

**Ranch @ Cypress Creek
Home Owner's Association, Inc.
Board of Directors Meeting**

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RANCH AT CYPRESS CREEK HOMEOWNERS" ASSOCIATION, INC.
NOTICE OF REGULAR MEETING OF
BOARD OF DIRECTORS

DATE: January 26, 2012
TIME: 6:30 PM
LOCATION: Planned Community Management, Inc.
14050 Summit Dr. #113
Austin, Texas 78728

This shall serve as notice of intent to hold a regular meeting of the Board of Directors scheduled for the date and time outlined above.

AGENDA

1. Confirm quorum and call meeting to order
2. Review and approve minutes from December meeting
3. Homeowners in Attendance Questions/Comments
4. Review Resident Correspondence (if any)
5. Committee Reports, if any
6. Administrative Reports for review which include the following:
 - a. Financial Report Periods ending December 31, 2011
 - b. Financial Information
 - c. ARC Applications (if any)
7. Old Business
8. New Business
9. Executive Session
 - a. Delinquency Summary
 - b. Deed Restriction Violations- Month of December 2011
10. Adjourn

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
RANCH AT CYPRESS CREEK HOMEOWNERS ASSOCIATION, INC.
DECEMBER 15, 2011**

A meeting of the Board of Directors of the Ranch at Cypress Creek Homeowners Association, Inc. was held at 6:30 p.m. at 13315 N. U. S. Hwy 183, Austin, Texas pursuant to notice attached hereto as Exhibit "A".

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

A quorum being established the meeting was called to order at 7:00 p.m.

The first item for discussion was the minutes from the November meeting. After due discussion the minutes were approved as presented.

The financials were reviewed and approved as presented.

At this time a discussion was held regarding amending the ARC Guidelines. It was the desire of the Board to allow owners to install permanent basketball goals on their driveways. Mr. Fielding suggested a definition be added to the section of guidelines pertaining to basketball goals defining a BAM (Basketball Attachment Method). Mr. Fielding shared his thoughts on this and the Board approved his definition. Mr. Fielding will send the definition in writing to PCMI in order for it to be added to the guidelines. Ms. Washburn stated the guidelines would have to be recorded again once the change was made.

The next topic of discussion was the delinquency report. Ms. Washburn updated the Board on the status of a couple of properties that had been at legal. She stated that she had contacted the bank regarding the automatic draft paperwork for 1500 Shady Creek. Ms. Washburn stated that the owner at 2201 Little Tree Bend had paid their account in full.

The next discussion item was the deed restriction report. There was no action required by the Board at this time however, a discussion ensued regarding the condition of many of the yards in the community. Ms. Washburn stated that many of the yards had no grass left and the only thing growing were weeds. The Board discussed how the HOA might be able to assist owners in restoring the lawns. Mr. Fielding suggested negotiating a preferred rate with a lawn company and then send a notice to residents stating that this company would offer a discount to residents who re-sod their yard. The Board agreed to work on this and send a notice out in the spring.

The next topic of discussion was the policies required for adoption to comply with the new laws taking effect on January 1, 2012. The policies were approved with one noted correction.

PCMI was asked to check the restrictions to see if roof colors were addressed.

There being no further business the meeting was adjourned at 9:25 p.m.

Director

Gen ...Sub Description
 Cash in Banks
WELLS FARGO

STERLING BANK[®] LOCK BOX
 BALANCE FORWARD
 12/00/11 1110 31 0 00 79
 138,904.22 138,904.22

NEW FIRST BANK
 BALANCE FORWARD
 12/00/11 1110 131 1877 40 CDJ 2000025 75.00-
 57,882.80

JOHNSON, MICHAEL AN
 PLANNED COMMUNITY MA
 COLLECTIONS UNLIMITE
 CASH OFFSET
 BARTLEY & SPEARS, P.
 CASH OFFSET
 12/05/11 1110 131 1445 40 CDJ 2000026 1,696.17-
 12/06/11 1110 131 1604 40 CDJ 2000027 154.23-
 12/09/11 1110 131 0 30 CRJ 1112090 1,394.42
 12/12/11 1110 131 1298 40 CDJ 2000028 600.00-
 12/31/11 1110 131 0 30 CRJ 1112310 1,000.98-
 56,881.82

