

Cypresswood Community Association, Inc.
Board of Directors Membership Meeting Minutes

DATE: February 23, 2009

TIME: 7:00 P.M.

PLACE: East Clubhouse, Spring, Texas

ATTENDING:

Russell Wells, President
Jay Thorwaldson / Vice President
Kenna Swaim, Secretary
David Segers / Treasurer
Santee Lewis / Director
Mike Keimig / Director
Bradly Rendl / Director
Cindi Sargent, CMCA, Community Manager

CALL TO ORDER

The meeting was called to order at 7:03 p.m. Those in attendance are shown on the sign-in sheet, which is attached to these Official Minutes.

MEETING MINUTES - The January 26, 2009 Membership Meeting minutes were read by Secretary Swaim, after which the Board approved as presented with correction to Security Report being given by Deputy Miller (Motion –Paul; 2nd – Thorwaldson; unopposed).

REPORTS

Sheriff's Department – Deputy Miller discussed various issues including an incident involving a home break in with items taken that included games and movies. Deputy Miller suggested that the people knew each other. General discussion ensued, during which the Board agreed to add to *The Log* the information about the security section of the web site, and agreed to post information on the marquee if new information was posted to the security section of the web site.

Activities Coordinator – Assistant Activities Coordinator, Tiffany Lopez thanked the members for their help in making the first annual chili cook off a great success. She also mentioned the Easter Egg Hunt event that will be held on April 4, 2009 from 10:00 a.m. to 12:00 noon and asked for volunteers to help with the decorations. Finally, she reminded the homeowners that they are now issuing pool passes at the East Clubhouse.

COMMITTEE REPORTS

Financial – Treasurer David Segers presented the Association's financial statement for the period ending January 31, 2009. Cash assets at the end of the reporting period totaled \$756,682.21, which included \$239,194.97 in Operating Funds and the balance in investments. Year 2009 assessments were 53%

collected, and the Recreation fees were 52% collected.

Homeowner Forum – the Board fielded various questions including collections, web site information and after clarifying the role of the deed restriction committee, the Board asked for more volunteers.

ADJOURN

There being no further business to come before the membership, the meeting was adjourned to the Executive Session.

Minutes of the meeting were prepared by:

Cindi Sargent, CMCA[®], Community Asset Management, Inc.

And approved at the meeting of _____, 2009 as attested by:

Kenna Swaim,
Secretary, Cypresswood Community Association, Inc.

Cypresswood Community Association, Inc.
Board of Directors Executive Session Meeting Minutes

DATE: February 23, 2009

TIME: 7:00 P.M.

PLACE: East Clubhouse, Spring, Texas

ATTENDING: Russell Wells / President
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Kenna Swaim, Secretary
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Mike Keimig, Director
Bradly Rendl / Director
Cindi Sargent, CMCA, Community Asset Management

EXECUTIVE SESSION CALL TO ORDER

Motion was made to adjourn the Membership Meeting to Executive Session (Motion – Lewis; 2nd – Thorwaldson; unopposed).

RECONVENE MEMBERSHIP MEETING

Motion was made to reconvene to the Membership Meeting (Motion – Thorwaldson; 2nd – Keimig; unopposed).

MEETING MINUTES - The January 26, 2009 Membership Meeting minutes were read by Secretary Swaim, after which the Board approved as presented with a correction to Building and Landscaping Maintenance in which the invoice tendered by Monarch Landscaping in the amount of \$8,240.00 included trimming 125 trees throughout the community (Motion –Thorwaldson; 2nd – Swaim; unopposed). The Board also agreed to allow Cypresswood Place C.I.A. to be added to the security contract, if they agreed to contribute \$5000.00 for the 2009 contract. Finally, the Board reviewed the 2009 landscape contract which was made as an attachment to the minutes and agreed that Exhibit D would need to be corrected for the number of visits per year. Vice President Thorwaldson agreed to contact Monarch.

FINANCIAL REPORT

General discussion ensued, during which the Board approved the January 2009 financials as presented (Motion –Segers; 2nd – Thorwaldson; unopposed).

COLLECTION REPORT

The Board reviewed and agreed to;

- accept the Attorney Status Report dated February 15, 2009 as presented (Motion - Rendl; 2nd – Lewis; unopposed),
- accept the February 2009 Collection Report as presented,
- reviewed the correspondence tendered by the homeowner of C0520001 and declined to waive any fees owed to the Association.

DEED RESTRICTION REPORT

The Board reviewed and agreed to;

- accept the February, 2009 Deed Restriction Report as presented,
- approve the February 15, 2009 Attorney Deed Restriction Status Report (Motion – Thorwaldson; 2nd – Keimig; unopposed),
- require documents evidencing ownership of C0209025 prior to making a decision concerning a hearing for a deed restriction violation.

BUILDING / LANDSCAPING MAINTENANCE

General discussion ensued, during which Vice President Thorwaldson:

- reminded the Board that they had tabled estimate #396 in the amount of \$292.50 tendered by Monarch Landscape, L.P. for repairs to the Ella irrigation,
- informed the Board that they were still waiting for rain prior to installing the granite at the walkway along Ella Blvd.
- informed the Board that he would obtain a proposal for repairing the lights on Cypresswood Drive.

OLD BUSINESS

The Thicket Security Contract – the Board is waiting for the execution of The Thicket Security Contribution Agreement.

Pool Management – the Board reviewed and executed the 2009-2010 pool management contract proposal tendered by Texas Aquatics and Pool Services, LLC. with the addition to the July 4th schedule, in the form, which is made as an attachment to these Official Minutes (Motion – Keimig; 2nd – Lewis; unopposed).

Pest Control Contract – the Board executed the 2009 pest control contract tendered by Cypress Creek Pest Control, Inc. in the amount of \$100.00 per application, in the form, which is made as an attachment to these Official Minutes.

Cypresswood Place C.I.A. – tabled, awaiting for response from Cypresswood Place C.I.A.

Nuisance Policy – the Board agreed to mail the Nuisance Policy to the members. President Wells will contact *CAM* with mailing instructions.

NEW BUSINESS

Kraftsman’s Proposal – tabled for revisions.

There being no further business to come before the Board, the meeting was adjourned.

Minutes of the meeting were prepared by:

Cindi Sargent, CMCA, Community Asset Management, Inc.

And approved at the meeting of _____, 2009 as attested by:

Kenna Swaim,
Secretary, Cypresswood Community Association, Inc.