

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  
May 19, 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, via conference call, 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.

**RESIDENT PARTICIPATION:** None.

**APPROVAL OF AGENDA:** A motion was made by M. Pietras, seconded by J. McMahon, to approve the agenda as presented; motion carried.

**READING OF THE MINUTES:** A motion was made by J. McMahon, seconded by R. Minogue, to waive the reading and for approval of the Board Minutes of April 21, 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 \$953,768.29 (4/20). The written report also included prior month comparisons for total operating cash, total reserve cash, total CD/reserve accounts (and dates of maturity). Management to have reserve schedule placed on website. Motion made by J. McMahon, seconded by D. Hunter, to approve the financial reports as provided; motion carried.

**MANAGER'S REPORT:** Written (04/20-Present) report was provided to the Board of items completed or in progress. Progress of obtaining rental/lease information to be placed on June agenda. Pickle ball chairs have been reported as broken. Members to be advised to bring their own portable chairs. Chairs were broken, timer switch broken, and gate has been meddled with. Motion made by D. Hunter, seconded by R. Minogue, to have a security camera installed at tennis/pickle ball courts; motion carried.

### **UNFINISHED BUSINESS:**

\*Landscaping Projects – Pending/Completed/Proposals/Scheduling: Rountree currently on a month to month. J. Taylor and D. Hunter updated the RFP to be more specific as well as more all-inclusive (ie lighting and irrigation). Additional comments/suggestions were requested from remaining board members to finalize. Proposals for entryway improvement project to be requested with drawings.

\*Maintenance/Janitorial Consolidation: Martin Winters has completed all background and payroll paperwork and has started working at the clubhouse (5 hours per week).

\*Column Repairs: Bids received ranged from \$3,500-\$30,000. Management to obtain a structural engineer 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) - Updated proposal from Sparks and project costs requested for August 2020 agenda.
- 4) Additional Benches/Shade Coverings (Pending)
- 5) Clubhouse Re-Roofing (Pending)

### **NEW BUSINESS:**

\*Clubhouse Re-Opening (Covid19): Majority of board members in favor of the re-opening of the clubhouse June 1, 2020. Management to post sign (similar to current pool sign) reminding owners to sanitize and distance, etc.

**COMMITTEE REPORTS:**

\*T. Delmonte, present on behalf of ARC, provided a written report. Management to reach out to S. Lowe, Newsletter Committee to request article of volunteers needed for ARC.

\*T. Nass provided a written report on behalf of the Social Committee. To date, all activities have been cancelled. Kentucky Derby Party is tentatively scheduled for September 5, 2020.

\*Sustainability Club Request – Board members are not in favor of common areas being utilized at this time or water catchment products. Management to follow up with Ms. French.

**BOARD MEMBER REMARKS:**

\*M. Pietras: 1119NV is working on vehicles. Management to report to Lakes Mgmt. Management to schedule property inspection in the near future.

\*D. Hunter: Golf course was commended on its current appearance and appreciation given to its new groundskeeper.

\*J. Taylor: Appreciation give to the Board and volunteers.

**NEXT MEETING:** June 16, 2020 @ 7PM (Clubhouse)

**ADJOURNMENT:** Motion made by D. Hunter, second by R. Minogue, to adjourn the meeting (8:25PM); motion carried.