

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

**DATE:** June 22, 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  
Sandee Lewis / Director  
Mike Keimig / Director  
Cindi Sargent, CMCA, Community Manager

**CALL TO ORDER**

The meeting was called to order at 7:08 p.m. Those in attendance are shown on the sign-in sheet, which is attached to these Official Minutes.

**MEETING MINUTES** - The April 27, 2009 Membership Meeting minutes were read by Secretary Swaim, after which the Board approved as presented (Motion – Keimig; 2<sup>nd</sup> – Thorwaldson; unopposed). Secretary Swaim also read the May 19, 2009 Annual Membership Meeting Minutes, after which the Board approved as presented (Motion - Thorwaldson; 2<sup>nd</sup> – Keimig; 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 new marquee has been installed and that when the red light on top of the marquee was on to go to the Association's web site to see the information.

Activities Coordinators – 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 the banners hung on the fence at the east community club house from various sponsors paid for the majority of the expenses for this event. They were only allowed to keep the banners there for up to two weeks. The Board agreed to discuss this method of support in the Executive Session.

**COMMITTEE REPORTS**

Financial – Treasurer David Segers presented the Association's financial statement for the period ending April and May, 2009. Cash assets at the end of the reporting period totaled \$954,330.32, which included \$182,498.76 in Operating Funds and the balance in investments. Year 2009 assessments were 91% collected, and the Recreation fees were 89% collected.

Homeowner Forum – Member, Ms. Montgomery thanked the Board for getting the vacant home mowed next to her.

**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:** June 22, 2009

**TIME:** 7:00 P.M.

**PLACE:** East Clubhouse, Spring, Texas

**ATTENDING:** Russell Wells / President  
Jay Thorwaldson / Vice President  
David Segers / Treasurer  
Kenna Swaim, Secretary  
Sandee Lewis / Director  
Mike Keimig, 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; 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 April 27, 2009 Executive Meeting minutes were read by Secretary Swaim, after which the Board approved as presented (Motion – Thorwaldson; 2<sup>nd</sup> – Keimig; unopposed).

**FINANCIAL REPORT**

General discussion ensued, during which the Board approved the April and May, 2009 financials as presented (Motion – Segers; 2<sup>nd</sup> – Thorwaldson; unopposed). The Board also discussed the new tax laws (Form 990) that apply to all non-profit organizations and agreed that the Board would consider having an audit done of the Association’s business every three years.

**COLLECTION REPORT**

The Board reviewed and agreed to;

- accept the Attorney Status Report dated June 11, 2009 as presented (Motion - Lewis; 2<sup>nd</sup> – Swaim; unopposed),
- the Board also agreed to file suit on account number C0836071 for non compliance and delinquent fees (Motion – Lewis; 2<sup>nd</sup> ; Thorwaldson; unopposed).

## **DEED RESTRICTION REPORT**

The Board reviewed and agreed to;

- accept the June, 2009 Deed Restriction Report as presented,
- approve the June 16, 2009 Attorney Deed Restriction Status Report (Motion – Rendl; 2<sup>nd</sup> – Keimig; unopposed).

## **BUILDING / LANDSCAPING MAINTENANCE**

General discussion ensued, during which Vice President Thorwaldson:

- informed the Board that he will have the lights at the Ella marquee moved to face the brick wall,
- advised the Board that he will check the West community club house for mildew on the brick walls,
- advised the Board that he had the light at the entrance of the East community center replaced,
- addressed questions from Director Keimig about the chemical room doors at the East community center needing repaired, and the West community center needs the parking lot painted, in which Director Keimig agreed to repair and repaint the doors and the Board agreed to address the parking lot painting issue with the 2010 budget,
- addressed the need to have the mulch at the West playground replaced after which a motion was made to purchase the mulch and have the Scouts install it as a Scout project. The amount not to exceed \$2500.00 (Motion – Keimig; 2<sup>nd</sup> – Thorwaldson; unopposed),
- agreed to prepare a list of maintenance items that will need to be added to the 2010 budget.

## **OLD BUSINESS**

Deed Restriction Consolidation Committee - Chairperson Sandee Lewis informed the Board that there were two groups in the committee consisting of about 10 people now. The two groups are currently working on an outline of the deed restrictions. The Board agreed that Shirley Kelley should be reimbursed for any expenses she has incurred for materials. The Committee is moving forward with getting all the issues addressed before they present a final draft to the Board of Directors.

Cypresswood Place C.I.A. – the Board agreed to remove this issue from the Agenda.

Insurance – the Board reviewed and executed the Directors/Officers and the Commercial Insurance Policy, in the form, which is made as an attachment to these Official Minutes (Motion – Keimig; 2<sup>nd</sup>; Segers; unopposed).

Community Access to Facilities – the Board agreed that the general public would be allowed access to any of the Association’s facilities to comply with the tax exemption status, if they pay the annual assessment fee and the annual recreational fee.

**NEW BUSINESS**

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.