

**THE CYPRESS CREEK LAKES PROPERTY OWNERS ASSOCIATION, INC. BOARD OF DIRECTORS MEETING WAS HELD ON MONDAY, JUNE 19, 2017 AT 6:30 PM, AT CYPRESS CREEK LAKES PHASE 2 REC CENTER AT 10702 CYPRESS CREEK BEND DR., CYPRESS, TEXAS 77433.**

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**DIRECTORS PRESENT**

Robert Melloy  
Dennis O'Connor  
Stacey Thomas

**IN ATTENDANCE**

Liz Pettit with Crest Management Company.

**CALL TO ORDER & ADOPTION OF AGENDA**

Director Melloy called the meeting to order at 6:30 p.m. The agenda was adopted as presented.

**BUSINESS:**

**APPROVAL OF MINUTES**

Director Melloy asked if there were any changes to the minutes of the March 29, 2017 Board meeting. The Board had no changes. Director Melloy motioned to approve the minutes. Director O'Connor seconded the motion. All were in favor. Director Melloy mentioned a copy of the agenda and minutes were at the bar area by the kitchen and would be available online.

**FINANCIALS**

Ms. Pettit presented the May 2017 Balance Sheet and Income Statement. As of May 31, 2017, the Association had \$874,017.25 in operating and money market accounts and \$196,668.47 in 3 CDs established for Capital Reserves. Accounts receivable totaled \$107,280.55. There were no questions regarding the financials. The Association's total Liabilities and Equity were \$1,185,867.13 as of May 31, 2017. Ms. Pettit reported the Association to be 94.84% collected as of May 31, 2017.

**BOARD BUSINESS**

**Annual Meeting**

Director Melloy discussed the upcoming annual meeting and reported that is scheduled for Wednesday, July 26, 2017 at 7:00pm at the Cypress Creek Lakes Phase 3 Rec Center. Director Melloy explained the current Board took over the terms of the prior Board members so there is one position that is up for election this year for a 3 year term. It is Director O'Connor's position. Anyone can run for the position and if they would like their name on the ballot they need to contact Liz Pettit with Crest Management. Ms. Pettit also stated nominations will be taken from the floor the night of the annual meeting. Director Melloy stated Director Thomas's position will be up in 2018 and his position will be up in 2019. Director Melloy mentioned the Board is having the Association's attorney look into amending the Declarations to expand the Board to 5 members and is trying to get this accomplished in time for the annual meeting but there may not be enough time to get that done by the annual meeting.

**Vote to extend street lighting on Cypress North Houston**

Director Melloy discussed a presented proposal from Centerpoint Energy for fifteen (15) additional streetlights in the amount of \$21,270.00. Twelve streetlights will be located down Cypress North Houston going toward Towne Lake. Two additional streetlights will be added on the north side of Cypress North Houston to the east of the Goddard School and one additional streetlight will be added on the south side of Cypress North Houston between Cypress Creek Bend Dr. and the school. Director



Melloy reported there is a three month lead time for installation of the lights. He discussed LED lights with them but at this time they are not available. Centerpoint is testing LED lighting and if this option is available in the future there will be no cost to change the streetlights to LED but the rate may increase a few cents. Director Melloy responded to a homeowner that there will not be streetlights in the pipeline area and the closest one will require an offset due to an aerial easement. Director Melloy motioned to approve the purchase of the additional fifteen streetlights. Director Thomas seconded the motion. All were in favor.

### **Adjust swimming pool times to accommodate adult swim**

Director Thomas discussed adjustments in swimming times to allow for swimmers to be able to swim laps in the pool. The Board agreed to dedicate the swimming lanes of the pool on Tuesday, Thursday and Saturday from 10am to 11am as Lap Swim and Wednesday and Friday from 7pm to 8pm as Lap Swim.

