

Cypress Forest Community Association, Inc.

2026 Regular Meeting of the Board of Directors

Date: October 5, 2026
Time: 1:00 pm – 1:30 pm (Executive Session 12:00pm to 1:00pm)
Location: Location: Remote Meeting Via Microsoft Teams
Join: Join:
<https://teams.microsoft.com/meet/228511584449653?p=78dws5VvYfJJrICrXi>
Meeting ID: 228 511 584 449 653
Passcode: uq3LY2wd

Dial in by phone
+1 469-965-2522,,699860425# United States, Northlake
Phone conference ID: 699 860 425#

AGENDA

- 1. Establish Quorum**
- 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.

Cypress Forest Community Association, Inc.

Meeting of the Board of Directors

Date: August 12, 2026
Time: 6:30 pm – 9:00 p.m.
Location: Community Room, Spring Fire Department #77
2900 Cypresswood Drive, Spring, Texas 77388

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

Board Members Absent: None

Member of Management Present: None

Establish Quorum - A quorum was found with three (3) members of the board present.

Call Meeting to Order – In an effort to wait for more of public to participate in the meeting, the meeting was delayed by 10 minutes. The meeting was called to order at 6:40pm 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 January 14, 2026 (Motion – Hubert, Second – Barbier, Unopposed)

Approval of Minutes from Prior Meeting – Motion was made and passed to approve the meeting minutes of May 27, 2026 (Motion – Hubert, Second – Alexander, Unopposed)

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

Klein ISD Start: Klein ISD started back to class today for the 2025-2026 session. An effort will be made to publicize school bus traffic procedures and remind everyone to slow down/be cautious as drivers via social media and website.

Graffiti: Continuing to occur, but at lesser volume. The HOA and directors will continue to cleanup, but it is important that residents and board document and report such that when vandals are caught, proper evidence is present.

Centerpoint: The board, with assistance of community members, continues to push Centerpoint to both better maintain infrastructure while keeping right of ways free of growth. Some good news is that Centerpoint has tree companies currently working in the community to clear rights-of-way and easements.

Cypress Oaks Road Condition/TxDOT Frontage Road Separation: With Fidelis project wrapping up, it is near time for a push to work with Precinct 3/Tom Ramsey’s office to get the yellow divider curb repaired and the south entrance updated. Further, it has been noted that a large pothole/separation between sections of the frontage road bridge has appeared on the recently completed TxDOT bridge project. While not a community responsibility, it does affect our neighbors, and Director Hubert will work to get both items resolved prior to year-end.

Landscaping Contract and Irrigation Inspections: As board is aware, our landscape contract with Autrey Bros. just renewed with a 3% price increase. Further, MOC, the operator for WCID #110, recently requested our annual backflow certification reports. Autrey Bros., a licensed irrigator, performed testing on all PVB circuits and found one needed repair. The repairs were made and all eight PVB units were certified and reports submitted to MOC.

Commercial ("FIDELIS") Project – Cypress Oaks Drive: This project is nearing completion. No tenant is known yet and it is noted that the owner has property listed both for sale and lease. The required brick wall around the structure is to be completed within 2 weeks. There are still concerns being addressed with the owner/developer, WCID #110 and Harris County. Notably, those concerns are:

Flooding Threat – Members of the board have been in contact with both Harris County Engineering and WCID #110 about a) the amount of silt allowed down the storm drains during construction, and b) long-term flooding concerns. This conversation will continue. Both HC Engineering and WCID #110 stated their personnel will be looking into both camera and jetting of this infrastructure.

Truck Traffic – A true threat to the sanctity and safety of our community. There is an operation in place to get trucks banned from using streets of surrounding communities as throughways for large, commercial trucks (i.e. 18-wheelers). A traffic study was begun by the county approximately 2 months ago and hopefully this will lead to enacting a provision disallowing these large trucks. The board will continue to pursue interest in this topic and will fight until the signs go up.

