

**CYPRESS PINES PROPERTY OWNERS ASSOCIATION, INC
(CPPOAI)**

**MINUTES OF MEETING OF THE
BOARD OF DIRECTORS**

The meeting of the Board of Directors was held VIRTUALLY on April 23, 2020, at 4:30 p.m., as set forth in the notice of meeting setting such time and place, and is attached to the minutes of this meeting. Notice of the meeting was posted on the bulletin board located in the Mail House forty-eight (48) hours prior to the meeting. In addition, instructions were also provided detailing how the homeowners could call into the meeting. Jim Bartel, President, called the meeting to order at 4:35 p.m.

Board of Directors present were: Jim Bartel, Diana Benoit, Jere Carrick, Gary Dietrich, Linda Lofink, Doug Patterson, Larry Stueber, John Thistle, and Diane Zigrossi. No absentees. A quorum of the Board of Directors was established.

COMMENTS FROM THE PRESIDENT:

Jim Bartel, President, called the meeting to order and thanked everyone for their patience in our first attempt to conduct a virtual meeting due to the coronavirus and health factors. He will continue to work out the “bugs” and improve the communications.

OLD BUSINESS:

ACTION ITEM:

1. A motion was made by Linda L. and second by Diane Z. to approve the March 12, 2020, CPPOAI board minutes. The motion passed unanimously.
2. A motion was made by Diana B. and second by Diane Z. to approve the April 2, 2020, CPPOAI special board minutes. The motion passed unanimously.
3. A motion was made by John T. and second by Jim B. to approve the Treasury Report dated “As of February 29, 2020”. The motion passed unanimously.
4. Comment Form – A motion was made and then rescinded to pass the usage of a comment form. This form would be used by the audience if they had a question,

comment, or concern. The form was not sent to the board prior to the meeting; therefore, the topic was tabled until next meeting.

5. Ethics – At the March 12, 2020, board meeting, some of the board members requested that a Code of Ethics for the entire board be signed. Jim B. researched the topic and found that even though many communities have a code of conduct/ethics, it is not enforceable. It was decided that the CPPOAI Board of Directors did not need to sign a Code of Ethics.

6. Mission Statement/Goals of Each Committee - It was difficult to hear committee chairpersons read their mission statements; some sent them to Jim B. prior; some were not prepared to read. It was decided that all chairpersons would send their statements and goals to Jim B.

7. Budget for Signage Approval – Jim B. and John T. reviewed all street signs and decided which ones needed repair, painted and replaced. A motion was made by Diana B. and second by Linda L. for \$517.13 to purchase new signs. The vote passed unanimously.

NEW BUSINESS:

1. Review of Contract for Lawn Mowing – An old contract for mowing the common grounds was located; however, there was no date and no description of what the common grounds are. Jim B. will research, if necessary, consider a Statement of Work for bidding purposes for vendors. Will be discussed at next board meeting.

2. Mail Box and File Keys – It was decided three sets of keys were necessary for the CPPOAI mailbox, bulletin board, mail drop, and file cabinet. The President, Vice-President, and Secretary would be the key holders. Jim B. will have the keys made and distribute them.

3. Trees/Shrubs Obstruction – A homeowner has complained that his neighbor's trees/shrubs block him from seeing oncoming traffic while backing out of his driveway. There is nothing in our by-laws that state that the neighbor cannot have the trees/shrubs close to the road; however, if an accident did occur, the neighbor would be held liable. After much discussion, it was decided that Jim will talk with the neighbor.

4. Hurricane Preparedness – Jim B. will print 100 information pamphlets and place them in the mailroom. There was much discussion on whether we would establish a committee to help those in need in time of a hurricane. There are liabilities involved that the board does not want to encounter. Nothing was resolved and the discussion was tabled.

A motion was made to adjourn the meeting by Diana B. and second by Doug P. The vote was unanimously. The meeting ended at 5:33 p.m.

*Diana Bendit
Secretary, CPPOAI
April 25, 2020*