

Cypress Creek Home Owners Association

Minutes from March 2008 Board of Directors Meeting

Clark Hughes, CCHOA Board Member
April 8th 2008

Call to Order

A meeting of the Cypress Creek Home Owners Association (CCHOA) Board of Directors was called to order by Todd Lind, Board Vice President, at 7:42 p.m. on March 20th 2008.

Attendance

The following individuals were present at the meeting.

- Todd Lind, CCHOA Board member and Vice President
- Michael Dion, CCHOA Board member and Treasurer
- Clark Hughes, CCHOA Board member
- Christine Gamache, Alliance Association Management
- Jennifer Pope, CCHOA member

Discussion of Upcoming Annual Meeting

The consensus of all present was that it is important that the annual meeting be well advertised. A suggestion was put forward that signs be placed at/near neighborhood entry points and/or community mailboxes approximately one day in advance of the annual meeting notifying homeowners of the time, date, and location of the meeting. Clark Hughes volunteered to execute that plan. Michael Dion put forward a motion that funds not to exceed \$100 be allocated to the effort. Todd Lind seconded the motion and called for a vote. The Board voted unanimously in favor of the appropriation.

Action Clark Hughes will procure signage materials using personal funds and will submit receipt(s) to Christine Gamache for reimbursement.

Financial Report

Treasurer Michael Dion provided a reporting of January and February financial statements.

At the end of January, CCHOA balances showed \$44,870 in cash and \$1792 in prepaid dues, yielding a balance of \$43,078 net cash on hand.

Michael expressed some concern with the apparent sudden rise in delinquent accounts (approximately twelve compared to one earlier in the year). Most delinquent account balances are at \$15, equal to the amount of the late fee for quarterly dues. Christine Gamache expressed confidence that the accounts would be reconciled in the near future; the Board will monitor the situation.

At the end of February, CCHOA balances showed \$43,821 in cash and \$1934 in prepaid dues, yielding a balance of \$41,887 net cash on hand.

Michael asked Christine for clarification of the disposition/loss of \$35.xx which was not readily reconciled in the accounting statements.

Action Christine Gamache will follow up with Michael to clarify the disposition of the funds in question.

Michael also asked about a \$200 charge for professional services associated with IRS form 1099 preparation. Christine explained that this is a flat fee every year for preparation of all vendors' (e.g., landscaping, others?) 1099 forms, and the CCHOA annual budget includes a line item for this cost.

No other unusual activity, questions, or concerns were expressed concerning the financial reports.

Landscaping Discussions

Jennifer Pope expressed willingness to become active on behalf of the HOA in helping to enhance and maintain the landscaping in the HOA common areas. Clark Hughes put forward a motion that the Board establish the Neighborhood Common Area Beautification Committee with Jennifer Pope as its chairwoman. Todd Lind seconded the motion. The motion passed with a unanimous vote. The Board members discussed prior work toward the development of landscaping improvement concepts. The committee's charter is two-fold:

1. Coordinate the effort to improve the neighborhood's entry points and landscaping. The Board anticipates allocating \$10k - \$12k for these improvements.
2. Coordinate the recurring maintenance of common area land. This effort involves coordination of both private landscaping services (for land owned by the HOA) and services provided by the City of Cedar Park (for maintenance of land along El Salido Parkway and other land not owned by the HOA).

Action Christine Gamache will attempt to contact Marty (?), previous CCHOA Board member, and put him in contact with Jennifer so that any previously developed materials may be provided to her.

Action Christine Gamache will provide Jennifer a copy of the current contract for the HOA's landscaping services.

Concerns Regarding Construction Debris

Clark Hughes noted the presence of a substantial pile of rubble, containing primarily debris from the demolition of a privacy fence, located on city property bordering Cypress Creek. The specific location is immediately north of the homes on the Sandra Drive cul-de-sac. Clark shared photographs of the rubble.

Action Michael Dion volunteered to inspect the area and coordinate with Christine Gamache to contact property owners and/or the City of Cedar Park as appropriate to have the rubble removed.

Old Business

El Salido Improvements

Christine has not received satisfactory response from the City of Cedar Park (P.O.C. Emily Truman), regarding the Board's expressed concerns following the El Salido Parkway improvements. Specifically,

- Hydromulch stains on HOA fencing at various locations along El Salido. The most egregious of these is on the fence on the west side of El Salido where the street bends, just south of the intersection of Wilson Way.
- Apparently the stop signs at streets intersecting El Salido were supposed to be offset a short distance from El Salido (i.e., 2-3 feet) as part of the street and sidewalk improvements. This has not been completed; wooden stakes mark the apparent intended location of the signs, but the signs have not yet been moved.

Action Clark Hughes will share a photograph of a stop sign and stake with Christine Gamache, who will continue to coordinate with the City to resolve these issues.

Erosion in Drainage Channel

No further action was taken on the subject of erosion in the drainage channel between Sharon Place and Elanor Way.

Covenants Compliance Inspection

The Board members again discussed with Christine Gamache the Covenants Compliance Inspection (CCI) product offered by Alliance Association Management. At issue is whether the HOA Board shall mandate that a CCI be conducted (at an incremental cost to the seller of approximately \$105) at the time of a home sale. The prevailing view of the Board is that the CCI is a valuable product, and home sellers should be made aware of the product, but the HOA Board should not take action to impose this additional cost burden on future home sellers (our current neighbors). Michael Dion put forward a motion that the Board not mandate the CCI at the time of home resale transactions. Clark Hughes seconded the motion, which was put to a vote and passed with unanimous consent.

Action Michael Dion will consider how best to make home owners aware of the CCI product offering (e.g., newsletter, web page, and/or mailing) and will forward suggestions to the Board.

New Business

The Board members discussed other means of promoting attendance at the upcoming annual meeting (cf. earlier discussion). The prevailing view of the Board is that a mailing, delivered to homeowners seven to ten days in advance of the meeting, would help promote attendance. Christine Gamache estimated the cost of a special mailing (materials and postage) at less than \$100. Michael Dion put forward a motion that Alliance prepare and mail a second annual meeting notice to arrive one week prior to the annual meeting. Clark Hughes seconded the motion, which was put to a vote and passed with unanimous consent.

Action Christine Gamache will prepare and mail a second annual meeting notice to arrive one week prior to the annual meeting. The notice will again include a proxy form.

Adjournment

The meeting of CCHOA Board of Directors was adjourned by Todd Lind, Board Vice President, at 9:05 p.m.