

**Cypress Cove Maintenance Association
Monthly Board Meeting Minutes
January 8, 2025, 6:00 pm**

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

- II. Review of Previous Meeting Minutes for approval-** Margaret motions to approve the January meeting minutes. Sandra 2nds, the Board votes unanimously to pass the motion.

- III. Review of Financial Reports –** The board reviewed the financial reports.
 - a. Audit Update –** Sandra reported:
 - 1. Ongoing - CPA has requested additional copies of deposits, 35 copies of deposits have been submitted to the CPA.
 - 2. In progress - locating and submitting asset receipts to the CPA.
 - 3. CPA has requested copy of HUD for a land sale from CCMA to Water Dept, this has been located and submitted to CPA.
 - 4. CPA requested internal controls visit.
 - 5. Tax Filings – CPA suggests filing annually as the CCMA files every 3 years. The CCMA bookkeeper will file an extension for this year while audit is ongoing. Sandra recommended using a separate tax filing service to file CCMA taxes.

- IV. Committee Reports**
 - a. Architectural Control Committee –** Sara presented ACC report: 3 plans reviewed, 5 permits approved, 1 fence application received.

- V. Park –** The gate to the park was unlocked, not authorized by the CCMA.

- VI. Pool –** Volunteers are maintaining the pool.

- a. **Kiddie Pool Leak** – The kiddie pool is still leaking after testing by pool company. Sandra makes a motion to table a decision, Margaret 2nds, the motion is passed unanimously.

VII. Maintenance

- a. **Floor Repair in Civic Center** – Volunteers are filling the floor crack with donated materials.

VIII. Old Business

- a. **Mailbox Project Update** – The mailbox post at Rosewood is done.
- b. **New Software Launch** – Half of the invoices are in the new system from QuickBooks.
- c. **Playground Equipment Replacement** – Bonnie makes a motion to table decision on new equipment; Sara 2nds and the motion is passed unanimously.
- d. **Rental Agreement Review** – The board discussed questions regarding rentals for long term and short-term tenants. Margaret makes a motion to table a decision; Sandra 2nds and the motion is unanimously passed.

IX. New Business:

- a. **Non-agenda item: Increase Resale certificates to \$375** – Bonnie makes a motion to increase resale certificates to \$375; Sandra 2nds and the motion is unanimously passed.

X. Public Input:

- a. **Debbie S.** – Had input regarding the clubs within the community having appropriate access to the Civic Center. (Provided statement)
- b. **Sue T.** - Had additional input regarding the club's access and activities in the Civic Center.
- c. **Michael O.** – Confirmed that pool membership refund was received. He had additional questions regarding the new ACC meetings and why they aren't posted.
- d. **Dan D.** – Had questions regarding the format of the Board meetings, tables facing each other and the audience can't hear board discussions. Mentioned the changing of the Civic Center locks was unnecessary and requested an update on the ongoing fence issue.
- e. **Susan** – Had additional input regarding the difficulty to hear the board's discussions and asked for details regarding the state of the playground equipment in the park.

XI. Meeting Adjournment - Next CCMA BOD meeting February 12th, 2025, 6:00 pm. Sara makes a motion to adjourn the meeting at 7:00 PM, Bonnie 2nds and the motion is unanimously passed.