

**CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING MINUTES**

Thursday, November 19, 2020

**Because of the COVID-19 Pandemic, the meeting was conducted via telephone conference call. Meeting notice was posted on the exit boards, and the meeting notice and call-in information were posted on the Association's website at [CypressCreekPOA.org](http://CypressCreekPOA.org).**

**CALL TO ORDER** at 6:32 p.m.

**ROLL CALL:** Kelly Chiarella, Jamie Gould, Cameron Hoffman, Mikel Kline, Don Neubaum, and Tim Stergiou-Allen and John Quatrini. Quorum established. Jamie Muncie, new Property Manager from Vesta Property Services, also present.

**MINUTES:**

- **MOTION** by Jamie to approve the October 22, 2020 Regular Board Meeting Minute. Second by Mikel. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, and Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**TREASURER'S REPORT:**

- **MOTION** by Cameron to approve the Treasurer's Report for October. Second by Tim. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**MANAGER'S REPORT:**

- **MOTION** by Kelly to accept the Manager's Report as presented. Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**COMMITTEE REPORTS:**

Ad Hoc – Kelly – No report

ARC – John

Communications – Mikel

Events – Megan Hoffman

Landscaping – Neal Elkin

Maintenance – Megan Hoffman

Safety and Security – Jason Sjaardema – No report

COBWRA – Nancy Kline

Welcome Committee – Barb Foster

Video Security System Upgrade – Mikel reported for Ken Libutti

Guard Liaison – Kelly

- **MOTION** by Tim to accept the Committee Reports as given. Second by Jamie. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**UNFINISHED BUSINESS:**

- **MOTION** by Tim to appoint Christine Chavers and Amber Hoye to the Nominating Committee members. [Tim Stergiou-Allen, Chair, and Meryl Preston were appointed last month.] Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to implement a change in gate access control software to the proposed Safehouse cloud-based system with initial configuration costs of \$7,300 and a monthly recurring cost to the Association of \$441 per month. Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to implement upgrades to the Video Surveillance equipment at the east and west gatehouses with equipment and installation costs not to exceed \$9,000. Second by Jamie. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**NEW BUSINESS:**

- **MOTION** by Tim to change landscaping contractors to **The Groundskeeper, LLC** beginning December 1, 2020 with an increase in monthly expenditure from \$1,100 to \$1,375 per month. Monthly increase of \$275. Second by Cameron. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Tim to authorize John Quatrini (CCPOA Board President) or Jamie Muncie (Property Manager) to execute landscaping contract from **The Groundskeeper, LLC** once the negotiated language to include lawn mowing of abandoned home at 4380 Palo Verde Drive is included. Second by Cameron. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**PUBLIC COMMENT regarding Budget before Board voted.**

- **MOTION** by Mikel to approve the CCPOA 2021 Austerity Budget with no increase in quarterly assessments as presented to the Board of Directors at its November 2020 Board Meeting. Second by Jamie. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to approve the 2021 Recommended Budget with an increase in quarterly assessments from \$350 to \$400 per quarter to be effective the quarter immediately after approval by the Association Members as presented to the Board and to recommend Member approval of the 2021 Recommended Budget to the Association’s Members. Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.
- **MOTION** by Mikel to approve an amendment to the Declarations of the Association to increase the maximum quarterly assessment to the Members, with the final amending language substantially in the form to cap quarterly assessments at \$400/quarter in 2021, and allow an annual increase of not more than 5% from the previous year’s approved budget, without approval by a vote of the Members consistent with the Association’s By-Laws, and to recommend approval of the Amendment to the Association’s Members. Second by Don. Roll Call: Kelly – Yes, Jamie – Yes, Cameron – Yes, Mikel – Yes, Don – Yes, Tim – Yes, and John – Yes. All in favor. Motion passed.

**PUBLIC COMMENT:**

**EXECUTIVE SESSION:**

- **MOTION** by Mikel to go into Executive Session to discuss potential litigation. Second by Jamie. All in favor. The Board returned from Executive Session and John reported that the Board voted unanimously to pursue litigation against the homeowner at 4712 Bush Lane, for continued violation of the governing documents.

**ADJOURNMENT:**

- **MOTION** by Tim to adjourn the meeting. Second by Don. All in favor. Motion passed. Meeting adjourned.

As approved



Mikel Kline

Secretary, CCPOA Board of Directors