

Cypress Creek Home Owners Association

Minutes from February 2009 Board of Directors Meeting

Clark Hughes
April 13th 2009

Call to Order

A special meeting of the Cypress Creek Home Owners Association (CCHOA) Board of Directors was called to order by Todd Lind, Board President, at 7:08 p.m. on February 26th 2009.

Attendance

The following individuals were present at the meeting.

- Todd Lind, CCHOA Board member and President
- Glenn Van Sickle, CCHOA Board member and Vice President
- Clark Hughes, CCHOA Board member and Secretary
- Leslie Swearingin, CCHOA Board member
- Charl Meyers, CCHOA Board member
- Michael McLennan, CCHOA Board member and Treasurer
- Christine Gamache, Alliance Association Management
- Kelli Hughes, CCHOA member and spokeswoman for Neighborhood Beautification Committee
- Approximately 20 HOA members

Todd Lind reviewed the agenda for the meeting.

January Minutes Approval

The January 2009 meeting minutes were reviewed and approved with unanimous consent.

Old Business, Neighborhood Entrances Improvements

Clark Hughes reviewed the process by which the HOA has sought to achieve the landscaping improvements to the neighborhood entrances, summarizing the process per the April 2008 Board of Directors meeting:

- The HOA approved the expenditure, up to \$15k, for the landscaping improvements at the 2008 annual meeting.
- The Board created a committee for the purpose of soliciting and coordinating proposals from multiple landscaping contractors. The scope was to include replacement of the stone monuments at the two entrances, as well as landscaping and lighting. Jennifer Pope agreed to serve as Chairwoman of the committee.
- The committee was to down-select two qualified proposals for presentation to the Board. The Board President could at that time choose to call a special meeting of the Board to consider selecting and funding one of them.
- Upon calling the special meeting of the Board, the candidate proposals would be distributed to the HOA in hard-copy and/or electronically, and a special mailing would notify all HOA members of the meeting.

Jennifer Pope and Kelli Hughes shared the effort in obtaining three proposals for the renovations and selected two for the Board's consideration. Todd Lind subsequently called the special meeting.

Proposal Solicitation

Kelli Hughes reviewed the process by which the bids were obtained - that she and Jennifer contacted and

met with several landscaping company representatives and met with them (individually) on site and outlined the scope of the work.

Backyard Resorts

Kelli introduced Gary Labro of Backyard Resorts to present his proposal to the Board. Copies of his proposal were distributed among the board members and circulated among the HOA members in attendance.

Gary explained the term 'dry stack' which, in the context of monument construction, means blocks of stone which are permanently installed (i.e., mortared) onto the underlying structure, but in a fashion such that mortar between blocks is not visible, yielding a 'dry' look.

This proposal is for three monuments: two at the Wilson Way entrance (replacing the single monument in the median with one each to the north and south sides of the street) and one at the El Salido entrance. The existing 'Cypress Creek' lettering would be reused.

Gary discussed how he anticipated he would be able to reuse the lettering; he would clean them with CLR cleaner or sand and paint with UV rated enamel.

Gary also introduced his company. It is an 11-man operation, he does no advertising, the company is referral-based, and he mentioned positive referrals through Angie's List (angieslist.com). His company specializes in high end swimming pool finishing.

Gary addressed the footings for the new monuments, indicating these would be substantial per the written proposal.

The proposal includes up-lighting for all three monuments; new lighting for the Wilson Way monuments and repairs to the existing lighting at the El Salido monument. Todd pointed out that the current lighting hardware (at the El Salido entrance) is unusable. Gary indicated that approximately \$200 would be required to purchase new hardware.

The proposal includes a crushed granite path in the area immediately north of the El Salido entrance, connecting El Salido to Cypress Creek High School property (an often-muddy foot path already exists here). Gary indicated the path would be lined with 6" limestone block edging, sunk slightly into the ground to deter vandalism. The stone would match the border around the landscaping at the El Salido entrance as well as the stone monument.

The stones composing the monuments would range in size from 4 to 8 inches. Gary recommends chocolate and buffed peach colors, not the white limestone used in the current monuments. The monuments

would be rebar-reinforced with the dry-stack facing and a top cap projecting 1-2 inches beyond the sides.

The proposal calls for Texas native or Texas adaptive plants. He can incorporate some color and evergreens to provide some color through the winter.

In response to a question from the Board regarding how he would provide power for the lighting at the monument on the south side of Wilson Way, Gary indicated he would cut through the pavement surface as necessary to bring power from the north side to that site. He will have the City mark utilities, and he will obtain permits if necessary. The cost is incorporated in the proposal.

