

Cypress Forest Community Association, Inc.

2025 Regular Interim Members' Meeting

Date: August 5, 2025
Time: 6:30 pm – 8:00 pm (Executive Session 6:00pm to 6:30pm)
Location: 627 Cypress Oaks Drive, Spring, Texas, 77388
Forest Oaks Classroom (next WWTP and old Constable office)

AGENDA

1. **Establish Quorum (10% of 148=15, Reconvened 5% of 148=7)**
2. **Call Meeting to Order**
3. **Introductions**
4. **Open Forum**
 - General discussion (may be limited to 5 minutes per person if many in attendance)
5. **Approval of the Minutes from Prior Meeting**
6. **President's Report**
7. **Financial Reports**
 - Review financials
8. **Review and Approve 2026 Budget, Inclusive of Member Assessments**
9. **Ratify Actions Interim to Meetings**
10. **Consider and Vote:** Referral of Owners who have Violated or are Violating Association's Governing Documents Over to Association Attorney to Seek Compliance with Governing Documents Through Lawsuit if Necessary
11. **Consider and Vote:** Referral of Owners who are Delinquent in the Payment of Assessments or Other Charges to the Association Over to the Attorney to Collect Such Past Due Amounts Through Lawsuit and Foreclosure if Necessary
12. **Open Forum - Closeout**
 - General Discussion (limit to 3 minutes per person)
13. **Schedule Next Meeting and Adjournment**

Thank you for attending the Cypress Forest Regular Interim Meeting!

If you have any further questions, comments or concerns, please feel free to contact Casandra Riddle at (281) 419-1653 or via email at criddle@imcmanagement.net. You may also reach the board president, Scott Hubert, at scotthubert@hotmail.com or 281-989-3244.

CFCAI

PRIOR MEETING MINUTES

BOARD PACKAGE

January 28, 2025
Annual Meeting

Cypress Forest Community Association, Inc.

Annual Meeting of the Board of Directors

Date: January 28, 2025
Time: 6:30 pm – 9:00 p.m.
Location: FOSRC Classroom, 627 Cypress Oaks Drive, Spring, Texas 77388

Board Members Present: Scott Hubert, EJ “Pat” Barbier, Karl Wolff

Board Members Absent: Rodney Alexander

Member of Management Present: Tammy Perry, Casandra Riddle (IMC Property Management)

Establish Quorum (10% of 147=15, Reconvened 5% of 147=7) – A quorum was found with three (3) members present and thirteen (13) proxies presented.

Call Meeting to Order – The meeting was called to order at 6:32 pm by Director Hubert.

Introductions – The Board of Directors, new management members and property owners were introduced.

Open Session – There were no concerns addressed with the board as noted by members.

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of September 11, 2024 (Motion – Hubert, Second – Barbier, Unopposed)

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of January 23, 2024 (Motion – Hubert, Second – Barbier, Unopposed)

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

New Management Company: The transition went more smoothly than planned. That is all to do with IMC’s dedication and resiliency. PMG/Associa made an attempt to bill for extras that the association should not be demanded to pay, and Director Hubert will push to get that reversed. We will need to financials from both IMC and PMG/Associa soon and Director Hubert will work to aggregate/combine those for review by board and for preparation of the tax return. Kudos to IMC for their great work and the board looks forward to many decades of leadership from this management company in the future.

Cypress Oaks Sign and Landscaping: All repairs and improvements to the sign area located at Cypress Oaks and I-45 planned for 2024 were completed according to scope. It is noted that the potentially forthcoming construction planned for industrial building addition on Hendricks Property necessitates a “wait and see” approach to planned improvements in this same area for 2025. If the building goes forward, it may mean significant damage/debris in the area related to construction and might involve the removal of light poles along Cypress Oaks Drive.

