

# **Cypress Creek Property Owners Association, Inc.**

## **Board of Directors Meeting**

VIA WEBEX

October 27, 2021

### **MINUTES**

#### **Present:**

John Quatrini, President  
Cameron Hoffman, VP  
Don Neubaum, Treasurer  
Mikel Kline, Secretary  
Jaime Gould, Director  
Kelly Chiarella, Director  
Aaron Hallyburton, Director

#### **Also Present:**

Frank Longus, LCAM

#### **Absent:**

None

#### **Call to Order/Roll Call:**

The meeting was called to order at 6:30pm by John Quatrini., a quorum of the board was established.

#### **Reading and Disposal of Minutes:**

A **motion** to approve minutes of September 29, 2021 Board of Directors meeting was made by Ms. Chiarella, a second was offered by Mr. Hoffman, motion passed unanimously.

#### **Treasurer's Report:**

Financial report as of September 31, 2021 was given by Mr. Neubaum, who also discussed the proposed budget. A motion to accept the financial report was made by Mr. Hoffman, a second was offered by Mr. Hallyburton, motion passed with all in favor.

Security Guard Committee and Mr. Quatrini will be meeting with Security Providers November 2, 2021 to review issues identified.

#### **Manager's Report:**

Managers' report given by Frank Longus, LCAM.

Reported on:

- ARC Approvals
- Reported on pest issue at guardhouse.
- Reported on Palm Tran reimbursement for guardhouse roof damage.
- Gate repair and maintenance proposal from Miner
- Violations

A **motion** to accept the proposal from Miner for maintenance service at \$642/quarter was made by Hoffman, second by Mr. Hallyburton and approved unanimously.

A **motion** to accept the proposal from Island Environmental for \$800p.a. for rodent control for guardhouses was offered by Ms. Gould, second by Mr. Hallyburton. A motion to table the issue was made by Ms. Chiarelli and approved with all in favor except Ms. Gould, who was opposed.

A **motion** to accept the manager's report was made by Mr. Hoffman, a second was offered by Mr. Neubaum and passed unanimously.

Reports were provided by the following committees/projects:

- Communications
- Events Committee
- Landscaping Committee
- COBRA
- SafeHouse conversion

A **motion** to accept all reports was made by Ms. Gould, second by Mr. Hoffman and approved unanimously.

A **motion** to trim trees on Fox Trace and Caryota for a total of \$3,200 by Groundskeeper was made by Mr. Neubaum, second by Ms. Gould and approved unanimously.

A **motion** to appoint Ms. Gould as Secretary and Mr. Hoffman as chair of Nomination Committee was made by Mr. Neubaum, second by Mr. Hallyburton and passed unanimously.

***Management Directives:***

Additional bids for rodent control  
PalmTran roof damage issue follow-up  
West swing gate repair follow-up

Next meeting is scheduled for November 17, 2021, followed by a meeting on December 15, 2021.

**Adjournment:**

There being no further business, a **motion** to adjourn the meeting was made by Ms. Hoffman, a second offered by Ms. Chiarelli, so the meeting adjourned at 7:47pm.

Approved by: \_\_\_\_\_

Date \_\_\_\_\_