

Cambridge Heights Homeowners Association

Board Meeting Minutes

Date: March 5, 2026

Time: 6:00 p.m.

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

Attendees

Board Members Present:

- Steve Lutostanski
- Chris Rake
- Jonathan Gould

Community Association Management:

- Stacy Knispel, Community Association Manager

Others Present:

- Lauren Philips
- Ryan Berger
- Jacklyn McCauley
- Selena Gould

1. Call to Order

The meeting was called to order at 6:05 PM by the Board of Directors. The agenda was reviewed and confirmed. It was noted that the meeting would conclude at 6:45 PM in order to move into Executive Session with the Association's attorney.

2. Approval of Previous Meeting Minutes

The minutes from the previous board meeting were reviewed. After discussion, the minutes were approved as presented.

3. Homeowner Concerns – Noise and Parking

The Board discussed ongoing homeowner concerns related to noise complaints and parking issues within the community.

Management reported that notices have been issued for noise complaints and that enforcement will escalate to legal action after a third violation if issues persist.

The Board also discussed:

- Vehicles parked on the street for extended periods
- Storage pods and trailers in the community
- Parking congestion in cul-de-sacs

The Board reviewed existing garage parking requirements in the governing documents and discussed enforcement challenges. Possible strategies to improve compliance were considered.

4. Neighborhood Parking and Governing Documents Review

The Board discussed the need to review and strengthen language in the CCRs and bylaws, particularly regarding parking enforcement and other community standards.

A private board session will be scheduled to review the governing documents and identify areas where rules may be vague or difficult to enforce.

Management will also send a reminder to the community regarding trailer parking restrictions.

5. Pool Opening Preparations

The Board discussed preparation for the upcoming pool season.

The Board approved a \$700 contract for cleaning and dewinterizing the pool facilities. Additional discussions included:

- Pool monitoring needs
- Gate access and security
- Planning potential family movie nights at the pool

A follow-up meeting was scheduled for the next day to further discuss these items.

6. Financial Report

Management reviewed the Association's financial status.

Delinquency Report:

- 137 owners delinquent
- Total delinquent balance: \$115,201.32

The Board also discussed reviewing the landscaping budget and potential enhancements to the community entrances, including planting flowers that can tolerate summer conditions.

7. Landscaping and Maintenance

Board member Laura agreed to contact landscaping vendors to request more detailed service descriptions for their routine visits.

Additional discussion included:

- Sidewalk repair coordination with the city
- Addressing trash accumulation in certain areas of the neighborhood

8. Water Restrictions

The Board discussed the Stage 3 Water Emergency Declaration in Pflugerville and agreed that management will forward the information to the community.

9. Executive Session

At 6:45 PM, the Board moved into Executive Session with the Association's attorney to discuss legal matters related to a homeowner request.

Following Executive Session, the meeting concluded.

Submitted by:

Stacy Knispel, CMCA, AMS
Community Association Manager
