

Cypress Forest Community Association, Inc. 2024 Annual Meeting Minutes

Date: January 23, 2024
Time: 6:30 pm – 8:00 p.m.
Location: FOSRC Classroom, 627 Cypress Oaks Drive, Spring, Texas 77388

Board Members Present: Scott Hubert, Rodney Alexander, EJ "Pat" Barbier

Board Members Absent: Kevin Warren

Member of Management Present: Evelyn Cortade, Sonia LeCompte (Associa/PMG management representatives)

Establish Quorum (10% of 147=15, Reconvened 5% of 147=7) – A quorum was found with four (4) members present and eleven (11) proxies presented.

Call Meeting to Order –The meeting was called to order 6:49 p.m due to a member running late.

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

Open Session – One member brought many issues to the attention of the board. These concerns were as follows:

- 1) Street lighting – member and resident noted that safety issues were possibly presented by the lack of street lighting. He requested that board consider street lighting issues. Neighboring Enchanted Oaks recent addition of standalone LED lights was noted as an option. Board committed to look into feasibility. There are immediate concerns about cost, the dismay of certain residents who chose Cypress Forest for the lack of lights, right of way issues (board would likely have to get permission from property owners for placement), and a few other issues.
- 2) Marquee sign – member and resident noted the poor condition of marquee sign area at corner of Cypress Oaks Drive and Interstate 45 frontage road. The board concurred and noted this is being addressed.
- 3) Website – member and resident noted the website seemed dated; especially as far as articles are concerned. Director Hubert noted low engagement on website and explained that articles were ceased due to lack of readership and interest. Director Hubert made a commitment to go back through the site and see if any updates/modifications could be made to modernize and possibly increase engagement might be made. Director Hubert also invited member to submit data/articles that might pertain to community for inclusion.
- 4) Holiday decorations – member and resident noted there is no budget for holiday decorations on 2024 budget. It was explained by Director Hubert that many years ago, the signs were decorated, and lights put up. However, after repeated instances of vandalism and theft – especially at the marquee sign on Cypress Oaks, the board decided to terminate these efforts. Director Hubert invited member to join him in reviving program for 2024 but cautioned that consideration needs to be made to prevent against theft/vandalism.
- 5) Wall pressure washing – member and resident noted that there was mold growing on the wall along Cypress Estates Drive. Director Hubert explained that the homeowners of Cypress Forest Estates (a different HOA/community adjoining Cypress Forest) owned these walls and are responsible for upkeep. The HOA cannot do anything other than reach out to Dave Bauer/president of Cypress Forest Estates in the hopes he will address it soon.

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of September 6, 2023 (Motion – Hubert, Second – Barbier, Unopposed)

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

The condition of marquee sign is of serious concern. The boring/utility work is reported to have been completed last month. There are broken tiles, electrical issues, paint issues, lack of landscaping, irrigation issues and a host of other minor issues. The board has already started talking to contractors regarding getting these items repaired. At the time of meeting, the work has been delayed some due to weather (freeze and week of heavy rain). It is anticipated that work will start in the next week or two. The landscaping will be replanted during spring season.

The board, with direct assistance of Nancy M (EO resident) and Jerry S (EO resident and MUD board member), have worked tirelessly with Centerpoint in relation to the unusual and unreasonable amount of power outages in the area. This has been an ongoing dialogue that started in approximately December 2022. It has required hours upon hours of phone calls, emails and meetings with Centerpoint. It is noted that while this campaign is still ongoing, the issue has improved drastically. A large issue was resolved by Centerpoint in May 2023. After that, Centerpoint brought tree trimming crews into the communities and started aggressively trimming trees. Whereas our community used to see a power outage on average every 8.4 days, we now have had only two minor outages in the past two months. The pressure will continue until we can eliminate outages for all but the worst storms.

The board recognizes the inclusion of two new ACC committee members added in May 2023. Welcome Greg and Karl.

In the past year, CFCAI worked with landscaper to completely rework the common maintenance areas (CMA's) of Weeping Oaks Court, South Rim Trail, and Emory Trail. These projects concluded entirely in December 2023. 2024 budget for improvements is to be utilized in improving the Cypress Oaks Drive sign area, but further CMA areas will be considered for rework/improvement in 2025.

Board of Cypress Forest CAI is making a dedicated push to ensuring TxDOT vendors start cleaning frontage road areas along I-45 from 2920 to FM 1960/Cypress Creek Parkway on a MONTHLY basis. Currently, the vendors clean on a roughly quarterly basis (with no work if inclement weather). This does not seem to be enough and CFCAI has authored an official letter to both the executive director as well as local regional directors demanding this be done monthly. A positive response was received, and it is hoped TxDOT will follow through with this condensed schedule to keep the frontage area of our community clean.

