

# **Cypress Forest Community Association, Inc.**

## **Annual Meeting of the Board of Directors**

**Date:** January 14, 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

**Board Members Absent:** EJ "Pat" Barbier

**Member of Management Present:** 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 twelve (12) proxies presented.

**Call Meeting to Order** – In an effort to wait for delayed members to participate in the meeting, the meeting was delayed by 20 minutes. The meeting was called to order at 6:51pm 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 August 5, 2025 (Motion – Hubert, Second – Alexander, Unopposed)

**Approval of Minutes from Prior Meeting** – Motion was made and passed to approve the meeting minutes of January 28, 2025 (Motion – Hubert, Second – Alexander, Unopposed)

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

**Graffiti:** The community has unfortunately fallen victim to a rather devoted graffiti vandal. On at least four occasions, someone using black paint has "tagged" walls around the community. Director Hubert noted that he and his family have cleaned several of the markings, although some remain near the Cypress Oaks side and will be removed next week. A new incident also occurred this week, and a kind neighbor has volunteered to assist with cleanup. The board will discuss ways to better discourage and deter future incidents.

**Illegal Dumping:** While illegal dumping has been an ongoing problem, thankfully no new incidents have been reported since the August meeting. Only one abandoned shopping cart required removal during that period. Residents are encouraged to remain watchful and contact the Precinct 4 Constables at 281-376-3472 if they observe suspicious activity.

**Broken Lighting at Marquee Sign:** Two lights on the south side of the marquee sign at Cypress Oaks & I-45 are malfunctioning; one appears undamaged while the other has been broken off. The board will work with Hendricks Interests to complete repairs within the next few weeks. The expense is budgeted as routine maintenance, and no further discussion is required.

**Road Repair:** After years of persistence regarding damage dating back to the bridge repairs, the board finally secured assistance with the large roadway gap at Cypress Oaks and I-45. The approximately two-inch separation between concrete slabs caused an uncomfortable entrance into the community and potential wheel damage.

The county has now repaired the gap, although the board will continue requesting repairs to the yellow curbing along the street.

**Sidewalk Request by WCID #110 and County Precinct 3:** This matter is closed for the time being. The community and board will be updated if additional information or proposed changes become known.

**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, 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.

**New Construction (Commercial along Cypress Oaks Drive):** It is quite apparent that Cypress Forest has a new commercial neighbor. Fidelis, through subsidiary SIF III Cypress Oaks, LLC, is constructing an industrial warehouse project consisting of approximately 261,000 square feet across two buildings. The development includes approximately 15 acres of concrete improvements, with buildings reaching roughly 40 feet in height on a raised base.

While the project cannot be stopped, the board recognizes legitimate concerns regarding truck and commercial traffic through the community, noise and light pollution, drainage and flooding, air quality, crime, and other potential impacts. The board will continue working to protect the community and its property values, including petitioning the county and other appropriate governmental entities for assistance in mitigating these concerns.

**Electricity/Utility Easements:** The power situation has improved somewhat, but CenterPoint is not off the hook. The Association intends to request that crews address excessive vegetation within utility easements before storm season. The board also noted an increasing number of trees affected by drought and beetle damage. The Association will monitor the situation and work with homeowners to encourage prompt removal of dead or hazardous trees.

**Holiday Decorations:** A HUGE thank-you from the board to Rodney and Pam Alexander for the remarkable job they did decorating the marquee entrance for the holidays. Their efforts were greatly appreciated, and we look forward to going even bigger for the 2026 holiday season!

**Roads and Streets:** The board continues encouraging TxDOT to more regularly clean the common areas along the I-45 frontage road, where an excessive amount of trash and debris continues to accumulate. Director Hubert has direct contact information for the personnel responsible for this area and periodically provides a "firm reminder" when cleanup is needed.

**Review of Financial Statements** – Review of financial statements was led by Director Hubert. The unaudited December 31, 2025, financials were made available by the management company. Director Hubert notes that these financials, as presented, are preliminary and need both an accrual entry for certain expenses related to 2025 and not paid until 2026 as well as an adjustment from the conversion over from PMG. These adjustments will be effected in next few weeks and the final unaudited financials will be posted to the Cypress Forest website at [www.cypressforest.net](http://www.cypressforest.net).

It is noted that the association has approximately \$143k in cash or cash equivalents at year-end with an account receivable due of \$9.9k. This receivable balance will grow to \$57k on 1/1/26 in relation to assessments due. Almost all categories of expense came in under budget in 2025 and a net surplus resulted.

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

**Certificate of Deposit** – The board recognizes that two certificates of deposit accounts are held at Amegy Bank. One carries a face value of \$65,720.75 and terms at 03/17/2026 while the other carries a face value of \$19,487.81 and matures at 12/4/2026. The 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 future renewals and signatories as position of president and treasurer. Director Alexander seconded. All were in favor.

**Management Company Contract** – The board of directors elected to terminate a long-standing relationship with PMG/Associa effective on December 31, 2024. IMC Property Management was nominated by the board as the new management company for Cypress Forest beginning January 1, 2025. The board discussed the relationship with IMC Property Management in closed session and unanimously supports a renewal of the contract for another fiscal year. IMC Property Management has done a fantastic job in supporting the Cypress Forest community for the past year. Director Hubert motioned for the contract to be auto-renewed for the next fiscal year. Director Alexander seconded the motion. All were in favor.

**Architectural Control Committee** – The board recognizes the need to recruit new volunteers for the Architectural Control Committee (“ACC”). A motion was made by Director Hubert to authorize the board to work with IMC Property Management to send out postcards to all members in a solicitation for new ACC volunteers. The cost should not exceed \$250 for such solicitation. Director Wolff seconded. All were in favor.

**Graffiti Response** – The Cypress Forest and Cypress Forest Estates communities, among other neighboring neighborhoods, have become victims to graffiti artists in the past 6 months. There have been repeated instances of “tagging” – mostly on the brick walls surrounding the community and also on switchgear boxes for ISP’s. Director Hubert has cleaned up three instances and a kind community member cleaned up another instance on their own accord. These cleanups are difficult due to need for water. At time of meeting, one instance of this illegal painting remains on the south side of community and should be cleaned up in the next couple of weeks (weather permitting). However, there is a concern for more damage from the perpetrator. The board discussed methods for discouraging further behavior and damage. Many ideas were shared. Director Hubert made a motion to approve the purchase of up to \$600 in cameras to be installed in discreet locations in an attempt to catch this vandal and stop future instances of damage. Director Alexander seconded. All were in favor.

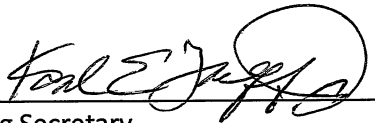
**Collection Escalation** – Motion was made by Director Hubert to turn over all owners who are delinquent in the payment of any portion of past year’s assessment, or any other outstanding charge(s) greater than \$100 and other than 2026 assessment, to the Association’s attorney to collect the delinquency through lawsuit and foreclosure (including bidding on and purchasing the property at the foreclosure sale) if necessary. Motion seconded by Wolff. All were in favor.

**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. Motion seconded by Director Wolff. All were in favor.

**Waiver of Fees** – Motion made by Wolff to write off any de minimis balances less than \$30 in aggregate. This would equate to one write-down of \$22.75. Director Hubert seconded. All were in favor.

**Future Meeting** – The next board meeting, an interim and budget planning meeting, is set for 6:30 pm on August 12, 2026, and to be held at the Spring Fire Department Station #77 community room.

**Adjournment** – As there were no other pending items, the board adjourned at 7:48 pm.

  
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Acting Secretary

August 12, 2026

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Date