

## Cambridge Heights Homeowners Association

### Board Meeting Minutes

Date: December 2, 2025

Time: 6:00 p.m.

<https://us06web.zoom.us/j/86157054057?pwd=WoqaVL9QcaT0Vp7sGaaMJLFWYeG9KI.1>

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### Action Items

- Community (Stacy): Research and verify the relationship between Direct Energy and Shell Energy, and follow up with the relevant provider regarding streetlight billing/accounts by calling the provided numbers.
- Community (Stacy): Call the provider(s) to clarify service addresses and billing details for the streetlights, and confirm account setup for the new LED streetlight account.
- Community (Stacy): Notify the pool vendor about the leaking second pool pump and ensure they are aware of the issue for follow-up/quote.
- Steve: Touch base with Trish regarding the Christmas party and potential date changes, then draft communication to send to the community.
- Steve: Help recruit new members for the social committee and work on refreshed rosters for the new year.
- Community (Stacy): Look into the water bill that had a late fee in October and investigate why it occurred.
- Community (Stacy): Send updated Roberts Markel collection accounts report to Cheryl.
- Community (Stacy): Draft a description of tasks and responsibilities for a potential Communications Committee and circulate it to the board for review.
- Board Member (Steve or other): Have the approved First Amendment to Bylaws notarized and coordinated pickup or notarization with Community (Stacy).
- Community (Stacy): Send information on potential new board/finance committee members to Steve for outreach.
- Steve: Reach out to potential new board/finance committee members to gauge interest and recruit for board vacancy.
- Cheryl: Send a formal resignation email to Community (Stacy) with intended resignation date.
- Community (Stacy): Review bylaws and determine next steps for appointing a new board member to fill the upcoming vacancy.
- Steve: Coordinate with Guillaume to inspect the second pool pump for leakage before making repair/replace decisions.
- Community (Stacy)/Steve: Plan a volunteer appreciation event/party for January, in coordination with Trish and the social committee.

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## Attendees

- ☐ **Board:** Steve Lutostanski, Cheryl Johnson, Jonathan Gould
  - ☐ **Community Association Management:** Stacy Knispel
  - ☐ **Armando Perez:** Oncor
  - ☐ **Committees:** Jacklyn (ACC)
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### 1. Call to Order & Approval of Minutes

The meeting was called to order at 6:02 pm. The Board reviewed and approved the minutes from the September 30 and November 5 meetings.

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### 2. LED Street Light Transition Update

Armando Perez (Encore) provided an update regarding the streetlight transition. He explained that Cambridge Heights currently uses 100-watt high-pressure sodium lights, which are being replaced with 55-watt LED fixtures. LED lights require a new, metered account, unlike the unmetered sodium lights. One LED light has already been installed, and future replacements will follow the same process.

The Board received clarification that all new installations and repairs will now use LED lights due to market availability. U465 confirmed that LEDs are more energy-efficient and cost-effective than sodium bulbs. Cheryl raised questions about HOA responsibility for the lights, and U465 explained that responsibility depends on how the development was originally set up. Cambridge Heights currently pays for 75 streetlights through Direct Energy. U465 provided the account number for further follow-up.

Encore also confirmed that they have authority, under PUC regulations, to perform repairs and manage the transition to LED fixtures.

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### 3. Utility Bill Address Confusion

The Board discussed ongoing confusion regarding utility bills, particularly involving Direct Energy and Shell Energy. Armando provided a contact number for Direct Energy and explained that some HOAs use consultant representatives to manage utility requests.

Cheryl noted discrepancies involving three different service addresses on a previous bill. The group agreed to follow up with calls to clarify the matter. Community and Cheryl will research further, speak with the Board, and provide an update by week's end.

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### 4. Community & Pool Committee Updates

- **Architectural Committee:** Jacklyn reported no new updates.

- **Pool Committee:** Steve noted that Ryan Berger will be assisting more with pool operations in the coming year.
  - **The Board** discussed a new pool pump replacement and a minor leak in a second pump. Steve recommended obtaining a repair quote from the new vendor.
  - **The recent community yard sale** was successful, receiving a 4.5 out of 5 satisfaction rating.
  - **Steve will follow up with Trish** regarding Christmas party planning.
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## **5. Recruitment & Financial Updates**

**Steve reported progress on social committee recruitment and updating participation rosters.**

**Cheryl raised questions about an unpaid October electric bill, which Community explained was related to issues with Shell Energy but is now being resolved.**

**Community provided a collections update, noting receipt of a \$15,000 payment from Cagle Pugh after several delays. The Association has since transitioned to the law firm Roberts Markel for improved service and follow-through.**

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## **6. Cambridge Heights Bylaws Update**

**The Board approved the First Amendment to the Bylaws of Cambridge Heights Owners Association.**

**Additional decisions included:**

- **Formation of a Communications Committee** to strengthen community outreach and improve email engagement.
  - **Cheryl formally announced her resignation from the Board, effective end of January.**
  - **The next Board meeting is scheduled for January 27.**
  - **The Board plans to host a Volunteer Appreciation Event in January.**
  - **Steve also noted the need to inspect and potentially replace a leaking pump.**
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## **7. Adjournment**

**With no further business, the meeting was adjourned at 6:34 p.m.**