The Board of Cypress Forest CAI is trying to get all damaged curbs maintained by Harris County Commissioner Precinct 3 repaired and replaced. The efforts have not gotten much traction yet, but efforts will continue.

Mention was made of the recent legislative items passed by the 88th Legislature of Texas:

- HB 886 – Assessment Lien Filing
- HB 1193 – Fostering Equality with Anti-Discrimination Measures
- HB 614 – Fines and Enforcement Policy
- HB 2024 – Modifications to Statute of Repose
- HB 998 – POA Insurance Adoption into FAIR Plan
- HB 2022 – New Contractor Restrictions

Association manager, Associa/PMG of Houston, will be working with board to ensure immediate compliance with all aspects of Legislature affecting homeowners and operations.

Flock Cameras, funded and managed by WCID #110, continue to be added and adjusted for location. This program has proven to be wildly successful with the latest report showing four (4) wanted individuals recently

being found (one of them elderly on "silver alert").

Commercial truck parking petition is to be filed by neighboring association – Enchanted Oaks HA – very soon. This will provide protection for overnight parking of commercial trucks throughout our aggregate community.

The utility contractor (MasTec) responsible for boring/installing new gas meters ("e-meters") was terminated in early 2023 due to performance issues. A new contractor has been retained by Centerpoint, but dates of install and mobilization for remaining analog meters are uncertain.

WCID #110 (community MUD) is nearing completion of e-meters at every home in the community. All homeowners are encouraged to download the "EyeOnWater" app so as to manage water usage and help monitor for leaks. If you have trouble logging in to the app/getting initial setup complete, homeowners can call MOC at <https://municipalops.com/contact/>

Review of Financial Statements – Review of financial statements was led by Scott Hubert. The November 2023 financial statements were the latest package available, and board reviewed. It is noted that interest rates have increased and as such, the board has opened certificate of deposit accounts at Amegy Bank with principal balance of \$78,000. The CDs are "laddered" and should earn about \$3,800 in interest in 2024. It was further noted that in November, the association had approximately \$115k (inclusive of CD's) in cash deposits. The association has recently sent coupons to request assessments be funded and anticipates approximately \$34k in deposits in the next month. 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 – Since there are three (3) open positions and only two (2) board members seeking re-election, the two board members seeking re-election were admitted by acclamation. No protest was heard from those in attendance.

The board appointed officers for 2024 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 8:47 p.m. to discuss specific accounts, necessary actions and legal matters. Executive session ended at 9:06 p.m.

Future Meeting – The next board meeting is set as an interim meeting and is set for 6:30pm on June 18, 2024.

Adjournment – As there were no other pending items, the board adjourned at 9:08 p.m.



Acting Secretary



Date

Cypress Forest Community Association, Inc. Interim Meeting of the Board of Directors

Date: April 18, 2024
Time: 6:30 pm – 8:00 p.m.
Location: Via Zoom/Remote Access

Board Members Present: Scott Hubert, Rodney Alexander, EJ "Pat" Barbier

Board Members Absent: Kevin Warren

Member of Management Present: None

A quorum of the board was established with three of four active board members present.

Call Meeting to Order – The meeting was called to order at 6:31pm by Director Hubert.

Introductions – No members of the public were present and this normal agenda item was not required.

Open Session – No members of the public were present and this normal agenda item was not required.

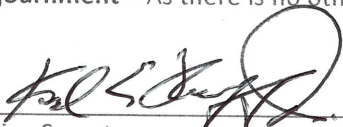
Review and Discussion of Significant Issues Related to Management Company (PMG/Associa) – It is noted that the association and board have experienced significant operational issues for a protracted period caused by ineptitude, inexperience and carelessness of PMG/Associa. PMG/Associa has served the association for more than twenty years and there has been a material deterioration in the quality and reliability of this agency.

After discussion amongst board members, Director Hubert made the motion to terminate the association's contract and affiliation with PMG/Associa at the next contract renewal and replace it with either a self-managed option or a new management company. This contract expires at December 31, 2024. Director Barbier seconded the motion. All board members were in favor.


Director Hubert was instructed to draft a termination letter accompanied by a breach of contract demand letter which would be related to the many outstanding commitments/contractual obligations PMG/Associa has failed to fulfill. All board members wish to sign these two documents after they are approved. Director Hubert was also asked to perform necessary research and due diligence such that a list of feasible options could be presented at the next board meeting. The expectation is that a report will be prepared by Director Hubert and presented to the board on a date in early August 2024.

Future Meeting – The next board meeting is set as an interim meeting and is set for 6:30pm on June 18, 2024. This meeting is subject to change depending on management replacement search.

Adjournment – As there is no other business before the board, the meeting is adjourned at 7:02 p.m.



Acting Secretary



Date