Todd Lind opened the floor to all in attendance for further questions.

Gary clarified that yes, the existing Jasmine bed at the El Salido entrance is to remain in place.

The recent vandalism to the old monument at El Salido was discussed, and Gary clarified that the new monuments are to be solid, not hollow, and would stand up much better to such abuse.

An HOA member asked if a border would be installed to define the beds on the north and south sides of Wilson Way. Gary responded no, that the sidewalk serves as a sufficient border.

An HOA member sought clarification on whether he could perform the demolition and construction of the El Salido monument given the fact that the electrical meter is installed onto the back of it. Gary indicated this would not be a problem, and he would call the electrical company if there were any concerns regarding hazards.

An HOA member commented on the design choice to install two monuments at Wilson Way rather than the single monument in the median and her preference for the single monument.

There was a question about the landscaping at Wilson Way. Gary clarified that the landscaping depicted in the sketch is indeed mirrored on the opposite side. His proposal includes removing the existing Mountain Laurels. Yes, it might be possible to salvage those if anyone is interested in replanting them.

An HOA member asked about the choice of stone color - that the proposed monuments would not match the existing fence columns along El Salido. Gary confirmed this but reiterated that he could utilize different stone if that is the Board's preference.

An HOA member expressed concerns that the plants to be installed in front of the monuments could grow too tall and cover the lettering. A further concern was expressed that the proposed 8 foot monuments would be excessively tall. Gary indicated he could reduce the heights to 6 feet and reconsider the plant selections so as not to cover the lettering.

Gary also mentioned a web site including photographs of his work: starwoodpools.com.

Eco Systems

Kelli introduced James Dear of Eco Systems. James distributed copies of his proposal as well as a large format drawing.

James first discussed the proposed monuments. His proposal maintains the single monument at Wilson Way, though it and the El Salido monument are to be enlarged slightly. The footings will be enhanced as necessary. The monuments will utilize white limestone columns to match the columns in the fence along El Salido.

James's proposal includes two options regarding lettering on the new monument. One is to reuse existing lettering, and the other incorporates new lettering, for a marginally higher cost. A third option is to use limestone monuments with sandblasted lettering, but this option exceeds the \$15k limit on the project. The proposed signage would incorporate a design element such as a creek or a tree.

James discussed the plant selections for each entrance. His proposal preserves the existing Mountain Laurels at Wilson Way. He discussed other varieties to go in: knockout rose, bamboo muley, white trailing lantana, and boulders. These varieties are semi-evergreen and would provide color for much of the year. The proposal specifies grasses in the Wilson Way median in a bed of river rocks.

The El Salido jasmine bed would be bordered with chop limestone. The prep work for the crushed gravel trail will include grading to avoid wash-out onto the sidewalk at El Salido.

The proposal specifies that repairs to the existing irrigation systems will be billed separately, and James reiterated that he cannot know in advance what work may be necessary and that licensed irrigators will ensure proper function of all systems.

Due to the absence of power at the Wilson Way median, James's proposal incorporates solar-powered lighting. James explained that the proposed lighting is higher quality than that sold at Home Depot and that he is open to alternative solutions.

The columns to be integrated into the monument design are to be solid stack and capped with limestone. He will pay careful attention to plant selection (height) in front of the monuments.

James also mentioned the fact that Eco Systems has provided CCHOA with a proposal to assume responsibility for the neighborhood's landscape maintenance and the 'pride of ownership' benefit in having

the same company install and maintain the landscaping.

In response to a question about the size of the monuments, he clarified that the monuments are to be equal or slightly taller than the existing ones.

Regarding alternatives to the solar lighting, James indicated they could - at no additional cost - utilize AC-powered lighting instead, but installation of power to the median would be outside the scope of his proposal.

There was a side discussion prompted by a comment from an HOA member. The decision to install the trail was made by the Board in April, after the 2008 annual meeting when the HOA approved the \$15k budget for the entrance improvements. The HOA member noted that the trail could thus be funded separately, allowing the \$15k to go further toward the rest of the improvements. Point noted but no action taken.

There was also a discussion about trees in the area of the trail. There is one tree in the middle of the existing footpath (which is to be the route of the trail). An HOA member asked if a permit would be required to remove the tree. The consensus was that leaving the tree in place (rendering it in the middle of the crushed granite trail) would both be aesthetically ideal and avoids the concern regarding the permit.

Additional questions and comments from HOA members were then invited.

An HOA member asked about the HOA's cash position. Michael McLennan explained the HOA holds over \$30k in CDs plus about \$10k in cash.

An HOA member expressed the opinion that 8 foot monuments were too high.

