

Cypress Forest Community Association, Inc. 2023 Annual Meeting Minutes

Date: January 23, 2023
Time: 6:30 pm – 8:00 p.m.
Location: FOSRC Classroom, 627 Cypress Oaks Drive, Spring, Texas 77388

Board Members Present: Scott Hubert, Kevin Warren, Rodney Alexander, EJ “Pat” Barbier

Board Members Absent: Rob Bailes

Member of Management Present: NONE

Establish Quorum (10% of 148=15, Reconvened 5% of 148=7) – A quorum of >10% was not possible given lack of public participation. The meeting was convened and recalled for 6:35pm. The meeting was recalled at 6:35pm and the quorum was able to be established with proxies submitted (6) and four members in attendance for a total of ten properties represented.

Call Meeting to Order –The meeting was called to order 6:35 p.m.

Introductions – The Board of Directors and property owners were introduced.

Open Session – No issues were addressed in open session.

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of August 23, 2033 (Motion – Barbier, Second – Alexander, Unopposed)

President’s Report – Scott Hubert presented status of items in the community. Summary is as follows:

WCID #110 updates: A Flock license-plate reader has been approved by MUD board. There are two cameras already installed at both ends of Enchanted Oaks with more planned at more entrances. This will help deter crime and also assist in investigations. There is a new manager, Brian Mills, leading the team at FOSRC. Jody Dellinger has moved on. Brian seems to be incredible proactive and unlike Jody, has several professional certifications and a graduate degree. He is hoping to increase participation in and around the district. Electronic meters have been introduced on a trial basis to certain residents within the district. These meters allow members to monitor activity using their PC or smartphone real-time. It is anticipated that the board will be rolling out these meters to all residents in short order. The recycling company, RRRT, that services Cypress Forest has been purchased by Best Trash. There will be a transition in coming months. The good news is that Best Trash is our current provider, so this should only serve to streamline the operations. Members are encouraged to go to www.wcid110.com to see current events as well as information about future meetings.

Recently, HC Constable Precinct 4 have started removing panhandlers, homeless and fundraisers from the underpass areas around Interstate 45 and Richey and FM 1960. This seems to be funneling more of them to our area. It is not uncommon to find encampments along Cypress Creek on/around park area. They are also panhandling more frequently near Cypresswood and Holzwarth. If a resident of Cypress Forest recognizes a dangerous/illegal activity or feels threatened by such activity,

they are encouraged to contact CP4 non-emergency line at 281-376-3472.

The county signs prohibiting overnight parking by commercial vehicles have been erected in and around Cypress Forest. They were erected as many of our great residents signed a petition for such. Thanks go to Jocelyne Huckabay and the many of you who helped by signing the petition.

The board is looking for ACC committee members. Preferably need 3 to head up the ACC application process. With recent legislative updates, board and board spouses are no longer allowed to serve. Cypress Forest board members are still serving under current terms, but those end soon and a need is present for new members. This responsibility only requires approximately 1 hour each month (maximum).

An update was provided on the status of bridge construction/replacement over Cypress Creek. It is understood from discussions directly with TxDOT that bridge is now slated to reopen in May 2023. This will also allow for the reopening of turnaround/U-turn lane on the northbound frontage road at Cypresswood.

Cypress Forest board (Hubert) has spoken with both TXDOT and Precinct 3 about damage to roadway and curb divider located at intersection of Enchanted Oaks and Cypress Oaks. The road is uneven and has shifted. Curb is crumbling. The entire area needs attention. It is hoped that TXDOT will repair using funds from bridge contract. It is noted that Precinct 3 was very responsive to our requests for road repairs along Joanleigh Drive (area where Cypress Forest and Enchanted Oaks meet) and they repoured a large area of concrete in this area to smooth out the road.