### **Fence Update**

Director Melloy reported there has not been much progress on the Cypress North Houston fence issue mainly because they have not received a final answer from Mischer. Directors Melloy and Thomas have met with the Towne Lake manager and their fence offer is still on the table. They have the Towne Lake fence contract and have given it to the Association's attorney to review and there may be some negotiations with Towne Lake's attorney. Once the contract is finalized the Board intends to meet again with the homeowners of the affected Cypress North Houston fences and discuss the final options available at that time to settle on a direction. Director Melloy assured the homeowners that the Board is still negotiating with Mischer to contribute to any of the replacement cost since right now they have only stated they will not pay for an entire brick wall. A dialogue continues as Mischer has asked questions relating to future maintenance of a newly installed fence or wall and current obstacles being faced with CenterPoint and the County to install pillars or walls, but have not yet committed to any amount of money at this time.

### **Homeowner Fence Questions:**

- ***Will Mischer's fence builder give a good deal to build brick wall?*** A bid was received from them and it was one of the highest due to the cost of removing the existing fence which is something they generally do not do.
- ***Did first time buyers of the homes that back up to Cypress North Houston have anything in their contract about the fences?*** We are only aware of alleged promises and assurances made by sales people verbally but nothing in writing.
- ***Why continue to pursue Mischer, when instead we can move forward with Towne Lake option? What is the next step?*** The Towne Lake fence option is still being pursued with current status in contract negotiations between attorneys while simultaneously continuing discussions with Mischer in hopes they will come forward with an offer as well for consideration.
- ***Give Mischer the dollar amount of money you want and get their answer. They have already said they will not pay for all of it. They want to know what the homeowners have put into it so can we give them the cost of the homeowner's share for the Towne Lake fence and ask Mischer if they will be willing to pay that portion?*** Great suggestion and one that will be pursued for a response from Mischer.

### **Open Forum**

- A homeowner discussed the issue with speeding on Cypress North Houston and trying to get the speed limit lowered from 45mph. Adding stop signs on Cypress Creek Bend at the Field Cypress lane intersection was also discussed. Director Melloy urged all homeowners to contact



the Harris County Precinct 3 [at [www.pct3.com](http://www.pct3.com), and then click on 'Service Request'] to make their concerns known since the more homeowners they hear from the more attention the issue will get.

- A homeowner reported that some of the Towne Lake shrubbery along Cypress North Houston has grown up and is blocking the line of vision on some corners. The Board suggested the homeowner contact Towne Lake and request they trim their shrubs. The homeowner also stated the community garage sale signs were blocking the line of sight at the last community garage sale. Director Melloy said he noticed that and will make sure they are put in a different place or lowered.
- A homeowner asked about street parking at night and towing vehicles that don't move. Director Melloy explained the streets do not belong to the POA so the POA cannot stop homeowners from parking on the street. Ms. Pettit explained the POA does not have the authority to authorize vehicles to be towed. The police will have to be notified if there is an inoperable vehicle and they can mark it and have it towed if it does not move after 72 hours.
- A homeowner asked if the POA could install Children at Play signs in the community. The Board will take it under advisement.
- A homeowner asked about the approved color for shingles in the community. Director Melloy stated the Board is evaluating what approved shingle colors should be however, "Weathered Wood" is a brand color which is more gray in color and is the most common in the community. Any shingle that is in the same color scheme as the Weathered Wood even though it will have a different name if it is by a different manufacturer. The main thing is the color must be consistent with all the homes in the community.
- A homeowner asked about enforcing deed restrictions for yards and flowerbeds with weeds. Ms. Pettit asked the homeowner to provide addresses and she will check to see if these homes have been cited.
- A homeowner complimented the landscape company on how nice the landscaping in the community looks. The homeowner asked if the landscape company could spray some weed killer in the expansion joints in the sidewalks around the lakes. Ms. Pettit will contact the landscaper.

There being no further business, the Open Session was adjourned at 8:10pm.

## **EXECUTIVE SESSION:**

### **COLLECTIONS**

The Board discussed the current accounts receivable report. Director Melloy asked about a payment plan on one of the delinquent accounts. Director O'Connor questioned the balance on that account since the Board had agreed to a settlement. Ms. Pettit will get a copy of a signed settlement agreement from the attorney so the balance can be written down. Ms. Pettit discussed the number of accounts that have paid since the trash service was suspended on delinquent accounts.

