

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
July 21, 2020 - 6:00 PM

CALL TO ORDER/ROLL CALL: The meeting was called to order at 6:00 PM by President, J. Taylor. The quorum was established by the presence of (in person and via conference call): 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 J. McMahon, seconded by R. Minogue, to amend the agenda to include Woodhaven – Engineer/Consultant under New Business; 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 June 16, 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 \$939,938.74 (6/20). July will begin 2021 budget preparations and reserve projects. Motion made by J. McMahon, seconded by R. Minogue, to approve the financial reports as provided; motion carried.

MANAGER'S REPORT: Written (06/20-Present) report was provided to the Board of items completed or in progress. Clubhouse WiFi was discussed. There is NetGear in the office with passwords listed.

UNFINISHED BUSINESS:

*Landscaping Projects/Contract – Draft contract provided for board review. All comments/concerns should be placed in writing for D. Hunter and J. Taylor to review.

*Column Repairs: Zahn Engineering report completed and copy provided. Motion made by D. Hunter, seconded by M. Pietras, to approve up to \$5,000.00 and request updated bid from Mayer Masonry and Stucco and schedule; motion carried.

*Resident Leasing/Rental: Updated report provided. Approx. 35 rentals were noted/12 have forwarded leases per request. Remaining owners to receive second written request.

***2020 Proposed Projects –**

- 1) Entrance Lighting/Landscaping (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:

*Pool Gate/Pool Equipment: Pool gate replacement pending. Pool key card system effected by power surge. Awaiting parts/scheduling of re-installation of computer programming.

*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.

*Woodhaven – Engineer/Consultant: Motion made by D. Hunter, seconded by M. Pietras, to retain Finley Engineering as consultant to monitor the Woodhaven PUD project on behalf of Cypress Head in the amount of \$3,000.00; motion carried.

COMMITTEE REPORTS:

*T. Delmonte, present on behalf of ARC. Correspondence forwarded to residences with concerns regarding the driveway (apron/sidewalk) painting. Responses have been requested in writing to provide planning for remedies of these violations. Several have been received to date. Follow up to continue.

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

*M. McCormack reported there was 1 clubhouse rental in July 2020.

*Newsletter: S. Lowe's recent resignation of was noted and her years of dedication were noted. 3 volunteers have come forward to assist. (Judy Armbrust, Debra Keesee, and Alice Stapleton).

*T. Nass last reported on behalf of Social Committee that event planned for September 2020 has been cancelled.

*J. Henchar and the welcome committee provided an updated written report and examples of items distributed to new owners.

*A. Marino provided a written irrigation report. Management to contact Rountree to follow up with issues noted.

BOARD MEMBER REMARKS:

*D. Hunter: Follow up with political sign discussion. While signs are not permitted within the community. An allowance of 1 sign per candidate may be placed on property. No more than 30 days prior to the election and must be removed within 5 days following the election. Elections are not being held at the Cypress Head Community Clubhouse – clarification needed on whether being held at Middle or Elementary school.

*J. Taylor: Management requested to follow up with past entry electrical issues (including, but not limited to, following up with landscaping that no irrigation is directed toward the outlets).

NEXT MEETING: August 18, 2020 @ 6PM (Clubhouse)

ADJOURNMENT: Motion made by D. Hunter, second by J. McMahon, to adjourn the meeting (7:35PM); motion carried.