A discussion was continued regarding the new legislative session underway and active until May 29th. It is unknown if any statutes related to HOA's will be voted upon. There is a record-breaking surplus (~\$33 billion) and the HOA would certainly support any property tax reductions using these funds. There is also a movement to enact a flood coalition titling themselves the Cypress Creek Flooding Task Force. This task force, if approved by legislature, would have taxing authority – meaning higher property tax for Cypress Forest residents. One has to question that with Harris County Flood Control, Harris County Engineering, Precinct 3, Harris County WCID #110 and several others – do we need yet another authority to tax us and convolute the process? Just a thought Hubert discussed.

It was noted that MasTec is still working on replacing gas meters and converting the infrastructure for transmission to properties. It is understood that about 70% of the community is complete. It is also noted that there have been many underground infrastructure lines hit by this crew. As such, residents are encouraged to be weary if they are having problems with their utilities – especially potable water and sewer drainage. If you feel a line has been compromised, you are welcome to reach out to Scott Hubert and he will put you in touch with company to help remedy.

A few homeowners have asked about the lights at Cypress Oaks and I-45. The supply line to the meter was damaged/destroyed about a year ago in relation to the Hendricks Development. It was decided that a new supply line and meter placement was needed. The construction at the bridge has delayed that replacement. It is expected that the board will address this matter again at 2024 annual meeting.

The planned project to widen Holzwarth Road is coming closer to mobilization each and every day. It is understood that 2 lanes will be added in this widening project.

Review of Financial Statements – Review of financial statements was led by Scott Hubert. The December 2022 financial statements were the latest package available, and board reviewed. It is noted that interest rates have increased and yet the association is still in low-interest bearing accounts. Mr. Hubert will be looking at other liquid and insured time deposit accounts in which to invest association funds so as to realize better returns in a high-interest rate period. There were no questions or concerns noted by members or board.

Nominations – There were no nominations or write-ins on proxies. Nominations for board members were requested from those in presence at meeting. There were no nominations from the floor.

Board Member Elections – Tallies were taken from ballots submitted from those in attendance and those submitted by proxy. A total of 10 votes were placed with 10 provided support for re-election of Rob Bailes, Pat Barbier, and Rodney Alexander.

The board appointed officers for 2023 as follows:

President – Scott Hubert (current ACC committee chair through term)

Vice President – EJ “Pat” Barbier

Second Vice President – Open

Secretary – Kevin Warren (Also landscaping committee chair)

Treasurer – Rodney Alexander (Also social committee chair)

Executive Session – Board went into executive session at 7:17 p.m. to discuss specific accounts, necessary actions and legal matters. Executive session ended at 7:51 p.m.

Future Meeting – The next board meeting is set as an interim meeting and is set for 6:30pm on June 6, 2023.

Adjournment – As there were no other pending items, the board adjourned at 8:01 p.m.

/s/ Kevin Warren, Secretary

June 6, 2023

Acting Secretary

Date

Cypress Forest Community Association, Inc. 2023 Interim Meeting Minutes

Date: June 6, 2023
Time: 6:30 pm – 8:06 p.m.
Location: FOSRC Classroom, 627 Cypress Oaks Drive, Spring, Texas 77388

Board Members Present: Scott Hubert, Kevin Warren, EJ “Pat” Barbier
Board Members Absent: Rodney Alexander
Member of Management Present: NONE

Board was publicly announced via association website (posted May 16, 2023) at www.cypressforest.net and Nextdoor (posted May 30, 2023). Board quorum was met, yet no members of the public attended meeting. Call to order was by president of association at 6:37pm.

Call Meeting to Order –The meeting was called to order 6:34 pm.

Introductions – No introduction was required as board members were only representatives present, and all have long history in working together.

Open Session – No issues were addressed by the public in the open session.