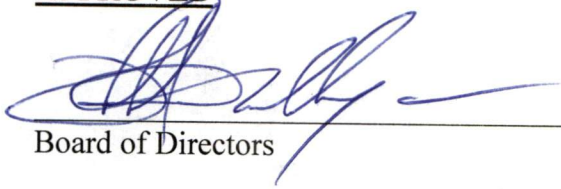
### **DEED RESTRICTIONS**

The Board reviewed and discussed the most recent deed restriction violation report. Director Melloy reminded Ms. Pettit to not send letters for trash cans visible from the street if the inspection is done on the day after trash collection day. If the inspection is done on a day other than a day immediately following trash collection day then a letter can be sent for trash cans that are visible from the street.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:32 pm.

**APPROVED**

A handwritten signature in blue ink, appearing to be "D. J. [unclear]", written over a horizontal line.

Board of Directors

**CYPRESS CREEK LAKES PROPERTY OWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

DATE: Monday, June 19, 2017  
TIME: 6:30 pm – 8:30 pm  
PLACE: Cypress Creek Lakes Rec Center  
10702 Cypress Creek Bend Dr.  
Cypress, Texas 77433

**AGENDA**

Open Session - 6:30 pm

- I. Call to Order and Adoption of Agenda
- II. Approval of Minutes: 3/29/2017
- III. May 2017 Financials
- IV. Board Business:
  - A. Annual Meeting
    - 1. 7/26/2017
    - 2. CCLS Rec Center – 7pm to 9pm
    - 3. 1 position up for election - 3 year term
  - B. Vote to extend street lighting on CNH
  - C. Adjust swimming pool times to accommodate adult swim
  - D. Fence Update
  - E. Other Business
- V. Open Forum

Executive Session

- I. Collections
- II. Deed Restrictions
- III. Adjourn

CYPRESS CREEK LAKES, P.O.A.  
BALANCE SHEET  
May 31, 2017

ASSETS:

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CASH  
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ALLEGIANCE BANK - OPERATING	\$	26,596.92	
ALLEGIANCE BANK - MONEY MARKET		204,881.05	
FIRST INTERNET BANK - MMKT		4,825.00	
MUTUAL OF OMAHA - OPERATING		637,714.28	
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TOTAL CASH	\$		874,017.25

94.84% collected

CAPITAL RESERVE  
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1ST INTERNET-12 MOS CD 9/2017	45,342.83	
1ST INTERNET-18 MOS CD-3/2018	50,430.78	
1ST INTERNET-24 MOS CD-9/2018	100,894.86	
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TOTAL CAPITAL RESERVE		196,668.47

ACCOUNTS RECEIVABLE  
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2009 MAINTENANCE FEES	1.90	
2010 MAINTENANCE FEES	870.00	
2011 MAINTENANCE FEES	1,090.00	
2012 MAINTENANCE FEES	1,202.80	
2013 MAINTENANCE FEES	1,800.00	
2014 MAINTENANCE FEES	1,800.00	
2015 MAINTENANCE FEES	5,125.00	
2016 MAINTENANCE FEES	10,893.30	
2017 MAINTENANCE FEES	45,441.40	
2018 MAINTENANCE FEES	(3,463.49)	
FINANCE CHARGES	18,100.47	
PENALTIES	6,479.57	
LEGAL FEES	17,829.60	
DEED RESTRICTION EXPENSES	110.00	
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TOTAL ACCOUNTS RECEIVABLE		107,280.55

CYPRESS CREEK LAKES, P.O.A.  
BALANCE SHEET  
May 31, 2017

OTHER ASSETS

PREPAID INSURANCE	\$	4,222.00
ASSOCIATION ATV		10,511.27
VEHICLE DEPRECIATION		(6,832.41)

TOTAL OTHER ASSETS		\$	7,900.86
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TOTAL ASSETS		\$	1,185,867.13
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LIABILITIES:

ACCOUNTS PAYABLE - TRADE	\$	32,847.19
DEFERRED MAINTENANCE FEES		513,975.00
NOTE PAYABLE		22,781.75

TOTAL LIABILITIES		\$	569,603.94
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EQUITY:

CAPITAL RESERVE

CAPITAL RESERVE FUND	195,835.91
CAPITAL RESERVE INTEREST	832.56

TOTAL CAPITAL RESERVE		196,668.47
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MEMBERS EQUITY	328,374.33
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CURRENT YEAR SURPLUS (DEFICIT)	91,220.39
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TOTAL MEMBERS EQUITY		419,594.72
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TOTAL LIABILITIES AND EQUITY		\$	1,185,867.13
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CYPRESS CREEK LAKES, P.O.A.  
INCOME STATEMENT - BUDGET COMPARISON  
For 5 Months Ended May 31, 2017

	MAY ACTUAL	MAY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
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INCOME:								
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CURRENT YEAR MAINTENANCE FEES	73,425	73,425		367,125	367,125		881,100	513,975
MAINTENANCE FEE - PENALTY	968	566	(402)	5,478	2,830	(2,648)	6,800	1,322
INTEREST EARNED	106	25	(81)	453	125	(328)	300	(153)
MISCELLANEOUS INCOME	30	41	11	30	205	175	500	470
UNCOLLECTED MAINT FEES					(25,000)	(25,000)	(25,000)	(25,000)
TOTAL INCOME	74,529	74,057	(472)	373,086	345,285	(27,801)	863,700	490,614
EXPENSES:								
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ADMINISTRATIVE								
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ADMINISTRATIVE CONTRACT	3,000	3,000		15,000	15,000		36,000	21,000
OTHER ADMIN EXPENSES		50	50		250	250	600	600
GATE FEE EXPENSE	100	100		500	500		1,200	700
OFFICE SUPPLIES		41	41	67	205	138	500	433
COPIES	88	208	120	884	1,040	156	2,500	1,616
POSTAGE	119	333	214	1,427	1,665	238	4,000	2,573
BANK CHARGES	25		(25)	130		(130)		(130)
INSURANCE	2,114	2,291	177	10,570	11,455	885	27,500	16,930
COMMUNITY MAIL OUTS				443	500	57	1,000	557
MEETINGS				278	200	(78)	200	(78)
ADMINISTRATIVE NOTICES							3,000	3,000
DEED RESTRICTION EXPENSES	45	208	163	176	1,040	864	2,500	2,324
RECORD STORAGE / EXPENSE	60	50	(10)	300	250	(50)	600	300
TOTAL ADMINISTRATIVE	5,551	6,281	730	29,775	32,105	2,330	79,600	49,825
LEGAL SERVICES								
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LEGAL - CORPORATE	(335)	250	585	13,236	1,250	(11,986)	3,000	(10,236)
LEGAL - COLLECTIONS	592	1,666	1,074	3,466	8,330	4,864	20,000	16,534
LEGAL COLLECT-BILLED TO OWNER	(547)		547	(2,868)		2,868		2,868
LEGAL - DEED RESTRICTIONS		83	83		415	415	1,000	1,000
TAX PREPARATION / AUDIT					1,000	1,000	1,000	1,000
TOTAL LEGAL SERVICES	(290)	1,999	2,289	13,834	10,995	(2,839)	25,000	11,166



