

Cypress Tanglewood Homeowners' Association  
Executive Meeting  
Tuesday, November 18, 2025

**Minutes**

**6:30 P.M.**

1. Clubhouse Pool Deck
  - a. Paul to repair and paint deck
  - b. Estimate for approval- board approves, moved, seconded and approved.
2. Hot water heater installation Cabana
  - a. Estimate for approval- board approves, moved, seconded and approved.
3. Budget 2026
  - a. To be signed by Barbara and Blaze
4. Foreclosure 4304 Larwin
  - a. Request to record Notice of Default.
5. Tree trimming – Stay Green formerly (Total Landscape Management)
  - a. Estimate for approval

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**Minutes**

**7:30 pm**

1. Welcome- called to order at 7:32- 6 homeowners present
2. Minutes- Secretary Kinsey reads the minutes – YL move to approve, seconded, approved.
3. Treasurer's Report- B Bhence presents the report. He presents the operating fund, fixed assets, replacement fund and total assets. Liabilities and fund balances also presented and match. Board approved the 2026 budget which will be sent to the accountant before 12-1-25. Dues will not be raised the next year.
4. Manager's Report- GW presents his report.  
Worked with homeowners to begin making payments online.  
Meeting minutes placed on website.  
Monthly newsletters written and distributed to homeowners via email, website with copies placed in the box.  
Processed homeowners' monthly dues and parking fees.  
Interacted with homeowners regarding various topics.  
Paid invoices.  
Interacted with the roofers on roofs being replaced.  
Worked with gardeners and handymen regarding issues reported by residents.  
Processed clubhouse reservations.
5. Committee Reports
  - a. Architectural Report- two received, have communicated with homeowners on additional items needed.
  - b. Financial Report- given by BB.

**OLD BUSINESS**

1. CTHOA Lights- SCE person has been contacted to repair outages. The link to report or

request service is in this month's newsletter.

2. Lounge Chairs for 2026- will be purchased for next years season along with umbrellas.

### **NEW BUSINESS**

1. Homeowners' Concerns- homeowner would like to use the clubhouse for Dec. 21 for a party, it is reserved. They ask a few questions about deposit and when they can receive the keys. Generally, the key is given on a Friday for a weekend event. Homeowner asks if the association donates to any charities, not currently is the answer. She also asks if guest speakers may be an idea to get more people involved in the meetings. She suggests a shredding event or perhaps a large event disposal. Homeowner asks about a roof leak, the 3<sup>rd</sup> time in four years. He asks if it is reasonable that it has happened multiple times. Perhaps the repairs are not adequate. The leak is in the same spot. GW will call Chandler roofing to get a quote on the repair. Previously the repairs were done by P. Arenas, this will be repaired by the roofing company.
2. Adjournment- move to adjourn, seconded. 7:57 pm

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### **MANAGER'S REPORT**

6. Worked with homeowners to begin making payments online.
7. Meeting minutes placed on website.
8. Monthly newsletters written and distributed to homeowners via email, website with copies placed in the box.
9. Processed homeowners' monthly dues and parking fees.
10. Interacted with homeowners regarding various topics.
11. Paid invoices.
12. Interacted with the roofers on roofs being replaced.
13. Worked with gardeners and handymen regarding issues reported by residents.
14. Processed clubhouse reservations.