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of January 23, 2023 (Motion – Barbier, Second – Warren, Unopposed)

President’s Report – Scott Hubert presented status of items in the community. Summary is as follows:

WCID #110 updates: Flock cameras, funded using district resources, continue to be deployed and are already providing positive results. The district recently approved electronic meters (E-meters) after providing a beta test with just under 2 dozen homes. It will take several months for these to be installed at all ~1,300 metered locations, but they are coming. There is an online interface/app that can be accessed for real-time water usage and also an alert system to let you know if your house appears to have a leak (or is using excessive amount of water relative to historical usage). There is a new operator for the district. EDP is no longer serving our district as of May 1, 2023 and new operator is MOC (Municipal Operations and Consulting, Inc.). Be sure to set up new online account with this new operator, confirm proper balance was carried over and pay future invoices to MOC. MOC is the primary party responsible for keeping water and sewer operations in check for the district. If you have a line break or problems with water/sewer, MOC is the entity you should reach out to. They have 24/7 dispatching. The recycling company, RRRT, that services Cypress Forest has been purchased by Best Trash. There will be a transition in the coming months. The good news is that Best Trash is our current provider, so this should only serve to streamline the operations. Members are encouraged to go to www.wcid110.com to see current events as well as information about future meetings.

There continues to be a problem with panhandlers and homeless entering into the community, mostly on the southeast side. They are also panhandling more frequently near Cypresswood and Holzwarth. If a resident of Cypress Forest recognizes a dangerous/illegal activity or feels threatened by such activity, they are encouraged to contact CP4 non-emergency line at 281-376-3472. The⁶HC²⁴

Constable Precinct 4 deputies will also watch over your house while you are on summer vacation. Just browse to their website and sign up for this watch there.

The Cypress Creek frontage road bridge project is 100% complete. This finished with the opening of Cypress Oaks Drive (the "back road" leading out to the frontage road along water plant and Hendricks properties). The marquee sign will need a lot of work and the area surrounding is not in the best condition. As the maintenance of this area is handled by both the HOA and Hendricks, and the roads/curbs managed by Harris County Precinct 3 Commissioner Tom Ramsey, it will take a few months and a concerted effort to get the area back to what it was. It is being worked on and any questions about progress are welcome. TxDOT will be doing a deep cleaning of the easements along I-45 from Louetta south to FM 1960. This will start on or around this meeting date (June 6) and take approximately 3 weeks to complete.

Gas line retrofit project has ground to a stop. Director Hubert is working to find out when the project will mobilize again. MasTec seems to have been replaced by another contractor. More details to follow.

ARC application process has been changed and applications no longer go to management company. Future applications should be sent to Director Hubert or any active board member for consideration by the ARC committee.

Cypress Forest board (Hubert) has spoken with both TXDOT and Precinct 3 about damage to roadway and curb divider located at intersection of Enchanted Oaks and Cypress Oaks. The road is uneven and has shifted. The curb is crumbling. The entire area needs attention. In addition, the board is making a collaborative effort to begin repairing chipped and damaged curbs around the community. We had started this several years ago, but progress was stopped when Precinct 3 migrated to old Precinct 4 territory.

A discussion was continued regarding the new legislative session underway and active until May 29th. It is unknown if any statutes related to HOA's will be signed by Governor Abbott. There is a record-breaking surplus (~\$33 billion) and the HOA would certainly support any property tax reductions using these funds.

It is noted by the current board that faults in the electric grid in and around our community are becoming more common. It is perceived that the slightest wind or small rainstorm can disrupt power to every home in the community. The board has contacted Centerpoint to voice our concern regarding this inconvenient and sometimes dangerous failure. We are told that tree clearing/trimming will begin soon. This will help, but continued pressure is to be used in getting Centerpoint to reduce the frequency of these power interruptions.

The board is looking for ACC committee members. Preferably need 3 to head up the ACC application process. With recent legislative updates, board and board spouses are no longer allowed to serve. Cypress Forest board members are still serving under current terms, but those end soon and a need is present for new members. This responsibility only requires approximately 1 hour each month (maximum).

The planned project to widen Holzwarth Road is coming closer to mobilization each and every day. It is understood that 2 lanes will be added in this widening project.

