

Cypress Creek HOA
Board of Director's Meeting
Thursday, March 3, 2005
Universal Unitarian Church

Minutes
Approved

CALL TO ORDER: 7:02 p.m.

ROLL CALL: Christine Gamache, Terri Brisse, Bobbie Fuller, Mike Dion, Rodney Schwalbach, Marilyn Stanford. Alliance President Greg Boling in attendance.

Minutes from February 3, 2005, Board meeting approved.

TREASURER'S REPORT: Cash-on-hand (minus prepaid dues): \$34,111. Bad Debt Expense: \$1,081.34. 34 accounts owe more than \$100. This a result of people not paying the Special Assessment payment on time.
Charlie Horn interrupted the meeting and then left the meeting.

NEW BUSINESS:

1. A. Official Notice of April Annual meeting will be sent out Monday after approval from Connie. Will also be posted on web when approved.
 - B. A flyer explaining the meeting will be sent, along with proxy forms, with the Official Notice in the next quarterly billing. Board must run the amendment issue through Connie first.
 - C. A police officer will address the meeting about neighborhood safety.
2. Audit update: CPA is currently gathering information from Alliance archives.
3. 5 open seats on Board for April meeting. Mike, Marilyn, and Bobbie planning to run again. Candidates from neighborhood may submit a short bio to Alliance and place their name on the ballot by March 21st. Nominations will also be taken from the floor.

COMMITTEE REPORTS:

- A. Bylaws & CCR's – Terri: Nothing to report.
- B. Welcoming: Nothing to report.
- C. Landscape: Nothing to report.
- D. Neighborhood Watch: Marilyn wrote a letter to TxDOT for the Step Grant. This grant will help the police department with various things they need.
- E. City Relations: Marilyn, Terri, and Bobbie attended the Parks department meeting in relation to the lot adjacent to the strip center on the corner of Cypress Creek and El Salido (Yaghi's Pizza center). They requested that the lot remain undeveloped and, should the lot go up for sale, that the CCHOA be notified. Should the land become available, the CCHOA would like to present to the members of the Association the possibility of buying the lot (approximately \$6000) prior to trying to sell to a developer who might build an office building or strip center. The Parks Association agreed to present to

City Council that they agreed the land should remain undeveloped. The Parks people also mentioned putting in a path and some benches. They also mentioned that they would maintain the lot. Bobbie spoke with Sam Roberts at a City Council meeting, who said that curbs and gutters were going to be installed sometime in the spring. Mr. Roberts also said the presentations by Geoff Meiteen, Marty Cormier, Nathan Slippen and Rodney Schwalbach were credited for the renewed interest in the El Salido project. Curt Ayedelotte to contact Sam Roberts about what type of curbs and gutters the City will be installing.

F. Communication: Website getting approximately 6000 hits per month.

G. Architectural Control: One request that was approved.

BOARD MEMBER OPEN FORUM

Rodney distributed a paper with a proposed Standing Rule on Board policy. Policy reads as follows:

“Section 7.2 of the CCHOA By-laws requires that the Board keep “a complete record of all its action and corporate affairs and present a statement thereof to members at the annual meeting of the members, or any special meeting, when such statement is requested in writing by members who are entitled to cast 51% of all outstanding votes.” This means, records of the votes of the Board, records of the Board minutes, and items of that nature. A Board “act” and the Association’s “corporate affairs,” do not include various informal e-mails between board members or board members and the Association’s attorney, etc. Therefore, those documents are not maintained as “records” of the Association.

Article 10 of the By-Laws says that “the books, records and papers of the Association shall at all times during reasonable business hours be subject to inspection by any member.” However, it does not require the Board keep a record of every scrap of paper or every email or a log of every phone call between Board members or anyone else. The only duty Alliance, as agent of the CCHOA, has as far as record retention is to keep a complete record of all Board “acts and corporate affairs.” Also, no communication between the Board and its Attorneys’ will be produced. Those communications are privileged attorney-client communications and not subject to disclosure.”

MOTION to accept the Board Policy on record retention and production as a Standing Rule. Motion made by Marilyn. 2nd by Mike. Motion carried.

Introduction of Alliance President, Greg Boling. Greg addressed the Board on the following:

1. He plans to address the billing issues CCHOA is having.
2. Due to numerous records requests and the time spent by his staff pulling records, Alliance is working on a new fee schedule in order to recoup their expenses. The expense will be passed on to the requestor, unless the requestor is requesting their personal records.

3. Alliance reserves the right to “clean out” emails unless otherwise indicated in the email by the sender.

VISITOR OPEN FORUM

A. Matt Brisse: Would like to add community information (PTA meetings, lost pets, etc.) to the web as they arise through the communications committee. He would also like to know when to remove police updates from the website to avoid legal issues. Marilyn to check with Sgt. Brown.

B. Mr. John Jennings suggested that, when publishing an article in the newsletter, the author’s name also be published. Board agreed this was a great idea.

C. Curt Ayedelotte expressed interest in running for a Board seat if his schedule permits.

Meeting adjourned at 7: 50 p.m.