

**MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS OF THE  
RANCH AT CYPRESS CREEK HOMEOWNERS ASSOCIATION, INC.  
February 7, 2013**

A meeting of the Board of Directors of the Ranch at Cypress Creek Homeowners Association, Inc. was held at 6:30 p.m. at 14050 Summit Dr. Austin, Texas pursuant to notice attached hereto as Exhibit "A".

Directors in attendance were Elena Barrett, Troy Fielding and Larry Yetter. Also in attendance was Sabrina Washburn, CMCA, PCAM representing Planned Community Management, Inc., and Gary Riffle homeowner in the community.

A quorum being established the meeting was called to order at 6:35 p.m.

The first item for discussion was the minutes from the January Board of Directors meeting. Upon motion duly made and seconded the minutes were approved as presented.

The financials was the next item reviewed. The financials for January were not available at this time due to the closing of year end 2012.

There was a brief discussion on the community garage sale.

The Board also discussed approaching the MUD regarding the installation of the mailbox covers in the community. Mr. Riffle stated that he had brought this topic up at a recent MUD meeting. He also suggested the association send a letter to the MUD Board about this issue.

PCMI presented a proposal from Watkins Insurance to renew the General Liability Coverage. The proposal is for \$822 annually. After due discussion the Board unanimously approved to accept the proposal from Watkins Insurance.

The Board agreed to hold the annual meeting on March 5<sup>th</sup> providing the Cedar Park Library is available.

There being no further business the Board adjourned into executive session at 6:50 p.m.

The Board adjourned out of executive session at 9:40 p.m.

A motion was made and seconded to approve the process of moving forward to correct an oversight on the part of the developer at it relates to Section 16-D not having the appropriate documents filed with Travis County. The vote carried unanimously.

The Board also authorized PCMI to send letters to two properties one having foil in garage windows and the other for removal/relocation of potted plants in front yard.

There being no further business the meeting was adjourned at 9:45 p.m.

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Director

**MINUTES OF THE ANNUAL MEETING OF THE  
RANCH AT CYPRESS CREEK HOMEOWNERS ASSOCIATION, INC.  
March 12, 2013**

The annual meeting of the Ranch at Cypress Creek Homeowners Association, Inc. was held at 6:30 p.m. at Cedar Park Library, Cedar Park, Texas pursuant to notice attached hereto as Exhibit "A".

Directors in attendance were Troy Fielding, Larry Yetter and Elena Barrett. Also in attendance representing Planned Community Management, Inc. was Sabrina Washburn, CMCA, PCAM.

The meeting was called to order at 6:50 p.m.

There were fifty-one (51) property owners represented either in person or by proxy of a required thirty three (33) owners. A quorum was established; therefore, official business could be conducted.

The first order of business was the election of Directors. Ms. Elena Barrett, whose position was up for election had agreed to run for an additional three year term. No other candidates had submitted their names prior to the meeting. Ms. Washburn opened the floor for nominations. There being no nominations a motion was made and seconded to close nominations. The ballots were collected and counted and Ms. Barrett was elected to the Board with 46 votes in favor.

The financial presentation was the next agenda item. Ms. Washburn reviewed the 2012 financials as well as the 2013 Approved Budget. The membership asked several questions which were addressed accordingly.

Ms. Washburn opened the floor for questions and answers. There were several questions asked to include what the association could do regarding property owners who park their vehicles across the sidewalks. The Board suggested the owners call the sheriff's department when they observe this activity. There were other general questions asked regarding general deed restriction enforcement. Ms. Washburn and the Board addressed each question.

There was a brief discussion on the criteria required to amend the restrictions. It was stated that an attempt had been made to amend the restrictions a couple of years prior and it was not successful.

There being no further business the meeting was adjourned at 7:40 p.m.