Other Considerations: Sound pollution, light pollution, crime, air pollution, loss of value of homes within Cypress Forest. All of these are serious and omnipresent issues that will continue to be addressed, discussed and acted upon when possible. Until a tenant is found for the project, things will likely be quieter and pollution concerns low. Once a tenant is found, the community will have to determine what mitigation is required and will respond accordingly.

ACC Committee: Volunteers are greatly needed for the ACC Committee. With two vacancies, additional members are needed to avoid placing too much strain on the remaining member. The board will discuss efforts to recruit volunteers and other possible alternatives.

New Construction (Residential): A new home is under construction on S. Rim Trail, which is to be completed in next few weeks, leaving only two unimproved lots within Cypress Forest. The board and management company will monitor construction to help ensure the project does not create unnecessary disruption for nearby residents.

Holiday Decorations: The board intends to do this again at Christmas season 2026, but dates and volunteers to assist in decorating are undetermined at this time.

Review of Financial Statements – Review of financial statements was led by Director Hubert. The unaudited July 31, 2026, financials were made available by the management company.

It is noted that the association has approximately \$159k in cash or cash equivalents at July 2026 with an account receivable due of \$10.6k. Almost all categories of expense are under budget and remain consistent and expected in 2026 and a net surplus exists.

There were no questions or concerns noted by members or board.

Executive Session Summary – Hearing was held for owner of account CFCA62417 who appealed a 209 violation related to improper driveway fence. Property owner did not personally appear and did not present

substantive information for consideration by the board. The board, upon review and discussion, noted a proper ACC application was not filed in regard to this project and as such, the ACC has not had the opportunity to review the project. The board recommended that the owner either remove the fence structure in compliance of CCRs or properly submit an Architectural Control Committee ("ACC") application to be considered by ACC. Motion made by Director Hubert to effect this decision. Seconded by Alexander. All were in favor.

Collection Escalation – No accounts outside of those already with the attorney were escalated during this meeting.

DR Violation Escalation – Motion was made by Director Hubert to turn account #CFCA62417 over to the Association's attorney to pursue unapproved yard and home modifications through lawsuit if necessary. This account was previously submitted to attorney for other DR violations, but this latest motion will include additional violations – such as unapproved fence addition. Motion seconded by Director Barbier. All were in favor.

Future Meeting – The next board meeting, an interim and budget planning meeting, to be held remotely, is set for 1 pm on October 5, 2026. Details of meeting will be posted on website and social media.

Adjournment – As there were no other pending items, the board adjourned at 7:00 pm.

Acting Secretary

Date

Cypress Forest Community Association INC

Balance Sheet For 8/31/2026

Assets

1000 - CIT Operating	\$56,898.78
1001 - Amegy CD 0920 exp 03-17-26 @ 3.96%	\$65,720.75
1002 - Pacific Premier Old Op 0384	\$5,046.85
1005 - Amegy CD 2395	\$19,487.81
1028 - Accounts Receivable	\$13,001.77
1032 - Prepaid Insurance	\$3,026.83
1800 - Prepaid Expense by Credit Memo	(\$231.16)
1028-2 - Rec due from Associa	\$90.00

Total Assets

	\$163,041.63
Total Assets	\$163,041.63

Liabilities

2001 - Refundable BLD DEP	\$1,000.00
2003 - Accounts Payable	\$35.00
2004 - Other accrued Expenses	\$1,040.90
2005 - Prepaid Assessments	\$1,334.29
2007 - New Acct/PMG Collections	\$1,076.20
2008 - Transfer/Processing Fee IMC	(\$7.00)

Total Liabilities

\$4,479.39

Equity

3000 - Retained Earnings	\$70,597.10
3002 - Capital Reserves	\$68,157.36
6000 - Net Income	\$19,807.78

