

BOARD OF DIRECTORS MEETING MINUTES

Location: Cypress Creek Christian Community Center, 6823 Cypresswood Drive, Spring, TX

Prepared By: Bonnie Shows, Board Member

Board Members Present: Don Shackleford, Allen Baker, Barry King, Joel Carter, Tom Devine, Bonnie Shows

Board Members Absent: Graham Sherlock, Linda Intschert

1. The meeting was called to order at 7:02pm
2. Quorum was achieved.
3. Guests Present: Mark Shows, Sharon Devine, Darryl Walton
4. Secretary's Report
 - a. The Minutes for the June meeting were reviewed. Three corrections were requested. First, Item 5b to remove comment "but since these are ultimately payable when debts are settled, this is not considered an expense but a receivable". Secondly, Item 6 should read "Vice President's Report". Thirdly, Item 6b to clarify the only files handed to Don by Mike George relate to the wall repair.
 - b. Table additional Secretary's Report comments from Graham sent by email this week until the August meeting.
 - c. Allen moved to approve the minutes; Tom seconded. Unanimously approved.
5. Treasurer's Report
 - a. Income. Five households on payment plans. Five households have not made payments.
 - b. Collections. One household accepted a payment plan. We received full payment from another household.
 - c. Budget Variance. We have up to \$1000 to use without special permission from voting members. There are limitations to spend on unbudgeted items. We do not have to have special approval to spend up to 10% (or \$6000) of annual budget per the By Laws Article VI, Section 7, Item 11.
 - d. Barry moved to accept the Treasurer's Report; Joel seconded. Unanimously approved.
6. Vice President's Report
 - a. Complaints. We addressed three complaints.
 - b. Wall repair. Don, Allen, and Bonnie will meet tomorrow at 2:00p for a third estimate.
 - c. We need to put more detail in the agenda.
 - d. Joel made a motion to appoint Don as President (vs. 'acting' President); Barry seconded. Unanimously approved.
 - e. Joel made a motion to appointed Bonnie as Vice President; Barry seconded. Unanimously approved.
 - f. Bonnie gave a brief discussion of the Community Club activities and their request for the HOA Christmas items currently in Don's possession. Don asked that the Club present to the Board what they proposed to use and how they will decorate the entrances.
 - g. The deed restriction sign will be replaced by the county at no cost to the HOA.
7. There was a meeting with the Document Retention Committee regarding climate controlled storage. Graham is Committee Chair and other members include Allen Baker, Don Shackleford,

and Mark Nisula. Graham researched and recommended which documents were necessary to retain, including all original signature documents. Mark presented software needs.

8. Website

- a. Members of the Website Committee per recorded minutes are Mike George, Graham Sherlock, Joel Carter, and Mark Nisula; however, after Mike's resignation as Board President and board-appointed committees, Bonnie Shows volunteered to serve as a member. Joel Carter is the Committee Chair.
- b. The current By-Laws are not on the website. The version on the website is the old version.
- c. The website corrections approved at the June Board meeting were emailed to Mark Nisula by Bonnie Shows. To date, these changes have not been made.
- d. Barry made a motion to remove the deed restriction Summary from the website; Tom seconded. Five members for; one opposed. Motion carried.

9. ACC

- a. ACC Guidelines must be recorded with Harris County. Proposed guidelines were written and submitted the day of the board meeting. Not all board members reviewed the document. We will vote via email in one week regarding the proposed ACC guidelines.
- b. The ACC mailed a letter to homeowners to solicit members to serve on the ACC. Don will contact the ACC regarding the ballot and give the Board a summary of the meeting.

10. Barry's motion for collecting/filing a judicial lien (presented at June meeting) was tabled until Graham could be present.

11. Allen moved to adjourn at 9:21pm; Tom seconded. Unanimously approved.