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Director

**RANCH AT CYPRESS CREEK HOA**

Detail ledger

Low: 01/00/13 1110 0 0 00 04/17/13 1199 99999999999 999999999 79 04/17/13 16:31:51 Page 1

High: 04/17/13 1199 99999999999 999999999 79 04/17/13 16:31:51 Page 1

Gen Sub Description Date Gen Sub Cross Ref Jml Reference Debit Credit Mo Change Balance

Cash in Banks

....WELLS FARGO

BALANCE FORWARD 03/00/13 1110 31 174,121.45 174,121.45 \*

....NEW FIRST BANK

BALANCE FORWARD 03/00/13 1110 131 73,729.88

CEDAR PARK LIBRARY 03/08/13 1110 131 1147 40 0 CDJ 1000006 40.00-

CEDAR PARK LIBRARY 03/08/13 1110 131 1147 40 0 CDJ 1000007 150.00-

CASH OFFSET 03/15/13 1110 131 0 30 0 CRJ 1303150 154.06

CASH OFFSET 03/21/13 1110 131 0 30 0 CRJ 1303210 632.21

CASH OFFSET 03/26/13 1110 131 0 30 0 CRJ 1303260 63.00

CASH OFFSET 03/28/13 1110 131 0 30 0 CRJ 1303280 459.44

PLANNED COMMUNITY MA 04/05/13 1110 131 1445 40 0 CDJ 2000098 1,553.41-

PLANNED COMMUNITY MA 04/05/13 1110 131 1445 40 0 CDJ 2000099 1,548.84-

BARRETT, ELENA 04/05/13 1110 131 1846 40 0 CDJ 2000100 303.02-

NIEMAN AND HEYER, LL 04/05/13 1110 131 3302 40 0 CDJ 2000101 181.00-

GEN TOTAL 1,308.71 3,776.27- 71,262.32 \*

Temporary Investments

....WELLS FARGO - MM

BALANCE FORWARD 03/00/13 1120 33 60.00 60.00 \*

GEN TOTAL 60.00 60.00 \*\*

FINAL TOTAL 245,443.77 !!

245,383.77 \*\*

03/00/13	03/00/13	Over/Under	Acct #	Account Description	01/00/13	01/00/13	Over/Under	Pct	% O/U
03/31/13	03/31/13				12/31/13	12/31/13			
Actual	Budget				Actual	Budget			

1,118.71	.00	1,118.71	1110	Cash in Banks	245,383.77	.00	245,383.77		
.00	.00	.00	1120	Temporary Investments	60.00	.00	60.00		
1,118.71	.00	1,118.71		TOTAL CURRENT ASSETS	245,443.77	.00	245,443.77		

1,118.71	.00	1,118.71		TOTAL ASSETS	245,443.77	.00	245,443.77		
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2.11	.00	2.11	2711	Prepaid Assessments	3.29	.00	3.29		
2.01-	.00	2.01-	2712	Prepaid Assessment FY	.00	.00	.00		
.10	.00	.10		TOTAL DEFERRED REVENUE	3.29	.00	3.29		

.00	.00	.00	3910	Retained Earnings	251,730.71	.00	251,730.71		
1,118.61	2,030.00	911.39-	3920	Current Year Income / (Loss)	6,290.23-	.00	6,290.23-		
1,118.61	2,030.00	911.39-		TOTAL CAPITAL	245,440.48	.00	245,440.48		