It was noted that there is a conduit run across El Salido near Wilson Way, should the HOA ever want to improve the area on the west side of El Salido.

It was noted that Gary's proposal includes tax and that James's does not. James indicated Eco Systems could probably adjust the cost to effectively absorb the tax.

An HOA member expressed satisfaction that the process is moving forward and expressed preference for the two monuments at Wilson Way.

An HOA member expressed satisfaction with both proposals.

An HOA member noted the fact that Gary is a Cypress Creek resident and HOA member and has a personal stake in achieving a quality result.

An HOA member expressed her concern that the contractor ensure complementary color matching between the new monuments and the El Salido fence columns.

An HOA member also made a positive comment regarding the newsletter and suggested the HOA consider alternative (electronic) distribution.

Break

Todd Lind adjourned the meeting for 5 minutes and advised HOA members that the Board would prefer to deliberate in private.

Deliberation

Todd Lind called the meeting back to order at 8:29 p.m.

Todd suggested we review the maintenance proposal submitted by Eco Systems prior to making any decision regarding the improvements. The proposal from Eco Systems is for a lower cost than the current contract but covers additional scope, including lawn maintenance along the length of El Salido. Board members sought clarification on the scope to be sure there was no confusion on the subject. Christine explained she had provided Eco Systems with a diagram showing all HOA-owned property, and this includes the land along El Salido, the land along Cypress Creek Road, and the drainage right-of-way off Sharon Drive between Eleanor Way and Sharon Place. Christine took an action to send this map to the Board members. The scope is to be attached to the maintenance contract. The HOA is currently on a month-to-month contract for landscaping maintenance.

A motion was put forward to give the current landscaping company a 30-day notice of cancellation of services and to accept the maintenance proposal from Eco Systems, with the scope attached. The motion was seconded and approved with unanimous consent.

Action Christine to send map showing scope to board members. Christine to move forward with cancellation and effecting new contract with ECO Systems.

Todd Lind put forward a motion that, whichever landscaping improvement proposal would be selected, final acceptance (and release of funds) would require approval from himself (Board President), Mike McLennan (Board Secretary), and Kelli Hughes (Acting Chairwoman for landscaping improvements). The motion was seconded and approved with unanimous consent.

There was an open discussion of the respective merits of the two proposals. The general consensus was that both proposals were excellent, but the Eco Systems proposal had an edge in terms of the degree

of integration with existing assets including the fence columns and existing landscaping. There was also a preference for the single monument at Wilson Way rather than the two.

Todd Lind put forward a motion that the HOA seek bids for the installation of power in the Wilson Way median, and move forward with that, with a \$2k limit on total cost. The motion was seconded and approved with unanimous consent.

Action Todd and Christine to solicit bids for installation of power to Wilson Way median.

Todd Lind moved that the Board accept the Eco Systems proposal, per the following details:

- Lettering option #2 (new lettering)
- Project cost ceiling of \$15k, meaning they adjust pricing (to effectively absorb taxes) accordingly
- The crushed granite trail is to be edged with steel edging; the jasmine bed at El Salido to be edged in limestone
- Kelli is to advise and steer the process
- The HOA will provide power to the Wilson Way median to support the up-lighting of the monuments

The motion was seconded and approved with unanimous consent.

Board members expressed interest in seeing the process move forward quickly.

Action Kelli Hughes to coordinate with Eco Systems to effect improvements as quickly as practical.

New Business

HOA Annual Meeting

The 2008 HOA general meeting minutes from the Board Secretary at the time are only available in a draft hard-copy format.

Action Clark Hughes to locate and distribute draft minutes as distributed after the 2008 meeting.

The board discussed methods by which attendance can be maximized and quorum met. The board agreed that the April billing statements should include a notice of the HOA meeting, that it should be mentioned in the HOA quarterly newsletter, and that a reminder mailing should be sent one week in advance of the meeting.

Action Christine Gamache to include annual meeting notice in April billing statements.

Action Kelli Hughes to include reminder of annual meeting in the March HOA newsletter.

Action Christine Gamache to distribute reminder mailing one week prior to annual meeting.

The board members discusses the number of open board positions to be filled at the annual meeting. Charl Meyers's appointment will expire at the time of the meeting, and Curt Aydelotte's term will also expire. Charl will presumably volunteer to serve again; Curt's intentions are not known. The board's best estimate is there will be one uncontested position available to be filled at the annual meeting.

Finally, the board discussed the details of paying for the landscaping improvements. Christine will assume responsibility for cashing the CDs as necessary to meet these obligations.

Adjournment

The special meeting of CCHOA Board of Directors was adjourned by Todd Lind at 9:04 p.m.