

**Cypress Home Owners Association  
Board of Directors Meeting  
December 5, 2013  
MEETING NOTICE & AGENDA**

NOTICE OF MEETING: The next Board of Directors Meeting for the Cypress Home Owners Association will be held on **Thursday, December 5, 2013**. The Board Meeting will be called to order at **6:15 p.m.** at Clubhouse #2, Cypress, California.

**I. Call to Order**

**II. Review & Approve Agenda**

**III. Executive Session – 6:15 p.m.**

**A. Approval of Executive Session Meeting Minutes**

1. October 24, 2013

**B. Member Discipline & Enforcement of Governing Documents**

1. Hearing Notices
2. Notice sent to Homeowner regarding Clubhouse Rental Deposit
3. Homeowner Correspondence regarding stored vehicle and tree trimming

**C. Payments of Assessments & Delinquent Accounts**

1. Bad Debt Write Off Request
2. The Judge Law Firm Correspondence
3. Cane, Walker & Harkins, LLP. Correspondence
4. Return Check Correspondence

**D. Formation of Contracts – No Business Pending**

**E. Litigation or Consideration of Litigation – No Business Pending**

**F. Legal Opinion & Legal Guidance**

1. Cane, Walker & Harkins, LLP. Correspondence

**IV. Regular Session - Board Actions – 7:15 p.m.**

**A. Approval of Regular Session Minutes**

1. October 24, 2013

**B. Architectural Matters**

1. Homeowner's Architectural Applications

**C. Landscape Maintenance – No Business Pending**

**D. Committee Reports – No Business Pending**

**E. Consent Calendars and Resolutions**

1. Lien Authorization Consent Calendars

**F. Financials**

1. Board Correspondence Regarding Clubhouse Management Supplies
2. Check Request Forms
3. Bank Transaction Resolution
4. Financial Reports for the Period Ending October 31, 2013
5. Financial Reference Guide

**G. Maintenance & Service Proposals**

1. Clubhouse Door Replacement Proposals

**H. Administration & Operating Request and Actions**

1. Proposed Rule Change Procedure for Late Fee Increase Discussion
2. 2014 Collection policy
3. Proposed Clubhouse Rental Agreement
4. 2014 Proposed Annual Calendar
5. Communication Worksheet

**V. New Business**

*Pursuant to California Civil Code Section 1365.05, the Board may address matters of new business only after making a finding that the matter involves circumstances that could not have been reasonably foreseen, and which of necessity make it impracticable to provide prior notice as required by the California Civil Code.*

**VI. Homeowner Open Forum**

**VII. Adjournment**

**A. Next Meeting Date – February 6, 2014**

**B. Motion to Adjourn**