

**Cypress Cove Maintenance Association
Monthly Board Meeting Minutes
December 11, 2025, 6:00 pm**

- I. Call to Order – 6:00 PM**
 - a. **Justin Devereaux – President**
 - b. **Sara Caminiti – Vice President**
 - c. **Margaret Genzer – Secretary**
 - d. **Sandra Emanuel - Treasurer**
 - e. **Bonnie Lynch – Director**

- II. Review of Previous Meeting Minutes for approval-** Bonnie motions to approve the November meeting minutes as changed. Justin 2nds, the Board votes unanimously to pass the motion and approve the minutes with the following corrections:
 - a. **“Open Position” to Bonnie Lynch**
 - b. **“September” in item II. To “October”**

- III. Review of Financial Reports –** The board reviewed the financial reports.
 - a. **Audit Update –** Sandra reported
 1. CPA has requested additional copies of deposits as they are having difficulty tying deposits back to property owners income.
 2. The ACC bank account balance on 6/30/2025 doesn't match with the builder liability account. Sandra has been asked to go back and reconcile these accounts by CPA.
 3. CPA has requested copy of HUD for a land sale from CCMA to Water Dept.
 4. Outside bookkeeper has excessively forced bank reconciliations by \$7,700 - CPA states this is area of concern and would require additional engagement (forensic audit) to uncover issue fully.
 - b. **Other Updates:**
 1. Old accounts were closed by the bank last week; old checks will be cleared with the new accounts. One vendor held check from old account for several weeks and check was not

honored by bank in new account. Vendor requested cashier's check – which was issued. No other issues reported with transition to new account.

2. The new accounts will have Positive Pay for added security.
3. CCMA is still waiting on reimbursement for two fraudulent transactions to be issued from the bank.

IV. Committee Reports

- a. **Architectural Control Committee** – Sara reported that 4 plans were reviewed and 4 permits were issued. The ACC is absorbing DRC responsibilities, violations to be reviewed by ACC.

V. Park – A volunteer repaired rebar.

VI. Pool – The pool is closed for the season. Refunds will be issued totaling \$2,300.

- a. **Kiddie Pool Leak** – The leaking is still occurring; the pump will be turned off overnight to determine if the leak is coming from the pump or the plumbing.

VII. Maintenance

- a. **Water Softener for Civic Center** – Sara makes a motion to not purchase a water softener, Sandra 2nds. All are in favor, the motion passes.
- b. **Floor Repair in Civic Center** – Sara makes a motion to rescind the previous motion of gathering bids for the floor repair. Instead, materials and labor will be donated to complete the repair.

VIII. Old Business

- a. **Mailbox Project Update** – The mailbox post at Rim Rock is done. The Winding Creek post is next.
- b. **New Software Launch** – The owner and property database is completed; there are a few lots in the county appraisal district database that aren't found in QuickBooks and will need to be tracked down. Owners with outstanding invoices will need to be recorded.
- c. **Playground Equipment Replacement** – Teeter totter is broken. New equipment purchase is tabled. Justin will contact CCMA insurance provider regarding coverage for teeter totter.
- d. **Rental Agreement Review** – Bonnie motions to table approval of the draft rental agreement so that board members have time to review it. Justin 2nds, all in favor and the motion is passed.

IX. New Business

- a. **Reassignment of officer roles: President, Vice President, Director.** Sara motions to reassign Justin to the Director position, assign herself to President and assign Bonnie to Vice President. Justin 2nds, all in favor and the motion is passed.
- X. Public Input:**
- a. **Tom Nairn** – requesting to have full disclosure of all banking activity.
 - b. **Dan Dionne** – requests update on the ongoing fence violation.
 - c. **Juliana Miller** – asked if the Board is working with the CCMA bookkeeper on the audit.
 - d. **Jim Emanuel** – suggested to move the swing set in the park.
 - e. **Cat Lalane** - suggested that new play equipment needs to be commercial grade and discussed organizing a fundraiser in the spring to raise funds for new playground equipment.
 - f. **Debbie Soderman** – clubs and organizations need access to cleaning supplies in the civic center for events and activities.
 - g. **Michael O'Connor** – asked about defibrillator in the closed pool be moved to the civic center.
 - h. **Gordon Swan** – questioned the board’s plan and budget to show how deficit will be eliminated.
 - i. **Tom Nairn** – requested a 3-year financial plan to address projects and is willing to help with reserve estimates.
 - j. **Michael O'Connor** – questioned the monthly cost of the property management program - \$1,200 a month.
 - k. **Julianna Miller** – questioned how property owners without computers or smart phones will access the program.
- XI. Meeting Adjournment - Next CCMA BOD meeting January 8th, 2025, 6:00 pm** – Sara makes a motion to adjourn the meeting at 7:00. Sandra 2nds, the motion is unanimously passed, and the meeting is adjourned.