

CYPRESS BEND HOA BOARD MEETING AGENDA

Monday, January 29, 2018

6:00 Pm

6010 West Spring Creek Pkwy, Plano TX, 75024

- I. Call meeting to order
- II. Appoint officers
 - a. Establish committees
 - b. Officer appointment will be temporary
- III. Motion to increase number of board members
 - a. Method of appointment – others from initial election, or new vote?
 - b. Officer appointment to be re-evaluated after board members additions
- IV. HIGH LEVEL REVIEW OF FINANCIAL MATTERS
 - a. Status of refund request from city of Princeton of water billing during time of leak
 - b. Review of current 2018 budget and cash flow
 - c. Third party vendors and expense approvals
 - d. DQ accounts and options of alternate collection efforts
 - i. Lender notifications
 - ii. Compare collection mailing address to Collin CAD
 - iii. Filing liens on extreme delinquencies to ensure balance collected if home is sold
 - iv. Consideration of workout program of delinquencies such as payment plans and percentage discounts on fees assessed by previous management company
- V. INSURANCE/PROPERTY REVIEW
 - a. Registered agent change to be filed (Angie S. will have a copy of the forms if needed)
 - b. Legal description evaluation
 - i. Update records to clearly outline boundaries for Cypress Bend HOA and LGI
 - ii. Confirm utility billing and property taxes are correctly assessed
 - c. Significant discrepancies and errors within insurance policies identified by Angie L
- VI. RESIDENTIAL RELATIONS
 - a. Investment property ownership impact on meeting quorum
 - b. Discussion of ACC requests
 - i. Handling of exception requests (example defer to city ordinance if covenants are not clear)
 - ii. Define timely response to residents
 - c. Items requested by residents for decoration and/or benefit of community
 1. Eligible expense, or item requiring accrual
 2. Replacement of Flag

3. Additional holidays to decorate
 - d. Official Cypress Bend HOA site verse Facebook
 1. Where is our individual information referenced?
 2. Email registration of residents
 3. Board and officer email addresses specific to Cypress Bend
- VII. Adjourn

Recommend Committees and sub-committee

ACC/Landscape

Review residential requests for compliance and approval

Landscape vendor monitoring – are we getting money's worth? Contract compliance?

Monitoring residents for lawn care, trash bins pick-up, external upkeep

Social Committee

Newsletter

Community events

Welcome package – website registration, Facebook page, Board and Officer contact info

Finance/Compliance Committee

Monitor monthly expense report for changes outside tolerance

Monitor vendor contracts for compliance

Monitor Insurance policies