

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

**DATE:** March 22, 2010

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

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

**ATTENDING:**

Russell Wells, President  
Jay Thorwaldson / Vice President  
Mike Keimig / Secretary  
Walt Guillote, Director  
Brad Rendl, Director  
Jason Travis, Director  
Cindi Sargent, CMCA, Community Manager

**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 - Director Keimig read the February 22, 2010 meeting minutes after which a motion was made to approve as read with spelling correction (Motion – Guillote; 2<sup>nd</sup> – Rendl; unopposed).

REPORTS

Sheriff's Department – Deputy Larry Jenkins was not available for a report.

Activities Coordinators – Activities Coordinator Kim Sorensen discussed the upcoming holiday activities and asked for volunteers.

Financial – Vice President Thorwaldson presented the Association's financial statement for the period ending February 28, 2010. Cash assets at the end of the reporting period totaled \$906,961.12, which included \$332,729.89 in Operating Funds and the balance in investments. Year 2010 assessments were 75% collected, and the Recreation fees were 73% collected.

Homeowner Forum – The Board fielded questions concerning the annual statements and was asked to add the mailing address and pay to the order of on the 2011 statements. The Manager agreed to discuss this with the President of Community Asset Management.

Nominating Committee – Chairperson Walt Guillote informed the Board that the committee was working on the nominations and would present them as scheduled.

**ADJOURN**

There being no further business to come before the membership, the meeting was adjourned to the Executive Session (Motion – Keimig; 2<sup>nd</sup> Rendl; unopposed).

Minutes of the meeting were prepared by:

\_\_\_\_\_  
Cindi Sargent, CMCA<sup>®</sup>, Community Asset Management, Inc.

And approved at the meeting of \_\_\_\_\_, 2010 as attested by:

\_\_\_\_\_  
Russell Wells,  
President, Cypresswood Community Association, Inc.

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

**DATE:** March 22, 2010

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

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

**ATTENDING:** Russell Wells / President  
Jay Thorwaldson / Vice President  
Mike Keimig / Secretary  
Walt Guillote, Director  
Brad Rendl, Director  
Jason Travis, Director  
Cindi Sargent, CMCA, Community Asset Management

**EXECUTIVE SESSION CALL TO ORDER**

Motion was made to adjourn the Membership Meeting to Executive Session (Motion – Keimig; 2<sup>nd</sup> – Rendl; unopposed).

**RECONVENE MEMBERSHIP MEETING**

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

**MEETING MINUTES** - The February 22, 2010 Executive Meeting minutes were read by Director Keimig, after which the Board approved as presented (Motion – Thorwaldson; 2<sup>nd</sup> – Rendl; unopposed).

**FINANCIAL REPORT**

General discussion ensued, during which the Board approved the February 28, 2010 financials as presented (Motion – Keimig; 2<sup>nd</sup> – Guillote; unopposed).

**COLLECTION REPORT**

The Board reviewed and agreed to;

- accept the Attorney Status Report dated March 15, 2010 as presented (Motion - Rendl ; 2<sup>nd</sup> – Guillote; unopposed);
- remove all grandfathered accounts that have not paid the 2010 assessment fees after verification that the statements were sent to them.

## **DEED RESTRICTION REPORT**

The Board reviewed and agreed to;

- approve the March 17, 2010 Attorney Deed Restriction Status Report (Motion – Thorwaldson; 2<sup>nd</sup> – Keimig; unopposed).

## **COMMITTEE REPORTS**

Building / Landscape Maintenance - Vice President Thorwaldson discussed a proposal that was tendered by the Klein Collins Program for a fund raiser, after which the Board agreed to solicit them for the number of flags and total cost for this program.

Deed Restriction Consolidation Committee – Chairperson Rendl informed the Board of various changes and questions that needed to be answered, after which he agreed to tender this information to the Association’s attorney for the final draft.

## **OLD BUSINESS**

Pest Control Contract – general discussion ensued, during which President Wells executed the renewal.

2010 Nominating Committee – Chairperson Guillote informed the Board that the committee was working on the nominations and would present them as scheduled.

Playground Equipment – the Board reviewed the proposal tendered by Kraftsmans. Director Keimig agreed to obtain additional bids and will present them at the next meeting.

West Club House Renovations – general discussion ensued during which Director Guillote stated he was still trying to make contact with the other architect.

## **NEW BUSINESS**

Tennis Courts – Vice President Thorwaldson presented information concerning re-surfacing the tennis courts. He suggested that the courts be re-surfaced every 3 to 5 years. He also stated that they have not been re-surfaced in over 10 years. The Board suggested that he solicit proposals for the 2011 budget or if money was available at the end of 2010 then they would consider having this done.

Club House Rental – general discussion ensued during which the Board agreed that anyone wanting to rent the community center would be required to pay the current annual fees.

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 \_\_\_\_\_, 2010 as attested by:

\_\_\_\_\_  
Russell Wells,  
President, Cypresswood Community Association, Inc.