

## Cambridge Heights Homeowners Association

### Board Meeting Minutes

**Date:** January 27, 2026

**Time:** 6:00 p.m.

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

#### Attendees

##### Board Members Present:

- Steve Lutostanski
- Cheryl Johnson
- Jonathan Gould

##### Community Association Management:

- Stacy Knispel, Community Association Manager

##### Others Present:

- Chris Rake
- Ryan Berger
- Jacklyn McCauley

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#### 1. Call to Order & Approval of Prior Minutes

The meeting was called to order at **6:03 p.m.**

The Board reviewed the minutes of the **December 2, 2025**, Board meeting.

**Motion:** Steve Lutostanski moved to approve the December minutes.

**Second:** Cheryl Johnson seconded the motion.

**Vote:** Motion carried unanimously.

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#### 2. Neighborhood Concerns – Homeowner Issue (1608 Mentone)

The Board discussed ongoing homeowner concerns involving the property located at **16xx Mentone**, including:

- Late-night garage activity disturbing nearby residents
- Unauthorized placement of storage units without ACC approval
- Continued complaints despite the removal of a pod approximately ten (10) days prior

Steve shared that he has been in contact with surrounding homeowners and will continue monitoring the situation.

The Board also discussed resident reporting tools available through the **City of Pflugerville** and **City of Round Rock** for concerns such as speeding and nuisance activity.

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### 3. Committee Updates

#### Pool Committee

Ryan Berger was reintroduced as the **Pool Committee Chair**, having previously served in this role for several years.

The Board discussed summer planning priorities for the 2026 pool season, including:

- Pool monitoring or lifeguard service options
- Vendor proposals recently received
- Potential additional pool security measures
- Exploring installation of a gate at the pool parking lot entrance

#### Architectural Control Committee (ACC)

Jacklyn McCauley provided an ACC update and reported recent approvals, including:

- Landscaping and fencing requests on Limpia Creek
- Shed application approval on Candelaria Mesa Drive
- Anticipation of additional shed applications soon

Cheryl emphasized the importance of maintaining clear shed guidelines and consistent communication with homeowners.

#### Social Committee

The Board discussed the need for improved coordination with the Social Committee. Steve will follow up with Trish regarding committee updates and the possibility of holding an ad hoc meeting.

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### 4. Board Appointment

The Board formally appointed **Chris Rake** to fill the resigned Board position Cheryl Johnson.

Chris will serve the remainder of the term through **2027**.

Cheryl, who is stepping down, provided valuable financial insights and encouraged the Board to continue careful oversight of:

- Accounts receivable
  - Monthly budget-to-actual comparisons
  - Ongoing financial reporting and review
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### 5. Future Projects and Planning

## Pool Parking Lot Gate

The Board discussed the potential need for a gate at the pool parking lot entrance. No formal action was taken at this time; however, Ryan and Steve will explore options and develop recommendations for access control and pool closure procedures during the summer season.

## LiDAR Survey Consideration

The Board discussed obtaining a LiDAR-based community survey. The estimated cost is approximately **\$15,000**, significantly less than the previously quoted **\$100,000** for a full survey. No decision was made at this meeting.

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## Next Steps / Action Items

Responsible Party	Action Item
Community Management	Send meeting link to Jonathan
Steve	Send an update email regarding homeowner concerns at 1608 Mintone
Community Management	Send resident communication with city reporting links (Pflugerville & Round Rock)
Ryan & Steve	Evaluate pool monitoring/lifeguard vendors and provide recommendations by March
Ryan & Steve	Explore gate installation options and pool closure procedures
Steve & Ryan	Coordinate distribution of remaining pool key fobs before summer
Steve	Follow up with Trish regarding Social Committee updates and meeting plans
Community Management	Provide shed guidelines and application to requesting homeowner
Steve	Confirm access to historical HOA records and notify Cheryl if unavailable
Community Management	Send welcome and Board access materials to Chris Rake

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## 6. Adjournment

With no further business to come before the Board, the meeting was adjourned at **6:30 p.m.**

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### Submitted by:

Stacy Knispel, CMCA, AMS  
Community Association Manager

