

**Cypress Cove Maintenance Association
Monthly Board Meeting Minutes
October 9, 2025, 6:00 pm**

- I. Call to Order – 5:59 PM**
- a. Justin Devereaux – President(absent)**
 - b. Sara Caminiti – Vice President**
 - c. Margaret Genzer – Secretary**
 - d. Sandra Emanuel - Treasurer**
 - e. Open Position – Director**

Appointment of New Board Member – Sandra and Sara vote Yes to appoint Bonnie Lynch to fill the open Director position. Margaret votes No. Bonnie Lynch is appointed as Director.

- II. Review of Previous Meeting Minutes**– Margaret motioned to approve the September meeting minutes. Sara 2nds, the Board votes unanimously to pass the motion and approve the minutes.

III. Presentation of Reports –

- a. Review of Financial Reports** - The Board reviewed the financial reports. Margaret had a question regarding the unspecified expenses in the Expense by Vendor report. Sandra will follow up with the bookkeeper.
- b. Treasurer’s Report** - Sandra proposed a Reserve Study be conducted for the CCMA. The Board discussed the purpose and cost of the study.
- c. Review of Committee Reports**
 - 1. **ACC** – Sara presented the ACC report.
 - 2. **DRC** – Sara presented the DRC report. Sara stated that the Board could not share the status of a violation due to legal confidentiality.
 - 3. **Maintenance** – Sara presented the Maintenance Report.

-Cameras - Sandra to coordinate with GVTC for pool cameras.

Choking Device – Sandra will gather options for the Board to purchase.

IV. **Old Business –**

D. Audit Update (Sandra) – The audit is currently in progress, and it's estimated to be completed in 3-4 weeks when the Board will receive the report.

E. Kiddie Pool Leak Repair - Sara spoke with Mason for options for repair, she is still working to get in contact with Josh. The current estimate is \$300.

F. Pond Tree Stumps – Sara reported that the stumps have been removed by volunteers.

G. ACC updated forms - The Board reviewed the proposed ACC form with fines; Bonnie makes a motion to revise the form due to the fines being too high. Sara 2nds the motion, all in favor. The motion to revise the form is passed.

H. Water Softener for Civic Center - The Board will reach out to Gordon Swan for a possible used water softener for the Civic Center.

I. Background Checks – Bonnie makes a motion to be completed for elected board members, \$29.99 each. Sandra 2nds, all in favor. The motion is passed.

J. Point Gate – Sandra makes a motion to approve the “swing gate” design for the new point gate. Sara 2nds, all in favor. The motion is passed.

K. Foundation Repair - Civic Center Kitchen – Margaret will look into what's needed for the repair.

L. Texas Agricultural Update – Sara presented the letter received from the Texas Department of Agriculture. The letter states that it's a warning for applying the mixture with an eye dropper and not the prescribed method stated on the product label(sprayer).

M. Mailbox Project Update – Sandra presented a proposal from Tom Nairn for the total cost of completing the project. - **Tabled**

V. **New Business**

N. Slide Removal, selling of slides – Sandra makes a motion to sell the slides. Margaret 2nds, all in favor. Motion is passed.

O. Budget – Review and approve 2025-2026 Budget – Sandra makes a motion to approve the proposed budget. Sara 2nds, all in favor. The 2025-2026 budget is approved.

P. Pond – Water Discoloration – Sara stated the discoloration is due to the influx of nutrients entering the pond from the recent rainfall.

Q. ACC Committee Members – Sara stated that ACC volunteers have one-year terms and that current members can reapply. Anyone interested in volunteering for the ACC can apply by submitting a form on the website.

R. New software/website launch/Facebook page – Sandra is working on launching the website/portal and projects to have it complete by November 1st. Sandra stated the new portal will cost roughly \$1 per lot (~760 lots). The new CCMA Facebook page is active but due to restrictions, the new CCMA Facebook page cannot live stream for a period of 60 days.

S. Admin Update – Juliana and Laura have resigned. The Board doesn't plan to replace administrative managers. Board members will take on the responsibilities of administrative managers.

T. Playground/Fort replacement – Bobby re-braced the playground but advised that it will need to be replaced soon.

U. Pool Fees – Sandra state that the pool fees put the CCMA's non-profit status in jeopardy and will need to be reevaluated after the audit.

V. Rental Agreement review - Tabled

W. Executive Session 9-23-2025 summary – An executive session was conducted on 9/23/2023 to remove old board members and add new board members to the CCMA bank accounts.

Additional item – Sandra makes a motion to add Bonnie Lynch as a signer to the CCMA bank accounts. Margaret 2nds, all in favor. The motion is passed.

Public Input:

- a. A member of the community asked the Board for their long-term vision regarding property values and financial sustainability.
- b. A member of the community questioned the financial stability of the CCMA.
- c. A member of the community addressed the option of a special assessment.

VI. Meeting Adjournment - Next CCMA BOD meeting November 13th, 2025, 6:00 pm: Sandra makes a motion to adjourn the meeting, Bonnie 2nds. All in favor to adjourn, 7:40.