

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

## **Board of Directors Meeting**

**The Owl Country Grill**  
4953 Le Chalet Blvd. #5  
Boynton Beach, FL 33436

June 21, 2023

### **BOARD OF DIRECTORS MEETING MINUTES**

#### **Present:**

John Quatrini, President  
Kelly Chiarella, Secretary  
Don Neubaum, Treasurer  
Brad Anyzeski, Director  
Aaron Hallyburton, Director  
Thomas Gulla, Director

#### **Also Present:**

Antony Cramer, LCAM

#### **Absent:**

Cameron Hoffman, VP

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

The meeting was called to order at 6:32 pm by Mr. Quatrini as a quorum of the board was established.

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

A **motion** to approve the minutes of the May 17, 2023 Board of Directors meeting was made by Ms. Chiarella, with a second offered by Mr. Hallyburton. The motion was held as Mr. Anyzeski, Mr. Hallyburton and Mr. Neubaum abstained from voting as they were not present at the May 17, 2023 Board of Directors meeting. The minutes of the May 17, 2023 Board of Directors meeting will be presented for approval at the next Board of Directors meeting.

Minutes of an emergency Board of Directors meeting held on June 6, 2023 for the purpose of responding to an accident that caused damage to the perimeter wall was presented by Ms. Chiarella and will be presented for approval at the next Board of Directors meeting.

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

Mr. Neubaum presented the treasurer's report which included: a review of the May 31, 2023 Financial Statements and outstanding receivables, an overview of the Association's interest-bearing bank accounts, and a review of the efforts made by the Board to notify and solicit membership support for the proposed special members assessment to fund the Association's reserves.

A **motion** to accept the treasurer's report was made by Ms. Anyzeski, with a second offered by Ms. Chiarella. All in favor. The motion passed unanimously.

### **Management's Report:**

Management presented a review of operations which included: an overview the compliance inspection and enforcement process, an update on perimeter wall repairs and insurance proceeds received, and an update on the community's beatification project, including vendor proposals.

A **motion** to accept the management report was made by Mr. Gulla, with a second offered by Mr. Hallyburton. All in favor. The motion passed unanimously.

### **Compliance:**

The Board reviewed the open compliance violations, as included in the management report.

A **motion** to impose a fine of \$100, or \$100 per day up to a maximum of \$1,000 for continuing violations, for each violation identified in the management report was made by Mr. Gulla, with a second offered by Mr. Hallyburton. All in favor. The motion passed unanimously.

### **Committee Reports:**

Reports were provided by the following committees/projects:

- Architectural Review
- Communications
- Cobwra
- Landscaping
- Special Events

A **motion** to accept all reports was made by Ms. Chiarella, with a second offered by Mr. Hallyburton. All in favor. The motion passed unanimously.

### **New Business:**

A **motion** to consult with the Association's attorney regarding the requirements and process by which the Association may require a capital contribution from new owners for the purpose of funding the Association's reserves was made by Mr. Gulla, with a second offered by Mr. Hallyburton. All in favor. The motion passed unanimously.

A **motion** was made by Mr. Neubaum to approve the following bank transfers for the purpose of improving the rate of return on the Association's deposits:

- 1) Close the SouthState Reserve account and transfer the balance to a new money market account at Centennial Bank.
- 2) Transfer the account balance from the Association's SouthState Operating Sweep account to a new Operating and Sweep account at Centennial Bank.
- 3) Transfer \$75,000 from the Association's Reserve account at Truist to a new Reserve account at Valley Bank.

A second was offered by Mr. Hallyburton. All in favor. The motion passed unanimously.

### **Open Forum:**

During open forum the follow matters were raised:

- 1) Member request that projects presented to be performed as part of the approved community beautification special assessment be completed. Board confirmed.
- 2) Member request that permits be obtained, as necessary, for community projects and vendors be properly licensed and insured. Board confirmed appropriate process followed.
- 3) Member discussion of Board approval of contracted services. Board confirmed appropriate process followed.
- 4) Member request that management circulate the overview of the compliance inspection and enforcement process as presented to the Board to the Association's members. Board agreed.

- 5) Member request that CEC Hearing Agenda be provided to the Compliance Enforcement Committee six (6) days prior to the date of the CEC Hearing. Management to provide CEC Hearing Agenda to CEC prior to Hearing date, so as to provide a reasonable time period for review; however, six (6) days prior to date of the CEC Hearing was not agreed to.
- 6) Member discussion of community concerns, including: debris, west swing gate down, and tarps on homes. Management to follow-up.
- 7) Member discussion regarding outstanding records requests. Management to follow-up.
- 8) Member discussion regarding potential golf course development requests.

**Management Directives:**

- Request updated painting proposal from Hartzell Painting to add: painting of the exterior of the perimeter wall adjacent to the YMCA, painting of the community's three (3) metal gates, and vendor supply of water for pressure cleaning.
- Confirm the Association's right to prune vegetation material at perimeter wall adjacent to the YMCA.
- Request landscaper to cut back trees and shrubs, as necessary, to provide paint vendor access to perimeter walls.
- Landscape committee to circulate updated landscape enhancement proposal from the landscape vendor, The Groundskeeper, to the Board and management.
- Circulate management's overview of the compliance inspection and enforcement process as presented to the Board to the Association's members.
- Follow-up on outstanding member records request(s).
- Circulate the CEC Hearing Agenda to the Board and Compliance Enforcement Committee prior to the date of the CEC Hearing, so as to provide a reasonable time period for review.
- The next meeting of the Board of Directors will be Wednesday, July 19, 2023 at 6:30 pm.
- The next meeting of the Architectural Review Committee will be Thursday, July 27, 2023 at 6:00 pm.
- The next meeting of the Compliance Enforcement Committee will be Thursday, July 27, 2023 at 6:30 pm.

**Adjournment:**

There being no further business, a **motion** to adjourn the meeting was made by Mr. Quatrini, with a second offered by Mr. Hallyburton. All in favor. The meeting adjourned at 7:54 pm.

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

Date \_\_\_\_\_