Total Equity

	\$158,562.24
Total Liabilities / Equity	\$163,041.63

Cypress Forest Community Association INC

Statement of Revenues and Expenses 8/1/2026 - 8/31/2026

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
4000 - Maintenance Fees	-	3,981.25	(3,981.25)	47,675.00	31,850.00	15,825.00	47,775.00
4099 - Bank Fees	-	-	-	27.25	-	27.25	-
4100 - Maintenance Late Fees	-	-	-	220.00	-	220.00	-
4101 - Interest	46.51	-	46.51	562.68	-	562.68	-
4102 - ACC Application Fee	-	12.50	(12.50)	-	100.00	(100.00)	150.00
4104 - Return Check Income	-	-	-	(60.00)	-	(60.00)	-
4115 - Bank Interest	2.75	277.08	(274.33)	23.79	2,216.64	(2,192.85)	3,325.00
4129 - Small Claims Recover	2,317.46	-	2,317.46	3,797.46	-	3,797.46	-
Total Income	2,366.72	4,270.83	(1,904.11)	52,246.18	34,166.64	18,079.54	51,250.00
Total Income	2,366.72	4,270.83	(1,904.11)	52,246.18	34,166.64	18,079.54	51,250.00

Operating Expense

Expenses							
5000 - Landscaping Contract	2,567.79	1,172.26	(1,395.53)	11,459.45	9,378.08	(2,081.37)	14,067.08
5001 - Landscaping Irrigation	1,629.17	254.17	(1,375.00)	2,136.43	2,033.36	(103.07)	3,050.00
5002 - Landscaping Maintenance	1,266.53	45.00	(1,221.53)	1,266.53	360.00	(906.53)	540.00
5015 - General Maintenance Repairs	-	-	-	316.63	-	(316.63)	-
5071 - Community Events	-	29.17	29.17	-	233.36	233.36	350.00
5100 - Electric	24.08	50.00	25.92	221.91	400.00	178.09	600.00
5101 - Water & Sewer	281.68	108.33	(173.35)	1,742.19	866.64	(875.55)	1,300.00
5118 - Holiday Decorations	-	25.00	25.00	-	200.00	200.00	300.00
5200 - Management Fee	669.50	808.33	138.83	5,356.00	6,466.64	1,110.64	9,700.00
5201 - Postage/Printing/Supplies	60.55	191.67	131.12	1,323.38	1,533.36	209.98	2,300.00
5202 - Office Supplies	-	58.33	58.33	-	466.64	466.64	700.00
5203 - Storage Fees	-	33.33	33.33	-	266.64	266.64	400.00
5204 - Bad Debt	-	75.00	75.00	98.64	600.00	501.36	900.00
5205 - Bank Fees	-	2.50	2.50	20.00	20.00	-	30.00
5206 - Website Maintenance	-	35.42	35.42	258.46	283.36	24.90	425.00
5208 - Property Taxes	-	5.00	5.00	-	40.00	40.00	60.00
5209 - Meeting Expense	-	23.33	23.33	45.41	186.64	141.23	280.00
5218 - Filing Fees	5.00	-	(5.00)	5.00	-	(5.00)	-
5230 - Federal Taxes	-	83.00	83.00	-	664.00	664.00	996.00
5300 - Legal-Collections	2,317.46	125.00	(2,192.46)	5,217.31	1,000.00	(4,217.31)	1,500.00
5301 - Legal -Deed Violations	-	37.50	37.50	-	300.00	300.00	450.00
5302 - Legal-Corporate	-	50.00	50.00	(1,808.85)	400.00	2,208.85	600.00
5303 - Legal-Litigation	-	-	-	1,018.15	-	(1,018.15)	-
5307 - Accounting	-	33.33	33.33	382.76	266.64	(116.12)	400.00
5314 - General Administrative fee	-	20.83	20.83	-	166.64	166.64	250.00
5400 - Directors & Officers Insurance	1,737.00	156.33	(1,580.67)	1,737.00	1,250.64	(486.36)	1,875.96
5401 - General Liability	1,642.00	140.85	(1,501.15)	1,642.00	1,126.80	(515.20)	1,690.20
Total Expenses	12,200.76	3,563.68	(8,637.08)	32,438.40	28,509.44	(3,928.96)	42,764.24

