

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

DATE: March 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
Sandee Lewis / Director
Mike Keimig / Director
Bradly Rendl / Director
Cindi Sargent, CMCA, Community Manager

CALL TO ORDER

The meeting was called to order at 7:04 p.m. Those in attendance are shown on the sign-in sheet, which is attached to these Official Minutes.

MEETING MINUTES - The February 23, 2009 Membership Meeting minutes were read by Secretary Swaim, after which the Board approved as presented (Motion –Keimig; 2nd – Segers; unopposed).

REPORTS

Sheriff's Department – Deputy Miller discussed various issues including keeping garage doors closed at all times, and not leaving personal items in vehicles. The Board also informed the members that the information concerning security issues on Blue Lake Drive was posted to the web site in February. Homeowners discussed concerns regarding people speeding in the community including the Oxhill and Loring Lane area.

Activities Coordinator – Assistant Activities Coordinator, Tiffany Lopez reminded the members that the Easter Egg Hunt event 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. She reminded the homeowners that they are now issuing pool passes at the East Clubhouse and briefly discussed preparations for the July 4th event. Finally, she reminded the members of the new summer hours for the community center.

COMMITTEE REPORTS

Financial – Treasurer David Segers presented the Association's financial statement for the period ending February 28, 2009. Cash assets at the end of the reporting period totaled \$854,965.75, which included \$337,311.10 in Operating Funds and the balance in investments. Year 2009 assessments were 78% collected, and the Recreation fees were 76% collected.

Homeowner Forum – the Board informed the members that the Annual Meeting for the Cypresswood Community Association will be held on May 19, 2009 at 7:00 at the East Community Center. The Board of Directors incumbents are Mike Keimig and Brad Rendl and Sandee Lewis. The Board also announced the Nomination Committee Chairman as Vice President Jay Thorwaldson. Vice President Jay Thorwaldson will appoint 2 members to the Nomination Committee.

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: March 23, 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
Santee 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 – Thorwaldson; 2nd – Swaim; unopposed).

RECONVENE MEMBERSHIP MEETING

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

MEETING MINUTES - The February 23, 2009 Membership Meeting minutes were read by Secretary Swaim, after which the Board approved as presented with spelling corrections. Finally, the Board reviewed and accepted the corrected 2009 landscape contract which was made as an attachment to these Official Minutes (Motion – Thorwaldson; 2nd – Swaim; unopposed).

FINANCIAL REPORT

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

COLLECTION REPORT

The Board reviewed and agreed to;

- accept the Attorney Status Report dated March 13, 2009 as presented (Motion - Thorwaldson; 2nd – Rendl; unopposed),
- accept the February 2009 Collection Report as presented,
- agreed to remove all grandfathered accounts that had not paid the recreational fees,
- in accordance with the Association’s Collection Policy, the Board authorized Manager Demand Letters to be sent to delinquent owners who owe greater than \$84.50 in principal (Motion – Thorwaldson; 2nd – Rendl; unanimous).

DEED RESTRICTION REPORT

The Board reviewed and agreed to;

- accept the March, 2009 Deed Restriction Report as presented,
- approve the March 16, 2009 Attorney Deed Restriction Status Report (Motion – Lewis; 2nd – Swaim; unopposed).

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, the Board agreed to decline the repair at this time and remove this item from the Agenda,
- 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 obtained a proposal for repairing the lights on Cypresswood Drive from Mid South Commercial and will get comparables and present them at the next meeting,
- presented a proposal from Mid South Commercial for installing a Marquee at the East Community Center with a strobe light for security notification. The Board reviewed the proposal and agreed to accept the proposal, agreeing not to exceed \$2400.00 (Keimig; 2nd – Swaim; unopposed).

OLD BUSINESS

Deed Restriction Consolidation Committee - tabled, waiting for more volunteers.

Pearl Fincher Museum of Fine Art – the Board reviewed the documents tendered by Cypress Creek Museum of Fine Arts and agreed that the \$1500.00 donation that was made July 13, 2004 was not something that the current Board of Directors would have made and did not want the Association’s name on a plaque on the permanent donor wall.

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

Kraftsman’s Proposal – tabled.

Annual Meeting – the Board discussed the Annual Membership Meeting and agreed to place this information on the Marquee on March 24th, stating the deadline to add nominations to the proxy would be April 30, 2009. The Board also agreed to have the names of the nominees to Community Asset Management by May 1, 2009 and to have the proxies mailed out no later the May 8, 2009.

NEW BUSINESS

Solicitation – the Board reviewed various flyers and solicitation material that was being distributed in the community and agreed to send a letter to the owner of one of the businesses and agreed to continue to contact the Sheriff’s Department for anyone soliciting in the community.

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

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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.