

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

Clark Hughes
July 29th 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 7:05 p.m. on July 17th 2008.

Attendance

The following individuals were present at the meeting.

- Curt Aydelotte, CCHOA Board member
- Clark Hughes, CCHOA Board member and Secretary
- Todd Lind, CCHOA Board member and President
- Glenn Van Sickle, CCHOA Board member and Vice President
- Leslie Swaenginn, CCHOA Board member
- Michael McLennan, CCHOA Board member and Treasurer
- Christine Gamache, Alliance Association Management
- Dave Posh, CCHOA member and Web Master
- Charl Meyers, CCHOA member

April Minutes Approval

The June 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:

- Total Assets = \$114,154
- Operating Cash = \$9,944
- Cash Reserves = \$3,214
- Total Cash on Hand (COH) = \$13,158
- Prepaid Dues (PPD) = \$5,447
- Total Liabilities (including prepaid dues) = \$5,501
- COH minus PPD = \$7,711

Board members noted that the bulk of the HOA's assets are represented by the improved fence along El Salido but that some of those assets are liquid in nature; the HOA holds several certificates of deposit (CDs) amounting to a total of approximately \$30,400 at the end of June. Noting it would be useful to track the HOA's "liquid balance," Michael took an action to include a line item reflecting the CDs in future reports.

There remains only one household with a significant account balance (>\$100). Christine noted that the prepaid dues reflected in the June financial report are higher than normal because many homeowners had paid the quarterly dues (due in July) early.

Old Business

Erosion in Drainage Channel

Curt Aydelotte noted that someone has placed bulk stone in the cavity caused by the erosion at the subject location. It is not clear who did this, but it may

have a mitigating effect on the erosion problems. Curt still intends to obtain an estimate to permanently resolve the issue.

Damaged/Missing Fence Cap Along El Salido

Background: One of the caps on the fence along El Salido (the cap is the horizontal member atop a panel) is missing on the east side of El Salido just south of Jerry Ln. Christine has contacted the installer, and they have promised to replace the cap at no charge to the HOA.

Delinquent Account Process

Christine followed up on an action from the June meeting, providing copies of the process Alliance follows to collect dues. Per this process, the next action taken against the one significant delinquent homeowner [address withheld] will be “Notification to owner of Recorded Lien,” which will be executed concurrent with the July billing cycle, and then 2 months later “Forward to attorney for foreclosure proceedings.”

Eleanor Way Home Violations

Board members again discussed the ongoing issues concerning a property on Eleanor Way. Numerous covenants, conditions, and restrictions (CCR) violations remain apparent. Christine reported that letters – one for each of three violations – are sent to the property owner each month, with corresponding fees following an escalating fee schedule. Todd Lind reported trying on three occasions to contact the property owner via telephone to discuss these issues but never obtained an answer or an answering machine. Board members asked what recourse the HOA has in acting to maintain the property directly (i.e., get the grass cut, etc.) in the interest of the neighboring residents. Christine explained that with written notice we can do so, and the property owner will be billed.

Related to this discussion, board members asked about the content and language of these letters that are sent to homeowners regarding violations. Christine agreed to forward samples of such a letter to the board members.

Action Christine will forward a sample “violation” letter to the Board.

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.

Common Areas Maintenance

Todd Lind explained that he had received complaints from HOA members regarding the upkeep of the neighborhood entrances (general upkeep and trimming, especially trees and shrubs). Todd contacted the landscaping maintenance contractor, who agreed to resolve the issues.

Michael McLennan had to leave the meeting early due to another scheduled commitment.

ACC Improvements Requests from Homeowners with Delinquent HOA Accounts

Per discussions at the June meeting, Christine has an action to incorporate new language into the ACC rules regarding the handling of ACC requests from homeowners with delinquent accounts. She has not been able to locate an electronic (editable) version of the current ACC rules; Glenn Van Sickle has volunteered to scan the document and utilize character recognition software to yield an editable version.

Action Glenn will attempt to generate an editable version of the latest ACC rules.

Action Christine will insert the language from the draft resolution into a new update to the ACC rules, will forward to the Board as a courtesy (no action required), and will record the action with Williamson County.

New Business

Resident Complaint Regarding CCR Enforcement

The Board discussed an email from a concerned resident regarding what he described as a general decline in landscaping practices within the neighborhood and the apparent failure to enforce the HOA’s CCRs. This prompted a discussion of how strict the HOA should be in enforcing CCRs, especially with respect to routine lawn maintenance and care. Board members asked Christine about the standard she applies in

her monthly drive-throughs, and she explained that she looks for gross violations and/or patterns of violations but that she generally tends to give property owners the benefit of the doubt when a property is borderline. The consensus of the board is that board members and the HOA members in general should take a more active role in identifying problem properties, primarily because Christine only drives the neighborhood once a month.

The board also discussed the ideal day of the week for the monthly drive-through inspection, and the consensus is that Wednesday is optimal; Earlier in the week is too early because it provides little margin for members to retrieve their trash receptacles, and later in the week is too late because it's near the end of most members' lawn cutting cycle. Christine agreed to target Wednesdays for the monthly inspections.

Pressure Washer as an HOA Resource

Board members discussed the merits of purchasing a pressure washer for use by HOA members, to be loaned out to HOA members to clean driveways, houses, etc. After some discussion of complications with respect to storage and management, the idea was put aside; no motion was put forward for consideration.

Web Site Updates

An HOA member contacted Todd Lind regarding outdated information on the HOA web site. Dave Posh (webmaster) was present at the board meeting and explained he's happy to make updates/corrections as people bring them to his attention. Dave did volunteer to contact the HOA members who are advertising "member services" to confirm they still offer those services and wish to remain listed on the web site.

Action Dave will contact HOA members with advertisements on the HOA web site to confirm they wish to remain listed.

Street Representatives

Curt Aydelotte put forward a motion that the board recognize "street representatives" to help foster information exchange between the board and the HOA members. Street representatives will work to obtain/maintain contact information for HOA members, will help distribute notices, etc. to members, will help bring members' concerns to the board's attention, and will work to generate interest,

attendance, and proxies for annual meetings. The motion received unanimous support. Board members volunteered to cover the neighborhood as follows:

Clark Hughes	Jerry Lane and Sandra Cove
Curt Aydelotte	Clay Lane and will recruit a representative for Eleanor
Todd Lind	Sandra Drive
Glenn Van Sickle	Sharon Drive south of Wilson Way
Leslie Swearengin	Tracy Miller and Todd Lane
Charl Meyers	Sharon Drive north of Wilson Way

Anderson Mill West Pool

Board members discussed third-hand information regarding a possible pool to be constructed in Anderson Mill West, just south of Cypress Creek. Some HOA members have raised the possibility that CCHOA could "buy into" the pool project to secure usage rights for CCHOA members. Because the board has very little information at this time, Clark Hughes volunteered to contact an individual involved in the planning of the pool to obtain additional information.

Action Clark will work to obtain details regarding the potential construction of a pool in Anderson Mill West and will forward that information to the Board.

Board Member Appointment

Charl Meyers, in attendance at the meeting, volunteered to fill the vacant seat left on the board after Tom Kruger's resignation. Todd Lind moved to appoint her, Clark Hughes seconded the motion, and the board voted unanimously to appoint her.

Next Board Meeting

The next quarterly meeting will be held on the 3rd Thursday in October, which is October 16th, 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 8:35 p.m.