

CYPRESS HEAD MASTER HOA  
c/o Clifton Management, Inc.  
1326 So. Ridgewood Avenue, Ste. 14  
Daytona Beach, FL 32114

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

Cypress Head Master HOA  
June 16, 2020 - 7:00 PM

**CALL TO ORDER/ROLL CALL:** The meeting was called to order at 7:00 PM by President, J. Taylor. The quorum was established by the presence of: Jane Taylor, President, Dan Hunter, Vice President, Mitch Pietras, Treasurer, Jean McMahon, Secretary, and Robert Minogue, Director. Sherry Clifton (CAM) was present on behalf of Management.

**SPEAKER PRESENT:** Dick Smith, Vice President of Development for ICI Homes was present on recommendation by the City of Port Orange to discuss Phases I and II of the Woodhaven community. Items such as current 50' buffer, single family, townhomes, and commercial usage were discussed.

**RESIDENT PARTICIPATION:** None.

**APPROVAL OF AGENDA:** A motion was made by D. Hunter, seconded by R. Minogue, to amend the agenda to table Unfinished Business discussions and approve the agenda as presented; motion carried.

**READING OF THE MINUTES:** A motion was made by M. Pietras, seconded by D. Hunter, to waive the reading and for approval of the Board Minutes of May 19, 2020; motion carried.

**STATUS OF ACCOUNTS:** M. Pietras provided a verbal report and written balance sheet showing a total reserve and operating balance(s) of \$943,011.26 (5/20). The written report also included prior month comparisons for total operating cash, total reserve cash, total CD/reserve accounts (and dates of maturity). Lynn CD to be moved to cash/reserves upon renewal. July will begin 2021 budget preparations and reserve projects. It was noted that only 1 owner within the entire community is delinquent. Motion made by J. McMahon, seconded by D. Hunter, to approve the financial reports as provided; motion carried.

**MANAGER'S REPORT:** Written (05/20-Present) report was provided to the Board of items completed or in progress. 1 security camera proposal present for the pickleball/tennis area and a second proposal has been requested. Maintenance/janitorial personnel (Martin) has recently given notice due to obtaining a full-time position elsewhere. Management is seeking replacement.

### **UNFINISHED BUSINESS:**

\*Landscaping Projects/Contract – Tabled.

\*Column Repairs: Structural engineer has been retained (\$1,500) to review the columns/walls to seek scope for repairs needed.

\*2020 Proposed Projects –

- 1) Entrance Lighting (Pending)
- 2) Repair Cracked Granite (Pending)
- 3) Sidewalk Extension (Tennis Courts/Palm Vista) (Pending)
- 4) Additional Benches/Shade Coverings (Pending)
- 5) Clubhouse Re-Roofing (Pending)

### **NEW BUSINESS:**

\*Resident Leasing/Rental: Management provided highlighted spreadsheet for those owners with second addresses that are a) second homes b) rentals. Those that are rentals have been sent correspondence requested copies of lease(s) per CC&Rs.

\*Pool Gate: Proposals received ranged in multiple price levels. Management to follow up with several for details explaining differences.

\*Security Cameras (Pickball area): 1 security camera proposal present for the pickleball/tennis area from Godfather Security (\$4,900) and a second proposal is pending.

#### **COMMITTEE REPORTS:**

\*T. Delmonte, present on behalf of ARC. Motion made by M. Pietras, seconded by J. Taylor, to appoint Dave Cann to the ARC; motion carried. A written ARC Operating Procedures form has been provided for review. Lastly, a list of Painted Driveways was provided. Management and ARC to meet to forward correspondence to 11/26 with concerns regarding the driveway (apron/sidewalk) painting.

\*M. McCormack present and advised the Cypress Head Annual Yard Sale is scheduled for November 7, 2020.

\*M. McCormack reported there have been no clubhouse rentals but will resume in July 2020.

\*S. Lowe reported there would be a newsletter for July 2020.

\*T. Nass last reported on behalf of Social Committee an event for September 2020.

\*J. Henchar and the welcome committee are back out and about greeting over 20 new residents within the community.

#### **BOARD MEMBER REMARKS:**

\*R. Minogue sought clarification that city is responsible for sidewalks outside of the sub-association(s). Requested a trial for meetings to begin at 6PM (vs. 7PM).

\*D. Hunter will continue to be diligent in updates/concerns with the ICI/Woodhaven development plans. He is planning to attend the upcoming city planning meeting.

\*J. McMahon will not be present for July 21, 2020 meeting (perhaps conference call or Zoom).

\*M. Pietras will not be present for July 21, 2020 meeting (perhaps conference call or Zoom). Also, requested proposal for window coverings for clubhouse sliding doors.

\*J. Taylor gave appreciation to all that help the community!

**NEXT MEETING:** July 21, 2020 @ 6PM (Clubhouse)

**ADJOURNMENT:** Motion made by M. Pietras, second by D. Hunter, to adjourn the meeting (8:00PM); motion carried.