There is still a plan to replace the cracked “CF” sandcast emblem on the south side of the sign in 2025. Scott Hubert will be repainting the planters atop the sign. Finally, it is noted that the bradford pear trees located in the right of ways are at the end of their traditional life span. They may need to be cut down and replaced in the coming years. The board will continue to work with landscaper to watch and respond to status on this.

Illegal Dumping: Discussed in the last few meetings, this issue has been a problem for some time. It was reported that between this meeting and the last, there were no known major dumping occurrences. The

board has worked with HC Precinct 4 Constables to better patrol these areas. In addition, there have been some cameras installed in remote locations in the area to help catch anyone that does indeed use our community as a dumping ground. Community members are encouraged to keep a close watch on this area and call the Precinct 4 Constables at 281-376-3472 if they observe anything suspicious.

Website Updates: Director Hubert updated the website in some small ways. A “new member welcome package” was added. Certain pictures were updated. There were a handful of other modifications. The board recognizes this website gets a couple of dozen “hits” each month and will continue to focus on improvements.

Holiday Decor: The board procured some new holiday decorations for the holiday season 2024. Director Hubert and his son placed this décor on and around the Cypress Forest marquee sign. Special recognition goes to Mrs. Moore, a resident and member of CF, who kindly contributed design assistance on this project. Following the holiday close, further decorations were procured at a discount in anticipation of deploying them to more areas of Cypress Forest in December 2025. Volunteers are needed to work on these decorations in the future as it takes considerable amount of time.

January 2025 Ice Storm: All property and infrastructure were inspected closely after the ice storm in mid-January. Thankfully, it appears all irrigation systems and other infrastructure were properly prepared and no loss to property was noted.

Architectural Committee: We continue to search for new members for this committee. Anyone that might be interested is encouraged to contact the management company, Director Hubert or any board member.

Centerpoint: Our new program with Centerpoint is somewhat beneficial. We have a dedicated representative to answer transmission-related questions and report on outages. Problem is that the representative keeps changing and with that, comes changes in schedule/contact options. The grid has done better last few months. Let’s hope and pray that remains.

WCID #110 Activities: The board recognizes that much of the success of our community is due to the diligent work of the board, staff, and vendors of Harris County WCID #110. While Cypress Forest CAI is unrelated, it is always important to recognize activities within this organization. It is noted that a new board member joined WCID #110 at the January 2025 meeting. It was also discussed that both bond election proposals passed while the tax increase measure failed during the November 2024 election.

Roads and Streets: The board is continuing to encourage TxDOT to more regularly clean the common areas along I-45 frontage road. This area is collecting a perverse amount of trash and debris and TxDOT needs to do better. Director Hubert has a direct number for personnel responsible for this and occasionally calls to “firmly remind” this supervisor as to the need for debris removal.

Review of Financial Statements – Review of financial statements was led by Scott Hubert. July 2024 financial statements were the latest package available, due to transition to new management company, and the entire 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 a principal balance of approx. \$80,000. The CDs are “laddered” and should earn about \$3,000 in interest in 2025. It was further noted that at this period, the association had approximately \$132k (inclusive of CD’s) in cash deposits. There were no questions or concerns noted by members or board. Once the financials are released by PMG/Associa (old management company), director Hubert will combine and provide full financial package for year end.

Certificate of Deposit – The board recognizes that there are two certificates of deposit accounts held at Amegy Bank N.A. Scott has asked that Amegy Bank, N.A., change the mailing address and contact information to reflect IMC Property Management’s address. The board CD’s are to be managed by board president, currently Scott

Hubert, but require recommendation and approval by a majority of the board as to maturity and reinvestment decisions. The board reviews CD performance and assesses terms at each meeting as part of the commitment to proper controls and investment objectives. Any new CD will require signature by at least two board members for control purposes. The board instructs the position of president and treasurer to be signatories. The board approves all four current members to be listed on the account and be able to discuss details with Amegy Bank at any time. Motion was made by Director Wolff to approve the renewal and signatories as position of president and treasurer. Director Barbier seconded. All were in favor.