Review of Financial Statements – Review of financial statements was led by Scott Hubert. The April 2023 financial statements were the latest package available, and board reviewed. It is noted that interest rates have increased and yet the association is still in low-interest bearing accounts. Mr. Hubert has reached out to several local banks to find competitive rates for certificates of deposits. A large regional bank has been chosen as they offer ~5% rates for 9-12 month terms. A motion was made by Hubert to move \$78,000 from reserve fund money market (currently earning pennies in interest income each month) to Amegy Bank certificates of deposit. The amount will be “laddered” to take advantage of possible changes in the future interest rate/earnings. It is proposed that one CD will hold \$18,000 while the other \$60,000. All current board members, as elected by the membership, will be authorized to have access to these funds in a management capacity; to include but not limited to, being signatories on the account. This move is expected to yield nearly \$4,000 annually in additional revenue for the association. Hubert – motion. Second – Warren. No objection noted.

Landscaping – Kevin Warren is the board member tasked with managing the landscape committee and beautifying the community in regard to landscaping and landscape maintenance. Kevin notes that there are several areas requiring immediate and extensive attention. This would include reworking the common maintenance areas entirely on certain streets and doing a thorough analysis of the community’s irrigation infrastructure. Kevin has spent considerable time meeting with the community’s landscape professional, also having a licensed irrigator on staff, and identified the highest priority areas. Kevin presented a summary of all areas within the community and focused his discussion on the areas needing the most attention. The most obvious is the area surrounding the sign at Cypress Oaks Drive and I-45. However, with ongoing road and utility work, it would not make sense to invest in that area just yet. Kevin notes that there are three cul-de-sac areas he would like to focus on. This would be Emory Trail, South Rim Trail and Weeping Oaks Court. These projects are quoted not to exceed \$11,000. They are to be completed in 2023, but a delay may be placed on mobilization due to fact we are in a partial drought. Pat Barbier makes a motion to approve these improvements not to exceed \$11,000. Hubert seconds. All in favor.

Executive Session – Board went into executive session at 7:48 p.m. to discuss specific accounts, necessary actions and legal matters. Executive session ended at 7:53 p.m.

Future Meeting – The next board meeting is set as an annual meeting and is set for 6:30pm on January 26, 2024 at 6:30pm. There will likely be a future budget meeting, as required by statute, but the date of this meeting is uncertain at this time.

Adjournment – As there were no other pending items, the board adjourned at 8:06 p.m.

Acting Secretary

Date

Cypress Forest Community Association, Inc. September Interim Budget Meeting Minutes

Date: September 6, 2023
Time: 6:00 pm
Location: Remote Meeting
Zoom – hosted by PMG/Associa

Board Members Present: Scott Hubert, Kevin Warren, Rodney Alexander, EJ “Pat” Barbier

Board Members Absent: NONE

Member of Management Present: Casandra Riddle

Establish that proper announcement and notification of meeting was made. Meeting was published on website on August 27, 2023 and on social media pages on August 28, 2023. Establish Quorum of board members.

Call Meeting to Order –The meeting was called to order 6:02 p.m.

Budget Discussion – The board discussed specific questions regarding the proposed budget for FY 2024. The questions were addressed in totality and without objection. A discussion ensued regarding appropriate member assessment to be invoiced to members for 2024. A proposal for assessments in the amount of \$300 was proposed by Scott Hubert and seconded by EJ “Pat” Barbier. The board voted unanimously in approving this amount for invoicing by PMG/Associa. The budget was amended and finalized with this assessment amount calculated. Invoices to members will be sent by PMG/Associa (management company) in late October.

Future Meeting – A reminder was issued that the next board meeting is set as an annual meeting and is set for 6:30pm on January 23, 2024 at 6:30pm.

Adjournment – As there were no other pending items, the board adjourned at 6:30 p.m.

/s/ Kevin Warren, Secretary

January 23, 2024

Acting Secretary

Date