

Cypress Tanglewood Homeowners' Association
Executive Meeting
Tuesday, February 20, 2024
Minutes
6:30 P.M.

1. Roof leaks

- Carrie Giberson (4154 Larwin)- was reroofed, needs flashing and mansards when dry
 - a. Work started on the 12th of February.
 - b. The roof is watertight.
 - c. Chandler to return after the rains to complete the job.
 - i. Trim, mansards,
- Lisa Gogley (4124 Larwin Ave) will be next after rain stoppage
 - a. Chandler's to advise on the next roof to be replaced.
- 4192 Larwin to follow a few weeks later.
 - a. All times are weather dependent.

2. Pool Resurfacing

- a. We have a quote from Allan Smith Pools that has been reviewed by the board.
- b. Gardner Pools has submitted a Bid board to review.
- c. J Hock has not submitted a Bid.
- d. The clubhouse and wading pool have had complaints; will repair first, has cracks. Cabana pool is more aesthetic. The Board votes to use Allan Smith Pools.

3. Homeowner requesting rental permission is no longer on the Rental list

- a. Allison Prendergast – was 1st on the list when Barbara contacted her to “move forward” she was contacted in 2022, she did not move forward. She now wants to rent the property.
- b. Spinal cord injury

4. Board Elections

- a. Three Spots are open on the Board. Kelly, Fred, and Blaze spots are available.

5. Board decides to move forward on Zentgraf foreclosure

6. Easy HOA- updates

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Tuesday, February 20, 2024

Minutes

7:30 pm

1. Welcome- called to order by BB at 7:30 pm- 5 homeowners present
2. Minutes- read by A Kinsey, motion to approve KW, seconded and approved
3. Treasurer's Report- B Bowers not present, read by B Bhence.
4. Manager's Report- G Wirchak read his report which included meeting with Gardner pools regarding pool resurfacing, responded to numerous rood leaks. Chandler roofing has replaced the roof at 4154 Larwin and will finish after rain. Built in owner and tenant information for website. Took an online seminar regarding SB 326, the balcony inspection law. Newsletter written and distributed. Processed dues, parking fees, and invoices. Worked with gardeners and handymen, processed clubhouse reservations.
5. Committee Reports
 - a. Architectural Report- one application for windows, conditionally approved pending photo of windows to be used, move to approve, F Kim, seconded and approved conditionally.
 - b. Financial Report- ready by B Bhence

OLD BUSINESS

1. Newsletter to be posted online and sent via email with some printed newsletters available at the clubhouse. This is the last hard copy newsletter, going forward in a digital format, emailed and a few physical copies will be available.
2. Missing Bush to be replaced in spring.

NEW BUSINESS

1. Board Elections

- a. Interested parties should submit their name and a short bio. Sent to the manager to be placed on the ballot
2. Pool Resurfacing Quotes- Board decided to resurface two pools first, the wader and clubhouse pool. Cabana pool to be repaired next year due to it being cosmetic only. Pool handrail to be brought up to code per pool inspector.
3. Balcony Inspections to be done before the end of year to comply with SB 326. An architect must be employed to do this
4. Contracting to have all the roofs in the association inspected. Three new roofs to be completed in the next few months.
5. Homeowners' Concerns- is there an alternative phone # to call if mgr. mailbox is full. He called Bill Bowers instead and then called the water company to report. Homeowner expressed dissatisfaction that the mailbox was full, said it is unacceptable. KW suggests a true emergency phone number be available for residents. Resident states that the newsletter being electronic will be a problem for some residents. B Bhence says the paper newsletters will be available a few days prior to the monthly meeting. Homeowners information, why is this necessary. KW states there is a regulation requiring associations to keep track of residents for emergency purposes. California Civil Code 4041 states that owners must give information to the association as to the number of residents. Homeowner Richard has roofing damage, roofers have fixed it, but it continues to have leaks after repairs. 4419 Larwin, roofers claim no damage which is not true. GW will speak to roofer about this, including checking the windows.
6. Adjournment- motion to adjourn 8:15 by F Kim, seconded and adjourned.

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MANAGER'S REPORT

1. Met with Gardner Pools regarding the pool resurfacing.
2. Responded to Homeowner's issues regarding roof leaks.
3. Coordinated with Chandler's roofing to get the new roof on 4154 Larwin.
4. Coordinated with Paul Arenas on fixing roof leaks and repairing mansards.
5. Built and added Owner and Tenant information forms to website.
6. Distributed the Owner Information Form and Tenant Information form for
7. Took an online seminar regarding California Senate Bill 326 (SB 326) AKA "balcony inspection law".
8. Monthly newsletter written and distributed to homeowners, both hardcopy and electronically.
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.