Executive Session – Board went into executive session at 8:54 pm to discuss specific accounts, necessary actions and legal matters. Executive session ended at 9:10 pm and the board returned to regular session.

Collections - A motion was made to turn over all owners who owe are delinquent in the payment of any portion of the current year's assessment, a past year's assessment, or any other charge to the Association's attorney to collect the delinquency through lawsuit and foreclosure (including bidding on and purchasing the property at the foreclosure sale) if necessary, the motion was seconded, voted on and approved. Director Hubert made motion. Director Barbier seconded. All were in favor.

Future Meeting – The next board meeting, a regular interim meeting, is set for 6:30 pm on August 5, 2025.

Adjournment – As there were no other pending items, the board adjourned at 9:16 pm.

Acting Secretary

Date

CFCAI

**FINANCIAL
STATEMENTS -
FULL PACKAGE**

BOARD PACKAGE

August 5, 2025
Interim Meeting

Cypress Forest Community Association INC

Balance Sheet For 6/30/2025

Assets

CIT Operating	\$68,372.03
Amegy CD 0920 exp 03-17-26 @ 3.96%	\$63,827.44
Pacific Premier Old Op 0384	\$0.00
Amegy CD 2395	\$18,810.18
Accounts Receivable	\$7,689.53
Prepaid Insurance	\$2,476.49

Total Assets

	<u>\$161,175.67</u>
Total Assets	<u><u>\$161,175.67</u></u>

Liabilities

Accounts payable	\$0.00
Other accrued Expenses	\$2,487.05
Prepaid Assessments	\$1,361.81

Total Liabilities

\$3,848.86

Equity

Retained Earnings	\$49,375.47
Capital Reserves	\$68,157.36
Net Income	\$39,793.98

Total Equity

\$157,326.81

Total Liabilities / Equity	<u><u>\$161,175.67</u></u>
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Cypress Forest Community Association INC

Statement of Revenues and Expenses 01/01/2025 - 6/30/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4000 - Maintenance Fees	-	-	-	47,775.00	-	47,775.00	-
4099 - Bank Fees	-	-	-	25.00	-	25.00	-
4100 - Maintenance Late Fees	-	-	-	290.00	-	290.00	-
4101 - Interest	54.41	-	54.41	483.66	-	483.66	-
4115 - Bank Interest	2.83	-	2.83	1,447.16	-	1,447.16	-
Total Income	57.24	-	57.24	50,020.82	-	50,020.82	-
Total Income	57.24	-	57.24	50,020.82	-	50,020.82	-
Operating Expense							
Expenses							
5000 - Landscaping Contract	-	-	-	1,529.58	-	(1,529.58)	-
5001 - Landscaping Irrigation	-	-	-	615.08	-	(615.08)	-
5100 - Electric	250.00	-	(250.00)	254.56	-	(254.56)	-
5101 - Water & Sewer	230.67	-	(230.67)	836.61	-	(836.61)	-
5200 - Management Fee	650.00	-	(650.00)	3,900.00	-	(3,900.00)	-
5201 - Postage/Printing/Supplies	110.95	-	(110.95)	842.66	-	(842.66)	-
5202 - Office Supplies	-	-	-	298.40	-	(298.40)	-
5205 - Bank Fees	-	-	-	35.00	-	(35.00)	-
5208 - Property Taxes	-	-	-	400.00	-	(400.00)	-
5209 - Meeting Expense	-	-	-	105.96	-	(105.96)	-
5300 - Legal-Collections	-	-	-	1,009.50	-	(1,009.50)	-
5302 - Legal-Corporate	-	-	-	399.49	-	(399.49)	-
Total Expenses	1,241.62	-	(1,241.62)	10,226.84	-	(10,226.84)	-
Total Expense	1,241.62	-	(1,241.62)	10,226.84	-	(10,226.84)	-
Operating Net Total	(1,184.38)	-	(1,184.38)	39,793.98	-	39,793.98	-
Net Total	(1,184.38)	-	(1,184.38)	39,793.98	-	39,793.98	-

*** It should be noted that due to conversion, the budget it not loaded into this financial document. Further, several landscaping invoices have not yet been received and cannot be accrued due to uncertainty of amount. This and insurance payments will erode the net profit position at 6/30/2025.