MAY ACTUAL	MAY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
15,917	16,745	828	75,703	83,725	8,022	200,950	125,247
	1,666	1,666	3,493	8,330	4,837	20,000	16,507
	833	833	1,120	4,165	3,045	10,000	8,880
10,413		(10,413)	10,413		(10,413)	20,000	9,587
413	833	420	19,614	4,165	(15,449)	10,000	(9,614)
	166	166		830	830	2,000	2,000
	125	125		625	625	1,500	1,500
	20	20		100	100	250	250
815	583	(232)	2,114	2,915	801	7,000	4,886
	416	416		2,080	2,080	5,000	5,000
	41	41		205	205	500	500
	125	125		625	625	1,500	1,500
	41	41		205	205	500	500
395	41	(354)	3,168	205	(2,963)	500	(2,668)
27,953	21,635	(6,318)	115,625	108,175	(7,450)	279,700	164,075
4,114	4,000	(114)	6,314	6,200	(114)	39,500	33,186
	83	83		415	415	1,000	1,000
	41	41		205	205	500	500
	83	83		415	415	1,000	1,000
703	333	(370)	1,053	1,665	612	4,000	2,947
	250	250		1,250	1,250	3,000	3,000
	166	166		830	830	2,000	2,000
	41	41	145	205	60	500	355
4,817	4,997	180	7,512	11,185	3,673	51,500	43,988

MAY ACTUAL	MAY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE	ANN'L BUDGET	REMAINING
6,509	6,916	407	32,550	34,580	2,030	83,000	50,450
420	666	246	2,241	3,330	1,089	8,000	5,759
14,303	14,000	(303)	70,929	70,000	(929)	168,000	97,071
572	625	53	2,783	3,125	342	7,500	4,717
246	291	45	1,728	1,455	(273)	3,500	1,772
	166	166		830	830	2,000	2,000
	166	166		830	830	2,000	2,000
22,050	22,830	780	110,231	114,150	3,919	274,000	163,769
						100	100
			761	3,000	2,239	7,000	6,239
229	1,666	1,437	1,786	8,330	6,544	20,000	18,214
						52,046	52,046
114	93	(21)	713	465	(248)	1,120	407
	166	166	55	830	775	2,000	1,945
	416	416		2,080	2,080	5,000	5,000
						25,000	25,000
175		(175)	876		(876)		(876)
	250	250	702	1,250	548	3,000	2,298
518	2,591	2,073	4,893	15,955	11,062	115,266	110,373
60,599	60,333	(266)	281,870	292,565	10,695	825,066	543,196
13,930	13,724	(206)	91,216	52,720	(38,496)	38,634	(52,582)

# CYPRESS CREEK LAKES POA

## Board Meeting 6-19-17

NAME

ADDRESS

AL + CELIA ALDRICH	26318 MORNING CYPRESS
ELLIE O'CONNOR	11822 CCL
MARCIA ELISE	26830 COBBLE MEADOW COURT
CARL + CATY OLAND	26615 RIDGEFIELD PARK LANE
CLYDE CRIDDLE	26303 MILLIES CREEK LANE
LARRY RYZA	27023 ROCKWOOD PARK LANE
JOE + MARY SYKES	26302 WATERCYPRESS CT
MAINTIE DIETZ	10722 CORTLAND RIDGE LANE
MEAGAN KOTZUR	11403 COALFIELD LN
CAROL + DON CALOWDE	10419 GOLDEN HEART# LANE
BRIAN CANEPS	10723 CORTLAND RIDGE CH
KATRINA GALLUP	11307 DAWNHEATH DR
GIESLE ZECH	10811 LAKE RAVEN CT
CLIFFORD + VIVIAN WUERTZ	26402 RIDGEFIELD PARK
HEDDIE + JOSE	26051 JODIE LYNN CIRCLE
DENNIS MCKINNEY	11302 STONECREEK BEND LN.
GLENDA MILLER	11402 CARSON FIELD LN.
MIKE OWENS	27106 WINDY GROVE LN
CHARLES LEE	26607 RIDGEFIELD PARK
JOHN BILLS	11323 CYPRESS CREEK LAKES DR
TERRY ETHERIDGE	26043 JODIE LYNN CIR.
MICHAEL KLEIHEGE	26003 CASTLEMOOR CT
CHRIS PHILLIPS	26322 PLEASANT KNOLL LANE
JANICE + LARRY GAY	10919 LEIGH WOODS DRIVE
SHEILA WRIGHT	11503 CYPRESS CREEK LAKES DR.
CLARK LINDEN	12014 CCLD