

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

**DATE:** July 27, 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  
Cindi Sargent, CMCA, Community Manager

**209 HEARINGS**

The Board held a 209 hearing for the homeowner of C0213036 concerning removal of a tree stump. Following discussion, the Board agreed that if the homeowner submitted an ACC for landscaping that would incorporate the stump as a design then the Board would consider it. The Board agreed that the submission would require a time frame for the installation of the landscaping.

The Board held a 209 hearing for the homeowner of C0213036 concerning the shed at the rear of the property. Following discussion, the Board agreed to allow the homeowner a continuance until the August meeting in order for the homeowner to submit a survey or a County recorded variance that according to the current homeowner was granted to the prior homeowner by the previous Board of Directors.

**CALL TO ORDER**

The meeting was called to order at 7:02 p.m. Those in attendance are shown on the sign-in sheet, which is attached to these Official Minutes.

**MEETING MINUTES** - The June 22, 2009 Membership Meeting minutes were read by Director Keimig, after which the Board approved as presented with the correction of Home Owner Forum Section should read “mowing the property “next” to Ms. Montgomery instead of “by” Ms. Montgomery (Motion – Keimig; 2<sup>nd</sup> – Thorwaldson; unopposed).

**REPORTS**

**Sheriff's Department** – President Wells informed the Members that Deputy Jenkins who was to attend the meeting was on a call and could not be there to give a report. President Wells informed the Members that the community center in Thicket of Cypresswood C.I.A. had been broken into and damage had been done.

**Activities Coordinators** – President Wells thanked Kim Sorenson, Tiffany Lopez, and Jim Williams for their hard work in making the July 4<sup>th</sup> community event a very successful one. Activities Coordinator, Kim Sorenson thanked the members for their support for making the July 4<sup>th</sup> event a success. She also

stated that they were able to make a contribution to the volunteer fire department just \$6.00 shy of \$4000.00. She also informed the Members that the event was completely paid for by local community sponsors. She discussed the next community event which is the National Night Out that will be held in October and mentioned that they are considering holding the event earlier since it is on a school night. The other event Ms. Sorenson discussed was the December, Breakfast with Santa. Finally she informed the Members that the Fall Festival will not be held this year.

## **COMMITTEE REPORTS**

Financial – Treasurer David Segers presented the Association's financial statement for the period ending June 30, 2009. Cash assets at the end of the reporting period totaled \$692,253.11, which included \$62,684.87 in Operating Funds and the balance in investments. Year 2009 assessments were 93% collected, and the Recreation fees were 92% collected. Treasurer Dave Segers also asked the Manager to verify June 2008 financials with regards to the percentage of collected fees for comparison at the next meeting.

Homeowner Forum – Swim Team President Jim Nulser gave a brief report of the swim teams ending stats. The Board fielded questions or concerns including the air condition at the East community center, and community event funding by the Association.

## **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<sup>®</sup>, 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:** July 27, 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  
Brad 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 – Thorwaldson; 2<sup>nd</sup> – Keimig; unopposed).

**RECONVENE MEMBERSHIP MEETING**

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

**MEETING MINUTES** - The June 22, 2009 Executive Meeting minutes were read by Director Keimig, after which the Board approved with corrections. The first correction was that a motion was made that the charge for access to the Association's facilities would require the annual amount of the maintenance fee and the recreational fee be paid in full. The second correction was the amount the Board authorized for mulch was \$2500.00 instead of \$250.00 (Motion – Thorwaldson; 2<sup>nd</sup> – Segers; unopposed).

**FINANCIAL REPORT**

General discussion ensued, during which the Board approved the July 31, 2009 financials as presented (Motion – Segers; 2<sup>nd</sup> – Thorwaldson; unopposed). The Board also agreed to mail all checks for signatures to President Wells and finally agreed that only one signature would be required by the President, Vice President or Treasurer due to time sensitive material. Finally, the Board agreed to reimburse Shirley Kelly for the photo copies made as a part of the Deed Restriction Committee expense (Motion – Segers; 2<sup>nd</sup> Thorwaldson; unopposed).

## **COLLECTION REPORT**

The Board reviewed and agreed to;

- accept the Attorney Status Report dated July 16, 2009 as presented (Motion - Thorwaldson; 2<sup>nd</sup> – Keimig; unopposed).

## **DEED RESTRICTION REPORT**

The Board reviewed and agreed to;

- accept the July, 2009 Deed Restriction Report as presented,
- approve the July 15, 2009 Attorney Deed Restriction Status Report (Motion – Thorwaldson; 2<sup>nd</sup> – Segers; unopposed),
- hold the matter of operating a business at C0101018 until they are released from their Chapter 13 status,
- send an attorney demand letter to the homeowner of C0411010 for the materials and the dumpster in the driveway (Motion – Thorwaldson; 2<sup>nd</sup> – Segers; unopposed).

## **COMMITTEE REPORTS**

### Building / Landscape Maintenance -

General discussion ensued, during which Vice President Thorwaldson:

- informed the Board that all maintenance invoices tendered by MidSouth will be sent to him for review and approval prior to checks being cut,
- agreed to solicit quotes to reattach or remove the lights on Cypresswood Boulevard,
- fielded comments about the lights at the tennis courts and park restrooms needing repairs.

### Deed Restriction Consolidation Committee -

General discussion ensued, during which Chairperson Sandee Lewis:

- informed the Board that the committee is currently reviewing the final deed restriction and nuisance policy for any necessary changes and will have both teams review each others drafts and then submit this to the Board of Directors as their final draft.

## **OLD BUSINESS**

**NEW BUSINESS**

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

Minutes of the meeting were prepared by:

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Cindi Sargent, CMCA, Community Asset Management, Inc.

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

\_\_\_\_\_  
Kenna Swaim,  
Secretary, Cypresswood Community Association, Inc.