

Cambridge Heights Homeowners Association

Board Meeting Minutes

Date: September 30, 2025

Time: 6:00 p.m.

Location: <https://us06web.zoom.us/j/86157054057?pwd=WogaVL9QcaT0Vp7sGaaMJLFWYeG9KI.1>

Action Items

- ☐ **Stacy** – Notify the pool vendor to **winterize after the end of October** (target: weekend before Halloween, Oct 25–26). Done
- ☐ **Stacy** – Send **pool vendor quotes + cost comparison** to **Cheryl** before next week's budget meeting. Done
- ☐ **Stacy** – Send **Cen-Tex Landscaping contact information** to **Chris**. Done
- ☐ **Cheryl** – Send the **email invitation** for the **Tuesday budget meeting** (next Tuesday at 6 PM).
- ☐ **Steve** – Prepare a **Pool Committee “wish list”** for the budget meeting.
- ☐ **Stacy** – Send the **25 past-due account ledgers** to the Board for review.
- ☐ **Stacy** – Email attorney **Clint** for an update on the **property with two PODs** and **ask about removal options**. Done
- ☐ **Board Members** – **Review the annual meeting packet**.
- ☐ **Stacy** – **Correct the proxy form** in the annual meeting packet. Done

Summary

Attendees

- ☐ **Board:** **Tiffany Howard, Cheryl Johnson, Jonathan Gould**
 - ☐ **Community Association Management:** **Stacy Knispel**
 - ☐ **Committees:** **Steve (Pool), Jacklyn (ACC), Laura (Finance)**
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Meeting Called to Order

Jonathan Gould called the meeting to order at 6:01 p.m. A quorum was established, with three Board members present.

Approval of Prior Meeting Minutes

- Jonathan moved to approve the minutes of the **August 28, 2025**, meeting.
- Cheryl seconded the motion.
- **Minutes approved.**

Reports & Discussion

1) Pool Committee

- Discussed **winterization timing, pool hours, and vendor selection** for chemicals and monitors.
- **Consensus:** Schedule winterization the **weekend before Halloween (Oct 25–26)**.
- **Steve** is developing a **pool “wish list”** with **Stacy** for the budget session.
- **Cheryl** asked that detailed pool budget items be handled during the financial report; management will provide a **cost comparison of vendor quotes**.

2) ACC & Committee Updates

- **ACC (Jacqueline):** Reported on a shed approval request (discussion only; no vote recorded).
- **Finance Committee:** Cheryl introduced a financial review committee to examine reports, identify discrepancies, and potentially assist with collections.
 - **Laura Phillips** presented her background (logistics, construction, accounting; payroll, auditing, collections).
 - Committee structure still forming; scope to be refined.

Budget Review & Planning

- The Board discussed financials and re-categorization of expenses to better align with budget lines.
- **Budget Work Session:** Agreed to meet next Tuesday at 6 PM (insert exact date) to review the budget line-by-line; committee members invited.
- **Stacy** will provide pool and insurance quotes by week’s end.
- **Cheryl** will circulate meeting notes for review ahead of the session.

5) Landscaping & Operations

- Reviewed mowing schedules, dust issues, and plans to obtain estimates for improvements.
- **Stacy** to share Cen-Tex Landscaping contact with **Chris** for follow-up.

6) Annual Meeting & Elections

- **Annual Meeting Date:** October 28 (10–14-day notice required).
- **Proxy & Ballot:** **Stacy** to correct the proxy form in the packet.
- **Candidate status:** **Steve** is currently the only candidate for the open seat; **Tiffany** clarified her name remains on the proxy list, though she is not running again.

- **Board to review the annual meeting packet; Cheryl to issue meeting invitation for the budget session.**

7) Attorney Review Thresholds & Fees (Discussion)

- **Considered thresholds for referring accounts to the attorney; Jonathan suggested a one-year assessment benchmark (e.g., \$360) for discussion purposes.**
- **Estimated attorney review fees discussed in the range of \$175–\$190 per account (to be confirmed by management).**
- **Cheryl suggested cleaning up accounts early next year (write-offs for excessive collection fees/old credits), with CAM support.**
- **Boundaries for Finance Committee involvement in individual resident account reviews to be defined.**

8) POD Property – Enforcement Options

- **Discussed a residence with two PODs reportedly present since December 2022, along with unpaid assessments/fines.**
- **Tiffany referenced Texas Property Code provisions potentially allowing the HOA to remove the PODs, bill the owner, and treat costs as assessments (lienable if unpaid).**
- **Stacy to email attorney Clint for status and removal options, including notice requirements and cost recovery steps.**

9) Delinquent Accounts – Attorney Review

- **25 accounts identified as ready for attorney review, having received the proper notices; Board approval is required before referral.**
- **Tiffany recommended excluding accounts with recent payments; the Board favored time-based criteria over dollar thresholds.**
- **Stacy to send detailed ledgers to the Board tomorrow morning for review, then schedule a brief, properly noticed vote.**

Homeowner Concerns: None currently

Motions / Decisions

- **Winterization Timing: Proceed the weekend before Halloween (Oct 25–26) – consensus.**
- **Budget Work Session: Approved for next Tuesday at 6 PM (insert exact date).**

Next Meetings

- **Annual Meeting: October 28 (ensure 10–14-day notice window met).**
- **Board of Directors Meeting: November 25, 2025, at 6:00**

Adjournment

- There being no further business, the meeting was adjourned at 6:32
- The Board then moved to Executive Session, which was not necessary at this time.