

Cypress Tanglewood Homeowners' Association  
Executive Meeting  
Tuesday, April 16, 2024  
Minutes  
**6:30 P.M.**

1. Accident / Collision at 4489 Larwin Avenue
  - a. JWC McCormick provided a quote and CTHOA accepted. The quote was signed off by BB and the work will start soon. Testing will be first. Roofer examined roof of this structure also.
  - b. JWC/MCC will commence work on May 6, 2024
  
2. Outstanding Roof Repairs
  - a. 4128 The Upper Roof is damaged and needs replacing.
  - b. A new contract for the upper roof of the building has been signed.
  - c. 4192 Larwin – Permits have been pulled the job is 3 weeks out.
  
3. Pool Resurfacing
  - a. Alan Smith Pools will resurface the Clubhouse Pool and Wader.
  - b. Alan Smith pools have begun draining the pools behind the clubhouse, currently in process. Waiting on city for inspections, and health department.
  - c. Picnic area to remain open during the resurfacing.
  
4. Ann Sessions
  - a. 4163 Elizabeth Court Ms. Sessions wants the HOA to pay for water damage from a roof leak. HOA is not responsible for interior damage for any reason. In the past this person has been very abusive to both board members, manager and contractor. Board agrees that checking the insulation for moisture is the responsibility of the homeowner, not board responsibility.
  - b. She contacted Paul before contacting the CTHOA Property Manager.
  
5. Clubhouse Renters – Should they charge money?
  - a. 4383 Larwin Maggie Tran
  - b. What if people are only paying for supplies?
  
6. Board Elections
  - a. Three Spots are open on the Board. Elections will be held Tuesday July 16<sup>th</sup>, 2024. board expiring positions are Kelly W, Fred K and Blaze B.

- b. We have 3 submissions. GW spoke to accurate voting and they indicated that July is the appropriate time for the election.
- c.
  - i. Erik Hayhurst
  - ii. Younger Lee
  - iii. Barbara Davis

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Tuesday, April 16, 2024

**Minutes**  
7:30 pm

1. Welcome- B Bhence calls the meeting to order at 7:32, 10 homeowners present
2. Minutes- minutes read by A Kinsey from last month, motion to approve FK, seconded and approved.
3. Treasurer's Report- B Bowers reported on the balance sheet, presented all account balances. Expenses this month were presented along with the percentage of budget. Some monies taken from the wrong account, will be put back into the correct account this month.
4. Manager's Report- G Wirchak presented his report which included responding to roof issues, met with JWC McCormick regarding balcony inspections as well as repairs on 4489 Larwin Ave. Removed some bees, collected owner and tenant information, published newsletter electronically and hard copies placed in container near clubhouse door.
5. Committee Reports
  - a. Architectural Report- no report this month
  - b. Financial Report

**OLD BUSINESS**

## 1. Board Elections

- a. Interested parties should submit their name and a short bio. These bios will be published in the upcoming May newsletter. Currently four candidates for three positions.

2. Pool Resurfacing- this has started, main pool currently being drained. Resurfacing will begin soon.

3. Balcony Inspections to be done before the end of year by JWC McCormick.

4. Contracting to have all the roofs in the association inspected. This report will show where any concerns may be located.

5. Completed Roofs 4124 Larwin and 4154 Larwin

6. Allison Prendergast granted a 1-year preliminary rental due to medical issues.

## **NEW BUSINESS**

### 1. Board Elections

- a. Barbara Davis has decided to run for the Board.

### 2. Homeowners' Concerns

4158 Larwin, roof recently done, problems with Mansards and repair of patio cover caused by falling roof tiles. She asks when garage will be done, GW will have the roofers come out to inspect the last remaining gravel roofs on garages.

4162 Elizabeth also reports roofing and leak issues and presents board members with a printed timeline. Homeowner states that the board should pay for interior damages, as well as removing and replacing wet insulation. B Bhence will speak to roofer about this issue.

Any change to the master policy, with regards to recent insurance changes. We are expecting up to a 40% increase.

4383 front beam, homeowner asks of status. Use of clubhouse, some tables may need to be replaced.

4394 Dina, shutter hanging off the building. Homeowner came to Barbara's home regarding a neighbor that has an American flag and has concerns. Davis-Stirling act covers flags so the Board will check on the rules.

4250 Larwin installed a patio cover and removed a street facing fence. GW states someone has applied and received approval for this.

There are non-working lights in the alley facing Ball between Denni and Delano, GW says he will report these to the city for repair

Dogs off leash in the large park reported. BB says we do have leash law, do not engage but please record and we can issue a fine to this individual. It is a city and association rule. Suggestion to put this in the newsletter.

Rain issues in playground mentioned, landscapers will address this once rain abates.

3. Adjournment- 8:15 motion and seconded, approved.

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### **MANAGER'S REPORT**

1. Responded to Homeowner's issues regarding roof leaks.
2. Met with JWC McCormick at 4489 Larwin Avenue to get a quote on the repairs to that building.
3. Spoke with JWC McCormick for Balcony inspections for SB – 326.
4. Had Bees removed from 4251 Larwin Avenue.
5. Walked the Property with Chandler's Roofing to inspect the roofs.
6. Coordinated with Paul Arenas on fixing roof leaks and repairing mansards.
7. Collected Owner Information forms Tenant Information Forms

8. Monthly newsletter written and distributed to homeowners via email, website with copies placed in the box.
9. Processed homeowners' monthly dues and parking fees.
10. Paid invoices.
11. Worked with gardeners and handymen regarding issues reported by residents.
12. Processed clubhouse reservations.