CFCAI

2026 BUDGET PROPOSED

BOARD PACKAGE

August 5, 2025
Interim Meeting

Cypress Forest 2026 Budget

GL Acct #	Account Description	2025 Annual Budget	2025 Jan- June Actuals	2025 Jul- Dec Projected	2025 Actuals + Projected	2026 Estimated Budget	Notes
Income							
Income							
	Residential Assessments	\$ 48,100.00	\$ 47,775.00	\$ -	\$ 47,775.00	\$ 47,775.00	
	Application Fees	\$ 125.00	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	
	Late Fees & Interest	\$ -	\$ 798.66	\$ 840.00	\$ 1,638.66	\$ -	
	Legal Reimbursements	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ -	
	Miscellaneous Income	\$ 3,750.00	\$ 1,443.16	\$ 1,443.16	\$ 2,886.32	\$ 3,320.00	Interest off of \$83k of CD's at 4%
	Interest Earned - Operating Accounts	\$ 3.00	\$ 4.00	\$ 4.00	\$ 8.00	\$ 5.00	
	Income Totals	\$ 51,978.00	\$ 50,020.82	\$ 3,237.16	\$ 53,257.98	\$ 51,250.00	
Per Owner Assessment Amount						\$ 325.00	
Expense							
Administrative							
	General Administrative	\$ 400.00	\$ -	\$ 500.00	\$ 500.00	\$ 400.00	
	Application/Processing	\$ 125.00	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	owners are responsible for charge.
	Bad Debt	\$ 1,000.00	\$ -	\$ 800.00	\$ 800.00	\$ 900.00	
	Bank Fees	\$ -	\$ 35.00	\$ -	\$ -	\$ 30.00	
	Billing/Collections	\$ 2,000.00	\$ -	\$ 800.00	\$ 800.00	\$ 1,000.00	
	Decorations	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	
	Lien Charges	\$ 100.00	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	
	Meeting Room Rentals/Zoom	\$ 210.00	\$ 105.98	\$ 111.28	\$ 217.26	\$ 280.00	WCID 110 raised rates. Also, this covers beverage/snacks for meetings
	NSF Charges	\$ -	\$ -	\$ -	\$ -	\$ -	
	Office Supplies	\$ 225.00	\$ 298.40	\$ 298.40	\$ 596.80	\$ 700.00	
	Record Storage	\$ 900.00	\$ -	\$ 400.00	\$ 400.00	\$ 400.00	
	Web Site Maintenance	\$ 210.00	\$ -	\$ 395.00	\$ 395.00	\$ 425.00	SDH costs to renew domain/upkeep of website - host has increased fees significantly.
	Other Administrative Services	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	
	Community Events	\$ 350.00	\$ -	\$ 150.00	\$ 150.00	\$ 350.00	NNO Primarily; board would like to see more community events
	Printing and Copying	\$ 700.00	\$ 842.66	\$ 842.66	\$ 1,685.32	\$ 1,900.00	Postage and office supplies consolidated with new property mgr
	Postage	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	
	Administrative Totals	\$ 8,170.00	\$ 1,282.04	\$ 5,147.34	\$ 6,394.38	\$ 7,235.00	
Insurance							
	D&O Insurance Premiums	\$ 1,737.00	\$ 1,737.00	\$ -	\$ 1,737.00	\$ 1,875.96	Based on actuals via Greenwood

