
UNAPPROVED MINUTES

**CYPRESS BEND HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING**

**HELD FRIDAY, August 5, 2011 AT 1:30 P.M. at the Pool Cabana,
1211 Cypress Bend Circle, Melbourne, FL 32934**

- I. Call to Order** – The meeting was called to order at 1:30 p.m. by President, Bob Olyphant, who chaired the meeting.
- II. Certification of Quorum/Roll Call** –The Board members present were: Robert Olyphant, Roger Loftis, Alice "Cookie" Newman, Sheila Sawyer, Linda Harris. Eileen Vici and Sue Bailey were absent. The five members present constituted a quorum. Lisa Clawson was present representing Sentry Management.
- III. Proof of Notice of Meeting** – Sheila confirmed that the notice of the meeting had been duly posted in accordance with Florida law.
- IV. Disposition of Unapproved Minutes** – Sheila motioned to waive the reading of the 07/15/2011 minutes and to approve as written. Linda seconded, all in favor. 4
- V. Treasurer's Report** – None
- VI. Manager's Report** – Lisa discussed that Randy had fixed the fans, that a large number of violations have had been sent out, the Towing contract with Premier has been forwarded back to them, insurance policies are being renewed as approved, approved tree trimming will come in under \$3,000.00 total, and that Tim with M & M and myself had walked the property. Will give Sheila a paragraph to add to newsletter concerning tree trimming and that owners can "piggyback" for a discounted price if they wish if done at the same time.
- VII. Officer's Report** – None.
- VIII. Committee Report's** – Sheila will coordinate to get newsletter out on August 12, 2011. Linda will coordinate to do a Halloween gathering. Garage sale will be in October.
- IX. Old Business:**
 - A. Delinquency status/Letters/emails-** Nothing new.
 - B. Landscaping/Irrigation** – Discussion of minor changes to new Pool Facilities Rental Agreement and Hold Harmless, and Reservation Agreement. Linda motioned to approve the forms with corrections, to be effective September 1, 2011 and that Lisa will mail them to all owners of record. Sheila seconded and all in favor.
- X. New Business:**
 - A. General** – Cookie and Sheila will work on checklist for use after reservation parties to use before returning deposit. Pool checkers for that week will be responsible for checking pool/cabana area after reserved parties. Linda will obtain 5 gallon paint buckets with lids to be placed at grills for reserved parties. Lisa will help with an inventory sheet.
- XI. Invitation to those present to address the Board** – None
- XII. Adjournment** –There being no further business to discuss Sheila motioned to adjourn the meeting. Cookie seconded and all in favor. The meeting was adjourned at 2:25 p.m.