**

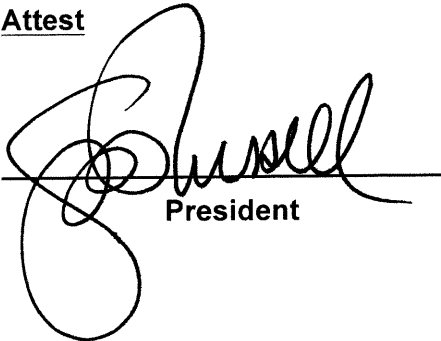
159 There being no further business to come before the Board of Directors, the Board
160 agreed, by general consent to adjourn the Meeting at 9:00 p.m.

Adjournment

162 **Attest**

Attest

163
164
165
166



President



Secretary