

Approved 2/6/03

**Regular Board Meeting
Cypress Creek Homeowners Association
December January 9th, 2003
Cypress Elementary**

- I. **CALL TO ORDER:** President Nathan Slippen called the meeting to order at 7:08 P.M.

- II. **ROLL CALL:** Nathan Slippen, Rodney Schwalbach, Kirstie Ciesielski, and Geoff Meiteen were in attendance. Guests were: Vicki Parrish, Jeff Forster, Terri Brisse, and Angela Lee.

- III. **READING AND APPROVAL OF MINUTES:** The Board approved the Minutes from the September meeting and the December meeting.

- IV. **SCHEDULING OF BOARD AND GENERAL MEMBERSHIP MEETINGS:** The Board decided to schedule the General Membership meeting March 6th which would normally be a regular scheduled Board Meeting date. This would allow Lu Fonteno (Alliance Association Management) to be at the meeting since Lu attends the regular scheduled Board Meetings each month. Kirstie will make sure we have a place to meet and will confirm that Lu will be in attendance. Notice to general members will need to go out at least 15 days before the meeting. The Board would also like to include an agenda and voting proxy with the notice. The Board will also meet on February 6th (regular scheduled Board meeting) and February 27th (special meeting before General Membership meeting).

- V. **FEEDBACK FROM DUES INCREASE IN 2003:** Members of the Board have not heard any complaints related to the dues increase in 2003. Kirstie is to follow up with Lu to see how many people have paid and if Alliance has received any complaints.

- VI. **MANAGEMENT COMPANY:** Twelve packages were distributed to Association Management companies requesting them to bid for our management fee services. Only one was returned from Alliance Association Management. Alliance sent a contract detailing the services that would be provided which included the current services and reduced the management fee to \$500 per month. The Board needs to discuss the services with Alliance. There are some included that are not needed by the Association which could possibly reduce the fee further. The Board would also like to have better documentation of postage and office supply expense and will ask that a better breakout be provided each month.

- VII. **ELECTION OF NEW BOARD MEMBERS:** Geoff briefly discussed the time commitment required of a Board member as well as the issues faced by the Board

and neighborhood that the new Board will be dealing with. We will have four positions up for election. Rodney Schwalbach would like to stay on the Board so he will run for re-election. Jeff Forster, Vicki Parrish, Terri Brisse, and Angela Lee are interested in becoming Board Members. The Board would like to determine who is interested and provide a list of members that the Board would like the general membership to elect into office.

- VIII. FENCE COMMITTEE:** The fence committee would like to present different options for replacing the fence at the general meeting. The committee hopes to have three samples of fence with associated costs to present for a vote. We will be able to vote on the type of fence the neighborhood is willing to pay for. Once the Board has this information, we can move forward and determine how much financing we will need to secure. We may not begin building a new fence in 2003, but hopefully by the 2004 General Membership meeting, we will be ready to build the new fence.
- IX. CAPITAL BUDGET:** The new Board will need to form a committee to determine how to spend the \$7,200 we have budgeted for capital expense. The goal is to make improvements to the neighborhood that are visible to everyone and improve the property values of our home. So much of the dues collected currently go to cover our basic expenses, we will now have a budget to do a little more than just sustain our basic operations.
- X. TRAFFIC/CITY ISSUE:** Geoff has been acting as the liaison with the city regarding El Salido and getting curbs and gutters, marking the street, controlling excessive speeds, etc... This will be a high priority for the Board in 2003. The neighborhood will need to continue to put pressure on the city to make sure El Salido is included in the next Bond package.
- XI. COMMITTEE DEVELOPMENT:** Another high priority for the Board in 2003 will be trying to increase the committee involvement. The Association has had a hard time getting people to sign up for committees and keeping the committees active.
- XII. COMMUNICATION IMPROVEMENTS:** Another high priority for the Board in 2003 will be improving communications between the Board and the neighborhood. The Board has been trying to build an E-mail list of as many general members as possible. We still don't have a very good list. Angela Lee and Terri Brisse volunteered to call everyone in the neighborhood to get E-mail addresses.
- XIII. RANDEL FAMILY:** The Board discussed what the neighborhood could do to help the Randel family. Their three year old daughter has been diagnosed with Leukemia. The Board will contact Alliance to make sure the Randels are not billed for association dues, a neighborhood garage sale is being organized by Lisa Sananikone and we will be asking people to donate proceeds to the Randel family

(Kirstie is to work with Lisa to get a sign advertising the garage sale-this sign will be paid for by the Association and will be a sign that can be reused each year for a garage sale), and the Board would like to distribute a flyer to all homes in the neighborhood with the family's website and information about helping the family (blood donor, meals, etc...) Geoff will put together the flyer. Kirstie will follow up with Piper Williamson who is currently organizing the neighbors to help the Randels to get information for the flyer and to make sure the Randels are okay with this information being distributed.

- XIV. CHANGE IN DUES:** A special vote was held via phone in December to change the annual dues from \$240 to \$216. After E-mail discussion regarding the financials, it was determined that we could go to \$216 and still have a realistic budget that would include the \$7,200 for capital improvements. The vote to set dues at \$216 passed four to one. Mary Mealy did not agree with the amount of the annual dues.
- XV. MEETING ADJOURNED:** Nathan Slippenn adjourned the meeting at 9:20 P.M.