

# CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

## BOARD OF DIRECTOR'S MEETING MINUTES

Thursday, March 19, 2020

**Because of the COVID-19 Pandemic, the meeting was conducted via telephone conference call at Vesta Property Services.**

### CALL TO ORDER

**ROLL CALL:** Kelly Chiarella, Cameron Hoffman, Mikel Kline, Don Neubaum, and John Quatrini. Avis Brown, absent. Quorum established. Ben Meyers from Vesta Property Services also present.

- **MOTION** by Mikel to accept Jay Laing's resignation as a member of the Board of Directors. Second by Cameron. Roll Call: Kelly – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to appoint Jamie Gould to fill the unexpired term of Jay Laing on the CCPOA Board of Directors. Second by Kelly. Roll Call: Kelly – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. All in favor. Motion passed.

### MINUTES:

- **MOTION** by Kelly to approve the January 14, 2020 Regular Board Meeting Minutes, February 3, 2020 Special Board Meeting Minutes, and February 20, 2020 Annual Board of Directors' Organizational Meeting Minutes as written. Second by Cameron. Roll Call: Kelly – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. Jamie Gould abstained as she was not a board member. Motion passed 5-0-1.

### TREASURER'S REPORT:

- **MOTION** by Jamie to approve the End of Year Financials. Second by Mikel. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to table January and February Treasurer's Reports until the next Board meeting. Second by Cameron. All in favor. Motion passed.

**MANAGER'S REPORT:** Ben Meyers

### COMMITTEE REPORTS:

Ad Hoc - No report  
ARC - John  
Communications – No report  
Events – No events due to COVID-19  
Landscaping – Mikel read Neal Elkin's report

- **MOTION** by Jamie to mow the lot on the corner of Palo Verde Dr. and Juniper. Second by Kelly. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – No, Mikel – No, Don – Yes and John – Yes. Motion passed 4-2.  
Executive – No meeting. No report  
Maintenance – Megan Hoffman  
Safety and Security - Cameron read Ardo Rossi’s report  
COBWRA – Nancy Kline  
Welcome Committee – Barb Foster
- **MOTION** by Jamie to accept the Committee Reports as submitted. Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes and John – Yes. All in favor. Motion passed.

**OLD BUSINESS:**

- None

**NEW BUSINESS:**

- **MOTION** by Mikel to approve the following Committees, appointment of Committee Chairs, and *ex officio* Members for 2020:  
Ad Hoc – Kelly Chiarella – Chair  
ARC – John Quatrini – Chair  
Finance – Don Neubaum, Treasurer – Chair  
Communications – Mikel Kline, Secretary – Chair  
Events – Megan Hoffman/Scott Gould (*ex officio* Member – Jamie Gould)  
Landscaping – Neal Elkins, Chair (*ex officio* Member – Avis Brown)  
Maintenance – Megan Hoffman (*ex officio* Member – Cameron Hoffman)  
Safety and Security – Ardo Rossi (*ex officio* Member – Cameron Hoffman)  
COBWRA – Nancy Kline, Chair (*ex officio* Member – John Quatrini)  
    Delegate – Nancy Kline  
    1<sup>st</sup> Alternate – Barb Foster  
    2<sup>nd</sup> Alternate – Christine Chavers  
    3<sup>rd</sup> Alternate – Dolly Jordan  
Welcome – Barb Foster (*ex officio* Member – John Quatrini)  
Compliance – TBD  
Video Security System Upgrade – Ken Libutti, Chair (*ex officio* Member – Mikel Kline)  
Second by Jamie. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to accept the combined \$7,800 proposal from Crest Roofing to repair the fascia boards and replace the barrel tile roofs on both the east and west entrance guard houses as recommended by our property manager. The Association’s Architectural Review Committee (ARC) will determine the appropriate paint and tile roof finishes. Second by Kelly. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. All in favor. Motion passed.

- **MOTION** by Don to authorize Vesta Property Service to engage Saffold Paving to install two stop signs and apply two stop-sign bars and required center striping at the corners of Calliandra and Palo Verde and Calliandra and Fox Trace at a cost \$1,825. Funds for this project are available based on the budget surplus from 2019. Second by Jamie. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, and John – Yes. All in favor. Motion passed.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

- **MOTION** by Cameron to adjourn the meeting at 7:48 p.m. Second by Mikel. All in favor. Motion passed. Meeting adjourned.