1,118.71	2,030.00	911.29-		TOTAL LIABILITIES & CAPITAL	245,443.77	.00	245,443.77		
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03/00/13 03/31/13 Actual	03/00/13 03/31/13 Budget	Over/Under	Pct	% O/U	Acct #	Account Description	01/00/13 12/31/13 Actual	01/00/13 12/31/13 Budget	Over/Under	Pct	% O/U
180.00	.00	180.00	13.76		4111	Prior Years Assessments	604.00	.00	604.00	16.72	
484.44	357.00	127.44	37.02	35.70	4121	Maint Fees/Curr Yr/Resident	926.80	35,744.00	34,817.20	25.65	97.41-
11.96	25.00	13.04-	.91	52.16-	4205	Interest Income	45.88	300.00	254.12-	1.27	84.71-
.00	10.00	10.00-		100.00-	4312	Attorney Fees-Maintenance Fees	.00	120.00	120.00-		100.00-
.00	.00	.00			4315	Lien Fee	125.00	.00	125.00	3.46	
.00	.00	.00			4610	Collection Cost	15.00	.00	15.00	.42	
632.21	633.00	-.79-	48.31	.12-	4643	Reimburse Restrictive Gov.	1,896.63	7,596.00	5,699.37-	52.49	75.03-
.00	17.00	17.00-		100.00-	4710	Miscellaneous	.00	200.00	200.00-		100.00-
1,308.61	1,042.00	266.61	100.00	25.59		TOTAL INCOME	3,613.31	43,960.00	40,346.69-	100.00	91.78-
EXPENSES											
PROFESSIONAL SERVICES											
.00	.00	.00			6120	Audit	.00	1,350.00	1,350.00-		100.00-
.00	300.00	300.00-		100.00-	6130	Tax Preparation	.00	300.00	300.00-		100.00-
.00	250.00	250.00-		100.00-	6160	Legal	.00	3,000.00	3,000.00-		100.00-
.00	167.00	167.00-		100.00-	6161	Legal - Deed Rest Enforcement	666.50	2,000.00	1,333.50-	18.45	66.68-
.00	542.00	542.00-		100.00-	6162	Legal - Maint Fee Collection	556.00	6,500.00	5,944.00-	15.39	91.45-
.00	1,339.00	1,339.00-		100.00-	6210	Management Fee	6,500.00	16,068.00	9,568.00-	179.89	59.55-
.00	2,598.00	2,598.00-		100.00-		TOTAL PROFESSIONAL SERVICES	7,722.50	29,218.00	21,495.50-	213.72	73.57-
OTHER EXPENSES											
190.00	.00	190.00	14.52		7120	Rent Expense	190.00	.00	190.00	5.26	
.00	30.00	30.00-		100.00-	7121	Storage Fee	225.00	360.00	135.00-	6.23	37.50-
.00	20.00	20.00-		100.00-	7122	Title Search	.00	240.00	240.00-		100.00-
.00	.00	.00			7130	Office Supplies	6.82	.00	6.82	.19	
.00	150.00	150.00-		100.00-	7131	Copies	258.66	1,800.00	1,541.34-	7.16	85.63-
.00	150.00	150.00-		100.00-	7132	Postage	206.36	1,800.00	1,593.64-	5.71	88.54-
.00	5.00	5.00-		100.00-	7133	Delivery/Fax Transmittals	.00	60.00	60.00-		100.00-
.00	.00	.00			7140	Insurance	822.00	2,752.00	1,930.00-	22.75	70.13-
.00	.00	.00			7160	Community Events	303.02	3,500.00	3,196.98-	8.39	91.34-
.00	.00	.00			7161	Lawn of the Month	75.00	875.00	800.00-	2.08	91.43-
.00	34.00	34.00-		100.00-	7165	Internet/Web Services	94.18	400.00	305.82-	2.61	76.46-
.00	75.00	75.00-		100.00-	7169	Meetings	.00	900.00	900.00-		100.00-
.00	10.00	10.00-		100.00-	7410	Miscellaneous G & A	.00	120.00	120.00-		100.00-
190.00	474.00	284.00-	14.52	59.92-		TOTAL OTHER EXPENSES	2,181.04	12,807.00	10,625.96-	60.36	82.97-
190.00	3,072.00	2,882.00-	14.52	93.82-		TOTAL EXPENSES	9,903.54	42,025.00	32,121.46-	274.08	76.43-
1,118.61	2,030.00-	3,148.61	85.48	155.10-		NET INCOME (LOSS)	6,290.23-	1,935.00	8,225.23-	174.08-	425.08-
.00	.00	.00			9805	Capital Reserve Contribution	.00	1,935.00	1,935.00-		100.00-