PLANNED COMMUNITY MA
 SIR SPEEDY PRINTING
 BARRETT, ELENA
 BARRETT, ELENA
 NIEMAN AND HEYER, LL
 SMARTWEBS
 WATKINS INSURANCE GR
 SHERWOOD, BRIAN AND
 01/04/12 1110 131 1445 40 o CDJ 2000029 1,403.38-
 01/12/12 1110 131 1651 40 o CDJ 2000030 108.55-
 01/12/12 1110 131 1846 40 o CDJ 2000031 149.61-
 01/12/12 1110 131 1846 40 o CDJ 2000032 588.38-
 01/12/12 1110 131 3302 40 o CDJ 2000033 65.00-
 01/18/12 1110 131 1449 40 o CDJ 2000034 94.18-
 01/18/12 1110 131 1122 40 o CDJ 2000035 764.00-
 01/18/12 1110 131 1888 40 o CDJ 2000036 75.00-
 3,248.10- 53,633.72

Temporary Investments
WELLS FARGO - NIM
 BALANCE FORWARD
 GEN TOTAL
 FINAL TOTAL
 12/00/11 1120 33
 1,524.42 5,773.50-
 43,745.93 43,745.93
 236,283.87

12/00/11 12/31/11 Actual	12/00/11 12/31/11 Budget	Over/Under	Pct	\$ 0/0	Acct #	Account Description	ASSETS	01/00/11 12/31/11 Actual	01/00/11 12/31/11 Budget	Over/Under	Pct	\$ 0/0
1,000.98-	.00	1,000.98-			1110	Cash in Banks	CURRENT ASSETS	195,786.04	.00	195,786.04		
.00	.00	.00			1120	Temporary Investments		43,745.93	.00	43,745.93		
1,000.98-	.00	1,000.98-				TOTAL CURRENT ASSETS		239,531.97	.00	239,531.97		
1,000.98-	.00	1,000.98-				TOTAL ASSETS		239,531.97	.00	239,531.97		
.00	.00	.00			2711	Prepaid Assessments	DEFERRED REVENUE	52.13	.00	52.13		
.00	.00	.00				TOTAL DEFERRED REVENUE		52.13	.00	52.13		
1,000.98-	9,533.00	10,533.98-			3910	Retained Earnings	CAPITAL	224,738.91	.00	224,738.91		
1,000.98-	9,533.00	10,533.98-			3920	Current Year Income / (Loss)		14,740.93	.00	14,740.93		
1,000.98-	9,533.00	10,533.98-				TOTAL CAPITAL		239,479.84	.00	239,479.84		
1,000.98-	9,533.00	10,533.98-				TOTAL LIABILITIES & CAPITAL		239,531.97	.00	239,531.97		