Cypress Forest Community Association INC

Statement of Revenues and Expenses 8/1/2026 - 8/31/2026

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Total Expense	12,200.76	3,563.68	(8,637.08)	32,438.40	28,509.44	(3,928.96)	42,764.24
Operating Net Total	(9,834.04)	707.15	(10,541.19)	19,807.78	5,657.20	14,150.58	8,485.76
Net Total	(9,834.04)	707.15	(10,541.19)	19,807.78	5,657.20	14,150.58	8,485.76

Cypress Forest 2027 Budget

<u>GL Acct #</u>	<u>Account Description</u>	<u>2026 Annual Budget</u>	<u>2026 Jan-August Actuals</u>	<u>2026 Sept-Dec Projected</u>	<u>2026 Actuals + Projected</u>	<u>2027 Estimated Budget</u>	<u>Notes</u>
Income							
Income							
4000	Residential Assessments	\$ 47,775.00	\$ 47,675.00	\$ -	\$ 47,675.00	\$ 47,775.00	
4102	Application Fees	\$ 150.00	\$ -	\$ 100.00	\$ 100.00	\$ 150.00	
4101	Late Fees & Interest	\$ -	\$ 247.25	\$ 729.00	\$ 976.25	\$ -	
5318	Legal Reimbursements	\$ -	\$ 3,797.46	\$ 1,100.00	\$ 4,897.46	\$ -	
4115	Miscellaneous Income	\$ 3,320.00	\$ 502.68	\$ 2,751.34	\$ 3,254.02	\$ 3,400.00	Interest earned on \$85k of CD's at 4%
4115	Interest Earned - Operating Accounts	\$ 5.00	\$ 23.79	\$ 7.93	\$ 31.72	\$ 30.00	
Income Totals		\$ 51,250.00	\$ 52,246.18	\$ 4,688.27	\$ 56,934.45	\$ 51,355.00	
Per Owner Assessment Amount						\$ 325.00	
Expense							
Administrative							
5204	Bad Debt	\$ 900.00	\$ 98.64	\$ 50.00	\$ 148.64	\$ 640.00	
5025	Bank Fees	\$ 30.00	\$ 20.00	\$ 20.00	\$ 40.00	\$ 40.00	
5071	Decorations	\$ 300.00	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	
5209	Meeting Room Rentals/Zoom	\$ 280.00	\$ 45.41	\$ 90.00	\$ 135.41	\$ 120.00	
5202	Office Supplies	\$ 700.00	\$ -	\$ -	\$ -	\$ -	
5203	Record Storage	\$ 400.00	\$ -	\$ 100.00	\$ 100.00	\$ 100.00	
5206	Web Site Maintenance	\$ 425.00	\$ 258.46	\$ 125.00	\$ 383.46	\$ 425.00	Host has increased fees significantly.
5314	Other Administrative Services	\$ 250.00	\$ 5.00	\$ 5.00	\$ 10.00	\$ 25.00	
5071	Community Events	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ 600.00	NNO Primarily; board would like to see more community events
5201	Postage, Printing and Copying	\$ 2,300.00	\$ 1,323.38	\$ 661.69	\$ 1,985.07	\$ 2,223.28	
Administrative Totals		\$ 5,935.00	\$ 1,750.89	\$ 1,701.69	\$ 3,452.58	\$ 4,473.28	
Insurance							
5400	D&O Insurance Premiums	\$ 1,875.96	\$ 1,737.00	\$ -	\$ 1,737.00	\$ 1,893.33	Anticipated 9% increase
5401	Property Insurance Premiums	\$ 1,690.20	\$ 1,642.00	\$ -	\$ 1,642.00	\$ 1,789.78	Anticipated 9% increase
Insurance Totals		\$ 3,566.16	\$ 3,379.00	\$ -	\$ 3,379.00	\$ 3,683.11	
Utilities							
5100	Electric Service	\$ 600.00	\$ 221.91	\$ 110.96	\$ 332.87	\$ 385.00	

