

**CYPRESS POINT LAKES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 14, 2009

Time: 7:00 p.m.
Location: **Clubhouse**

AGENDA

Comcast Cable Representative – 7pm

	<u>Page</u>
I. Call to Order	
II. Open Forum	
III. Approval of Minutes – December 10, 2008	Pg. 1-3
IV. Financial Report	
1. Financial Statements – November 30, 2008	
a. Balance Sheet	Pg. 4
b. Statement of Earnings	Pg. 5
c. Operating Statement	Pg. 6
d. Changes to Reserve Account	Pg. 7-8
e. Check Register	Pg. 9-11
V. Landscape Report	
A. Next walk through January 3, 2008 at 9:00 am	
VI. Architectural	
VII. Association Manager's Report	
A. Work Orders (12/5/08 to 1/7/09)	Pg. 12-15
B. Action Item List	Pg. 16
C. Incoming Correspondence	
1. Troy Van Sloten CPA – Balance Sheet Review	Pg. 17-27
2. Russell & Mallet – Fee Schedule	Pg. 28-29
D. Outgoing Correspondence	
1. Fine Hearing – Executive Session / 8:15pm	Pg. 30
2. Unit 31 – Window Replacement	Pg. 31
3. Parking Violation Letters	Pg. 32-33
4. Unit 7 – Bill Back	Pg. 34
E. Calendar	
1. Landscape walkthrough 1/3/08	
VIII. Pending Business	
A. 118 – Flooring Repair	

- B. Meter Doors Proposal
- C. Laundry Service

IX New Business

- A. Newsletter Items
- B. Unit 259 – Window Request
- C. Clubhouse Door Replacement
- D. Delinquency Report

Pg. 35-36

X Adjournment – **9:00 pm**

The next Board Meeting is scheduled for *Wednesday January 14, 2009, beginning at 7:00 pm.* Please contact Dustin Mannina at dmannina@communitymanagement.com or at 650-961-2630 x 129 or 408-559-1977 x 129 if you are unable to attend.