Cypress Forest 2026 Budget

GL Acct #	Account Description	2025 Annual Budget	2025 Jan-June Actuals	2025 Jul-Dec Projected	2025 Actuals + Projected	2026 Estimated Budget	Notes
	Property Insurance Premiums	\$ 1,565.00	\$ 1,565.00	\$ -	\$ 1,565.00	\$ 1,690.20	Based on actuals via Greenwood
Insurance Totals		\$ 3,302.00	\$ 3,302.00	\$ -	\$ 3,302.00	\$ 3,566.16	
Utilities							
	Electric Service	\$ 750.00	\$ 254.56	\$ 254.56	\$ 509.12	\$ 600.00	
	Water Service	\$ 990.00	\$ 836.61	\$ 870.07	\$ 1,706.68	\$ 1,300.00	We had backflow stolen and a major water leak on Emory Trail which resulted in inflated water invoice in 2025.
Utilities Totals		\$ 1,740.00	\$ 1,091.17	\$ 1,124.63	\$ 2,215.80	\$ 1,900.00	
Landscaping							
	Grounds & Landscaping - Contract	\$ 14,654.98	\$ 1,529.58	\$ 12,127.78	\$ 13,657.36	\$ 14,067.08	based on actuals and projected 3% increase
	Landscape Replacement & Installation	\$ 3,100.00	\$ -	\$ 540.00	\$ 540.00	\$ -	
	Irrigation Repair & Maintenance	\$ 1,150.00	\$ 615.08	\$ 4,500.00	\$ 5,115.08	\$ 1,800.00	Backflow stolen in 2025. Proposed lower amount is closer to traditional expense.
Landscaping Totals		\$ 18,904.98	\$ 2,144.66	\$ 17,167.78	\$ 19,312.44	\$ 15,867.08	
Repair & Maintenance							
	Electrical Supplies / Repair & Maintenance	\$ 350.00	\$ -	\$ -	\$ -	\$ 450.00	
	Gate & Monument Repair and Maintenance	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
	General Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
	Lighting Supplies/Repair & Maintenance	\$ 2,400.00	\$ -	\$ -	\$ -	\$ 800.00	
Repair & Maintenance Totals		\$ 3,250.00	\$ -	\$ -	\$ -	\$ 1,250.00	
Professional Services							
	Audit & Tax Services	\$ -	\$ -	\$ -	\$ -	\$ 400.00	Scott intending to leave so this will need to be hired
	Legal Services	\$ -	\$ -	\$ -	\$ -	\$ -	
	Legal Services - Collections	\$ 950.00	\$ 1,009.50	\$ 400.00	\$ 1,409.50	\$ 1,500.00	
	Legal Services - General Counsel	\$ 2,000.00	\$ 399.49	\$ 250.00	\$ 649.49	\$ 600.00	
	Legal Services - Deed restrictions	\$ 450.00	\$ -	\$ 450.00	\$ 450.00	\$ 450.00	
	Management Fees	\$ 8,400.00	\$ 3,900.00	\$ 3,900.00	\$ 7,800.00	\$ 8,400.00	Inclusive of supply/misc expenses
Professional Services Totals		\$ 11,800.00	\$ 5,308.99	\$ 5,000.00	\$ 10,308.99	\$ 11,350.00	
Taxes							
	Property /Real Estate Tax	\$ 60.00	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	
	Federal Income Tax (On Interest Income)	\$ 1,125.00	\$ 400.00	\$ 150.00	\$ 550.00	\$ 996.00	30% of interest income
Taxes Totals		\$ 1,185.00	\$ 400.00	\$ 210.00	\$ 610.00	\$ 1,056.00	
Other Expenses							
	Reserve Contribution Expense	\$ -	\$ -	\$ -	\$ -	\$ 9,000.00	
Total Expenses		\$ 48,351.98	\$ 13,528.86	\$ 28,649.75	\$ 42,143.61	\$ 51,224.24	
Net (+/-) Income/Loss		\$ 3,626.02	\$ 36,491.96	\$ (25,412.59)	\$ 11,114.37	\$ 25.76	operating surplus (+)/deficit (-)