12/00/11 12/31/11 Actual	12/00/11 12/31/11 Budget	Over/Under	Pct	\$ 0/U	Acct #	Account Description	01/00/11 12/31/11 Actual	01/00/11 12/31/11 Budget	Over/Under	Pct	\$ 0/U
211.46	.00	211.46	13.87		4111	INCOME	2,645.23	.00	2,645.23	5.45	
.00	357.00	357.00-			4121	Prior Years Assessments	36,183.24	35,744.00	439.24	74.52	1.23
48.54	41.00	7.54	3.18		4205	Maint Fees/Curr Yr/Resident	509.63	500.00	9.63	1.03	.13
.00	100.00	100.00-			4210	Interest Income	9.69	1,200.00	1,190.31-	0.02	99.19-
.00	200.00	200.00-			4312	Bank Interest	1,813.57	2,400.00	586.43-	3.74	24.43-
.00	.00	.00			4315	Attorney Fees-Maintenance Fees	250.00	.00	250.00	.51	
.00	.00	.00			4610	Lien Fee	175.93	.00	175.93	.36	
1,264.42	633.00	631.42	82.94		4633	Collection Cost	6,954.31	7,596.00	641.69-	14.32	8.45-
.00	16.00	16.00-			4710	Reimburse Restrictive Cov.	20.00	200.00	180.00-	.04	90.00-
1,524.42	1,347.00	177.42	100.00			TOTAL INCOME	48,552.60	47,640.00	912.60	100.00	1.92
EXPENSES											
PROFESSIONAL SERVICES											
.00	.00	.00			6115	Billing	322.04-	.00	322.04-	.66-	
.00	.00	.00			6120	Audit	1,245.00	1,350.00	105.00-	2.56	7.78-
.00	.00	.00			6130	Tax Preparation	.00	300.00	300.00-	.11	100.00-
.00	50.00	50.00-			6160	Legal	6,554.64	800.00	5,954.64	13.50	992.44
.00	166.00	166.00-			6161	Legal - Deed Rest Enforcement	1,503.40	2,000.00	496.60-	3.10	24.83-
779.23	541.00	238.23	51.12		6162	Legal - Maint Fee Collection	3,752.06	6,500.00	2,747.94-	7.73	42.28-
1,300.00	1,300.00	.00	85.28		6210	Management Fee	14,300.00	15,600.00	1,300.00-	29.45	8.33-
2,079.23	2,057.00	22.23	136.39			TOTAL PROFESSIONAL SERVICES	27,033.06	26,350.00	683.06	55.68	2.59
OTHER EXPENSES											
36.00	30.00	6.00	2.36		7121	Storage Fee	288.00	360.00	72.00-	.59	20.00-
.00	20.00	20.00-			7122	Title Search	81.20	240.00	158.80-	.17	66.17-
158.86	.00	.00	10.42		7130	Office Supplies	54.37	.00	54.37	.11	
176.15	180.00	21.14	11.74		7131	Copies	830.97	2,160.00	1,329.03-	1.71	61.53-
.16	180.00	3.85-	11.56		7132	Postage	1,128.78	2,160.00	1,030.22-	2.83	47.70-
.00	5.00	4.84-	.01		7133	Delivery/Fax Transmittals	6.34	60.00	53.66-	.01	89.43-
.00	.00	.00			7140	Insurance	2,437.00	2,752.00	315.00-	5.02	11.45-
.00	.00	.00			7160	Community Events	376.31	3,500.00	2,923.69-	1.19	83.53-
75.00	50.00	25.00	4.92		7161	Lawn of the Month	600.00	875.00	275.00-	1.24	31.43-
.00	33.00	33.00-			7165	Internet/Web Services	484.12	400.00	84.12	1.00	21.03
.00	.00	.00			7185	Site Signage	71.45	.00	71.45	.15	
.00	.00	.00			7270	Bank Charges	87.00	.00	87.00	.18	
.00	42.00	42.00-			7410	Miscellaneous G & A	132.07	500.00	367.93-	.27	73.59-
446.17	540.00	93.83-	29.27			TOTAL OTHER EXPENSES	6,778.61	13,007.00	6,228.39-	13.96	47.88-
CAPITAL RESERVES											
.00	8,283.00	8,283.00-			7810	Reserve Budget Allocation	.00	8,283.00	8,283.00-		100.00-
.00	8,283.00	8,283.00-				TOTAL CAPITAL RESERVES	.00	8,283.00	8,283.00-		100.00-
2,525.40	10,880.00	8,354.60-	165.66			TOTAL EXPENSES	33,811.67	47,640.00	13,828.33-	69.64	29.03-
1,000.98-	9,533.00-	8,532.02	65.66-			NET INCOME (LOSS)	14,740.93	.00	14,740.93	30.36	

Commercial Insurance Proposal

For:

Ranch at Cypress Creek Association

AUSTIN

HOLLY LAKE

LONGVIEW

MARBLE FALLS

MINEOLA

TYLER

WACO

Presented by:
Brad C. Hunt
Judy Rushing, CISR

Watkins Insurance
GROUP

January 11, 2012

THIS DOCUMENT SUMMARIZES THE PROPOSAL FOR YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS PROPOSAL.

Property

INSURANCE COMPANY

01/01/12 to 02/15/13

PROPOSED POLICY PERIOD

02/15/12 to 02/15/13

Location Schedule

Loc #	Bldg #	Address
1	1	Anderson Mill Rd • Cedar Park, TX 78613

General Liability

INSURANCE COMPANY

Watkins Insurance Companies

PROPOSED POLICY PERIOD

02/19/12 to 02/19/13

Coverage Detail

Limits of Liability	Description
\$1,000,000	Per Occurrence
\$2,000,000	Annual Aggregate, Other Than Products
\$2,000,000	Annual Aggregate, Products & Completed Operations
\$1,000,000	Personal And Advertising Injury Aggregate
\$100,000	Fire Damage Liability
\$5,000	Medical Expense Each Claim
Included	Hired & Non-Owned Auto Liability

Schedule of Hazards

Loc#	Prem Basis	Classification	Class Code	Premium Basis Exposure	Rate
001	U	Homeowners Association	68500	331	

- (P) Payroll – Per \$1,000/Pay
- (S) Gross Sales – Per \$1,000/Sales
- (A) Area – Per \$1,000/SQ FT
- (C) Total Cost – Per \$1,000/Cost
- (U) Unit – Per Unit
- (T) Other

Optional Coverages

Estimated Annual Premium: \$764



01/15/12 11:20:12

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Premium Summary

Premiums

Line of Business	Current Premium	Proposed Premium
General Liability	\$764	\$764
Hired & Non-Owned Auto	Included	Included
Total Premium:	\$764	\$764