

DRAFT
Cypress Creek Home Owners Association
Minutes from October 2008 Board of Directors Meeting

Clark Hughes
December 3rd 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 President, at 7:11 p.m. on October 16th 2008.

Attendance

The following individuals were present at the meeting.

- Todd Lind, CCHOA Board member and President
- Leslie Swearingin, CCHOA Board member
- Michael McLennan, CCHOA Board member and Treasurer
- Clark Hughes, CCHOA Board member and Secretary
- Christine Gamache, Alliance Association Management
- Dan Beaman, CCHOA member and Architectural Committee chairman

July Minutes Approval

The July meeting minutes were reviewed and approved with unanimous consent.

Financial Report

Michael McLennan provided a summary of the financial standing of the HOA in hard-copy to the Board members and reviewed key elements of that. The financial summary reflects status as of August 30th.

- Total Assets = \$113,335

- Operating Cash = \$8,520
- Cash Reserves = \$3,425
- Total Cash on Hand (COH) = \$11,945
- Prepaid Dues (PPD) = \$1,816
- Total Liabilities (including prepaid dues) = \$1,816
- COH minus PPD = \$10,130
- Other Liquid Assets (CD's) = \$30,634

There are three households with significant account balances (>\$100). One, of over \$500, has been a long-standing issue. Two others have recently reached the \$100 level; Christine did not have access to the account histories during the meeting.

Old Business

Damaged/Missing Fence Cap Along El Salido

The installer has repaired the broken piece of fencing.

Eleanor Way Home Violations

Board members noted that the numerous covenants, conditions, and restrictions (CCR) violations at the subject property seem to have been resolved.

Landscaping Improvements

Jennifer Pope did not attend the meeting, so there was no report on progress in securing proposals for the planned landscaping improvements to the neighborhood entrances. Clark took an action to contact Jennifer. In the mean time, Todd has been working with the landscaping maintenance company and took

an action to continue working with them to keep the neighborhood entrances presentable.

Action Clark Hughes to get in contact with Jennifer to push for progress on this issue.

Action Todd Lind to continue working with Premier to keep the entrances presentable.

Anderson Mill West Pool

Representatives of the Anderson Mill West HOA are exploring the possibility of building a neighborhood pool, location to be determined. Some CCHOA members have raised the possibility that CCHOA could “buy into” the pool project to secure usage rights for CCHOA members. After brief discussion at the July board meeting, Clark Hughes spoke with a point of contact in Anderson Mill West, Marvin Cole, to obtain some additional information, and Clark relayed that information to the board. In short, the fact that Cypress Creek property owners already pay City of Cedar Park taxes and thus have access to city pools, no members of the board expressed interest in further pursuing this idea.

New Business

Satellite Dishes

A general discussion of the compliance of satellite dish installations with HOA/ACC rules was prompted by recent emails to the board by a resident concerned with a neighbor’s newly installed dish. On that specific case, board members and Dan Beaman had viewed the property and concluded that the installation was compliant with ACC guidelines. However, the homeowner had failed to submit an ACC request, so they are in violation of HOA bylaws. They can resolve that by submitting the request.

After discussing several other cases of recent and older installations, some in compliance with ACC guidelines and others not, some with ACC approval and others not, and one or more involving letters from the installation company claiming the installed location was required for performance reasons, Michael McLennan suggested Dan and Christine summarize the status of all potentially non-compliant installations in a table to facilitate further discussion and action. Specifically, this table should include the following information for each:

- Address
- Has ACC approval been granted (yes, no, or NA if no request is on file)?

- If no, has an FCC/performance justification letter been received?
- Do we believe the ACC guidelines are enforceable in this case?
- Has Alliance sent a letter notifying the owner of the violation?
- Status and other relevant information

In cases where installation is non-compliant, but the board does not believe enforcement is appropriate (e.g., because approval was granted in the past, or the property has changed hands), Michael suggested the board could consider helping to fund the relocation and/or removal of such dishes on a case-by-case basis.

Dan reported there is also a trend wherein the installation companies will install the dish in violation of ACC guidelines (e.g., on the front of the house) and, when challenged, will provide verbal and even written statements asserting that the chosen location was required so as not to compromise the system’s performance. Clark Hughes works with someone who is a certified DirecWay/HughesNet installer and may be able to help the ACC by providing opinions as needed.

CCHOA Newsletter

Clark Hughes suggested that the CCHOA newsletter, last published in July 2006, be rejuvenated in order to improve HOA members’ visibility into the issues and actions affecting the HOA and to help foster a sense of community within the neighborhood. His wife Kelli has volunteered to assume a leading role in that effort. In advance of the meeting, Clark distributed a ‘template’ newsletter which outlined the proposal and served as an example of the proposed format. The newsletter will be published quarterly and included in the HOA billing statements. Cost to the HOA will be the direct cost of printing plus incremental postage. As outlined in the template, draft newsletters will be distributed to all board members for both a comment period and a final review prior to publication.

A motion to move forward with the newsletter process as discussed was approved with unanimous consent. Christine noted that the next HOA billing statement would be mailed in January, and she will need the first newsletter by early December.

2009 Budget

Christine Gamache had circulated a draft 2009 budget on September 2nd. Michael McLennan subse-

quently produced a spreadsheet highlighting differences ('deltas') between the final 2008 and draft 2009 budgets. Board members discusses with Christine each of the deltas (some up and some down), and reasoning behind each.

The office supplies line item in the draft 2009 budget was increased by \$400 to cover anticipated printing and postage costs to be incurred through publication of the HOA newsletter.

While discussing the budget, board members inquired as to what dollar-level of non-budgeted disbursements Christine (Alliance) should be authorized to approve without consulting the HOA Secretary (Michael McLennan). That amount is \$500; the Board will be notified via email prior to any disbursement of \$500 or more unless the subject expense is explicitly listed in the budget.

The 2009 budget (adjusted by \$400 as noted above) was approved by the Board with unanimous consent.

Broken Fence Panel

Dan Beaman noted there is a broken fence panel along the bottom of the fence along El Salido Parkway.

Action Dan to email Christine the location, Cristine to contact fence installer for repair cost estimate.

Next Board Meeting

The next quarterly meeting will be held on the 3rd Thursday in January, which is January 15th, and will be held at the regular location at the Universalist Unitarian Church on El Salido Parkway.

Adjournment

The meeting of CCHOA Board of Directors was adjourned by Todd Lind at 9:00 p.m.