

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

DATE: January 26, 2009

TIME: 7:00 P.M.

PLACE: East Clubhouse, Spring, Texas

ATTENDING:

Russell Wells, President
Jay Thorwaldson / Vice President
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 7:10 p.m. Those in attendance are shown on the sign-in sheet, which is attached to these Official Minutes.

MEETING MINUTES - The November 24, 2008 Membership Meeting minutes were read by Director Keimig after which the Board approved as presented with corrections of spelling (Motion –Thorwaldson; 2nd – Segers; unopposed).

REPORTS

Sheriff's Department – Deputy Morrow discussed various issues including an incident involving a firearm and a home invasion. This was an isolated incident and the persons knew the homeowner. All four people were caught. There was also an incident involving a vehicle being broken into. He reminded all homeowners to keep their garage doors closed and contact the Sheriff's Department to report any suspicious activities. He also reminded the members that there were still various contractors working in the community and to be aware of their activities.

Activities Coordinator – Activities Coordinator, Kim Sorensen reminded the members that the Chili Cook Off will be held on February 28, 2009 from 7:00 p.m. to 11:00 p.m. This event will be for adults, 21 years are older. 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. Finally, she reminded the homeowners that they will begin issuing pool passes soon and to avoid delays by getting their passes as soon as possible. More information about when they will begin issuing the pool passes will be given once they have this information.

COMMITTEE REPORTS

Financial – Treasurer David Segers presented the Association's financial statement for the period ending December 31, 2008. Cash assets at the end of the reporting period totaled \$517,913.33, which included

\$225,678.26 in Operating Funds and the balance in investments. Year 2008 assessments were 97% collected, and the Recreation fees were 97% collected.

Homeowner Forum – none.

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: January 26, 2009

TIME: 7:00 P.M.

PLACE: East Clubhouse, Spring, Texas

ATTENDING: Russell Wells / President
Jay Thorwaldson / Vice President
David Segers / Treasurer
Sandee Lewis / Director
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).

POLICY BOOK

Following discussion, the Board agreed to place a Policy book in the community center for Board reference. This book will include all adopted policies and resolutions of the Board of Directors. Director Keimig agreed to give Kim Sorenson all documents that are to be added to this book.

RECREATIONAL FACILITIES ACCESS

The Board agreed that any individual who wishes to access the community facilities, including the pool, tennis courts or any other community facility, would be required to pay the same recreational fee as the members of the community (Motion – Rendl; 2nd – Thorwaldson; unopposed).

MINUTES

The November 24, 2008 Executive Meeting minutes were read by Director Mike Keimig after which the Board approved as presented (Motion – Thorwaldson; 2nd – Segers; unopposed).

FINANCIAL REPORT

General discussion ensued, during which the Board approved the November and December, 2008 financials as presented (Motion –Segers; 2nd – Thorwaldson; unopposed).

COLLECTION REPORT

The Board reviewed and agreed to;

- accept the Attorney Status Report dated January 13, 2009 as presented (Motion – Thorwaldson; 2nd – Lewis; unopposed),
- accept the January 20, 2009 Collection Report as presented.

DEED RESTRICTION REPORT

The Board reviewed and agreed to;

- accept the January 20, 2009 Deed Restriction Report as presented,
- approve the January 19, 2009 Attorney Deed Restriction Status Report (Motion – Lewis; 2nd – Segers; unopposed).

BUILDING / LANDSCAPING MAINTENANCE

General discussion ensued, during which Vice President Thorwaldson:

- informed the Board that the landscapers removed the 14 tree stumps and replaced the sod in these areas, the Board approved invoice #4577 in the amount of \$8,240.00 tendered by Monarch Landscaping, L.P. in the form which is made as an attachment to these Official Minutes,
- informed the Board that he installed the two new tennis court nets on courts nine and ten,
- reminded the Board that the granite installation that was previously approved to install on the walk way of the tennis courts was on hold until it rains. This will allow them to see where the granite will need to be installed,
- acknowledged the repairs that were made to the irrigation system on Ella Blvd. in which he submitted invoice #393 tendered by Monarch Landscaping, L.P. in the amount of \$340.00, in the form, which is made as an attachment to these Official Minutes.
- presented estimate #396 in the amount of \$292.50 tendered by Monarch Landscape, L.P. for repairs to the Ella irrigation, in which the Board agreed to table at this time,
- reminded the Board that the bleachers that were added to court 9 and 10 were completed by Boy Scout Jimmy Moore.
- presented the executed landscape management contract tendered by Monarch Landscaping, L.P. that was approved at the November 2008 meeting, in the form, which is made as an attachment to these Official Minutes (Motion – Thorwaldson; 2nd – Segers; unopposed).

OLD BUSINESS

2009 Harris County Sheriff's Contract – the Board ratified their acceptance of the 2009 Harris County Sheriff contract, in the form which is made as an attachment to these Official Minutes (Motion – Keimig; 2nd – Rendl; unopposed).

The Thicket at Cypresswood Security Agreement – the Board reviewed the prior year payment reimbursements and executed the 2009 Security Contribution Agreement between The Thicket and Cypresswood (Motion – Segers; 2nd – Rendl; unopposed).

Nuisance Resolution – the Board reviewed the County recorded Nuisance Resolution Policy as presented, in the form which is made as an attachment to these Official Minutes. President Wells agreed to contact Manager Cindi Sargent when they were ready to mail out the Policy to the members.

NEW BUSINESS

Pool Management – following review of the 2009 -2010 pool management contract proposal tendered by DS Recreational Services, Inc. the Board agreed to solicit additional bids before making a decision. The Board also reviewed the new Federal compliance law which is known as the Virginia Graeme Baker Pool and Spa Safety Act, which pertains to all public swimming pool drains, after which the Board reviewed the proposal tendered by DS Recreational Services, Inc. and agreed to solicit additional bids before making a decision.

Pest Control Contract – after reviewing the 2009 pest control contract tendered by Cypress Creek Pest Control, Inc., President Wells agreed to contact them to discuss the increased amount before agreeing to execute the contract.

Cypresswood Place C.I.A. - following discussion, the Board agreed to table their decision to add Cypresswood Place C.I.A. to the security contract until President Wells has a chance to review additional information with the Deputies.

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.