

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

JULY 1, 2019

CALL TO ORDER at 6:09 PM

ROLL CALL: Avis Brown, Kelly Chiarella, Cameron Hoffman, Mikel Kline, Jay Laing, and John Quatrini. Don Neubaum, absent. Quorum established. Don was in attendance at 6:15 PM.

NOTICE OF POSTING: Notice was posted Thursday, June 27, 2019.

TOPICS OF SPECIAL BOARD MEETING:

Proposed New Resident/Buyer Procedures:

- **MOTION** by Avis to approve New Resident Procedures. **SECOND** by Kelly. Board went into lengthy discussion. **MOTION** by Jay to **AMEND** the Motion for the New Resident Procedures to approve the procedures with Mikel and Don's editorial changes so forms are consistent. **SECOND** by Kelly. **MOTION** by Mikel to **TABLE** the proposal as amended for the New Resident Procedures until the Board can approve or disapprove the \$100 administrative application fee. **SECOND** by Don. All in favor. Motion passed.
- **MOTION** by Don to strike the \$100 administrative application fee from the Procedures subject to review and approval by the Board's attorney. **SECOND** by Mikel. All in favor. Motion passed.
- The amended Motion for the Resident/Buyer Procedures was brought back on the table and was approved with Mikel and Don's editorial changes. All in favor. Motion passed.

Proposed Leasing Procedures for New Tenants:

- **MOTION** made by Kelly to **TABLE** the Proposed Leasing Procedures for New Tenants until the July 23, 2019 Board meeting so that editorial changes can be made to the Procedures. **SECOND** by Jay. All in favor. Motion passed.

PUBLIC COMMENTS/QUESTIONS

ADJOURNMENT:

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