Cypress Forest 2027 Budget

<u>GL Acct #</u>	<u>Account Description</u>	<u>2026 Annual Budget</u>	<u>2026 Jan-August Actuals</u>	<u>2026 Sept-Dec Projected</u>	<u>2026 Actuals + Projected</u>	<u>2027 Estimated Budget</u>	<u>Notes</u>
5101	Water Service	\$ 1,300.00	\$ 1,742.19	\$ 871.10	\$ 2,613.29	\$ 1,888.00	
Utilities Totals		\$ 1,900.00	\$ 1,964.10	\$ 982.05	\$ 2,946.15	\$ 2,273.00	
Landscaping							
5000	Grounds & Landscaping - Contract	\$ 14,067.08	\$ 11,459.45	\$ 5,729.73	\$ 17,189.18	\$ 12,995.30	Budget amount based on renewal received 7/14/2026
5002	Landscape Replacement & Installation	\$ 540.00	\$ 1,266.53	\$ 633.27	\$ 1,899.80	\$ 2,850.00	
5001	Irrigation Repair & Maintenance	\$ 3,050.00	\$ 2,136.43	\$ 1,068.22	\$ 3,204.65	\$ 3,500.00	Backflow inspections are now consistent with MOC and need to be weighted in.
Landscaping Totals		\$ 17,657.08	\$ 14,862.41	\$ 7,431.21	\$ 22,293.62	\$ 19,345.30	
Repair & Maintenance							
5034	Electrical Supplies / Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	Removal or repair of street lights
5015	General Repair & Maintenance	\$ -	\$ 316.63	\$ 158.32	\$ 474.95	\$ 2,400.00	Painting of signs + pressure washing
5034	Lighting Supplies/Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 350.00	
Repair & Maintenance Totals		\$ -	\$ 316.63	\$ 158.32	\$ 474.95	\$ 5,250.00	
Professional Services							
5308	Audit & Tax Services	\$ 400.00	\$ 382.76	\$ -	\$ 382.76	\$ 480.00	
5302	Legal Services	\$ -	\$ 1,018.15	\$ 509.08	\$ 1,527.23	\$ 1,547.00	
5300	Legal Services - Collections	\$ 1,500.00	\$ 5,217.31	\$ 2,608.66	\$ 7,825.97	\$ 3,248.00	
5302	Legal Services - General Counsel	\$ 600.00	\$ (1,808.85)	\$ -	\$ (1,808.85)	\$ 1,500.00	
5301-1	Legal Services - Deed restrictions	\$ 450.00	\$ -	\$ -	\$ -	\$ 1,650.00	
5200	Management Fees	\$ 9,700.00	\$ 5,356.00	\$ 2,678.00	\$ 8,034.00	\$ 8,275.02	
Professional Services Totals		\$ 12,650.00	\$ 10,165.37	\$ 5,795.73	\$ 15,961.10	\$ 16,700.02	
Taxes							
5208	Property /Real Estate Tax	\$ 60.00	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	
	Federal Income Tax (On Interest Income)	\$ 996.00	\$ -	\$ 409.00	\$ 409.00	\$ 1,020.00	30% of interest income
Taxes Totals		\$ 1,056.00	\$ -	\$ 469.00	\$ 469.00	\$ 1,080.00	
Other Expenses							
	Reserve Contribution Expense	\$ 8,460.00	\$ -	\$ -	\$ -	\$ -	
Total Expenses		\$ 51,224.24	\$ 32,438.40	\$ 16,537.99	\$ 48,976.39	\$ 52,804.71	
Net (+/-) Income/Loss		\$ 25.76	\$ 19,807.78	\$ (11,849.72)	\$ 7,958.06	\$ (1,449.71)	operating surplus (+)/deficit (-)