

# **Cypress Creek Property Owners' Association, Inc. Board of Directors' Meeting**

**Lake Worth Drainage District Auditorium  
13081 S. Military Trail  
Delray Beach, FL 33484**

**Thursday, August 21, 2025, at 6:30 pm**

## **BOARD OF DIRECTORS' MEETING MINUTES**

### **Present:**

Aaron Hallyburton, President  
Cameron Hoffman, Vice President  
Don Neubaum, Treasurer  
Julie Nicholas, Secretary  
Christine Chavers, Director

### **Also Present:**

Antony Cramer, AKAM  
Tommy Strowd, Lake Worth Drainage District

### **Absent:**

Jennifer Epstein, Director  
Thomas Gulla, Director

### **Call to Order/Roll Call:**

The meeting was called to order at 6:32 pm by Mr. Hallyburton, as a quorum of the Board was established.

### **Reading and Disposal of Minutes:**

A **motion** was made to approve the minutes of the Board of Directors' Meeting held on July 17, 2025, as amended, by Mr. Hoffman, with a second offered by Mr. Hallyburton. The motion passed 3-0, with Mr. Neubaum and Ms. Nicholas abstaining as they were not present at the July 17, 2025, Board of Directors' Meeting.

### **Lake Worth Drainage District Presentation:**

Mr. Strowd, Executive Director of the Lake Worth Drainage District discussed the current severe drought conditions, and the impact on Cypress Creek.

### **Treasurer's Report:**

Mr. Neubaum presented the the financial report as of July 31, 2025, including delinquencies.

The Board discussed the implementation of the passed amendment to increase the quarterly maintenance assessment by \$50 from \$350 to \$400, which passed at the Special Members Meeting held on May 15, 2025, and temporarily adjourned and reconvened on August 7, 2025.

Mr. Neubaum made a **motion** was made to:

1. Increase the quarterly maintenance assessment for Q4 2025 from \$350 to \$400.
2. Increase the budgeted maintenance assessment for 2025 by \$20,000
3. Increase the budgeted guard service contract expense for 2025 by \$20,000.

The motion was seconded by Mr. Hoffman. All in favor. The motion passed, unanimously.

A **motion** was made to accept the Treasurer's report by Mr. Hoffman with a second offered by Ms. Nicholas. All in favor. The motion passed, unanimously.

### **Manager's Report:**

AKAM presented an overview of operations; including gate house maintenance, and the vehicle tow agreement with Priority Towing. The Board discussed enforcement of the Association's rules on parking pertaining to overnight on street parking.

A **motion** was made to define "overnight parking" as from 1 am through 6 am by Ms. Chavers. The motion was seconded by Ms. Nicholas. All in favor. The motion passed, unanimously.

Management to draft letter to Members on the community's parking rules, including a warning that vehicles violating the overnight on street parking rule will be subject to towing at the owner's expense.

The Board discussed maintenance of trees and vegetation along Old Boynton Road.

A **motion** to accept the Manager's Report was made by Mr. Neubaum, with a second offered by Mr. Hoffman. All in favor. The motion passed, unanimously.

### **Committee Reports:**

Reports were presented by the following committees:

- Architectural Review by management.
- Special Events by Ms. Hoffman, Chairperson
- Maintenance by Mr. Hallyburton, Chairperson
- Communications by Ms. Nicholas, Chairperson
- Compliance Enforcement by AKAM.

Management presented the results of the CEC Hearing held on August 20, 2025, and the proposed CEC Hearing agenda items scheduled for September 17, 2025.

A **motion** was made to levy a fine of \$100 per occurrence, up to \$1,000 for a continuing violation for the proposed agenda item scheduled for the CEC Hearing to be held on September 17, 2025, by Mr. Hoffman. The motion was seconded by Ms. Chavers. All in favor. The motion passed, unanimously.

**Unfinished Business:**

The Board discussed the amendments to provide for a capital contribution in an amount equal of one year of annual assessments and to increase the quarterly maintenance assessment by \$50 from \$350 to \$400, both of which passed at the Special Members Meeting held on May 15, 2025, and temporarily adjourned and reconvened on August 7, 2025.

The Board provided an update on recording of the Lawrence Road Easements.

**New Business:** None.

**Other Business:**

The Board discussed the installation of new signs at the community entrances.

**Public Comment:**

During "Open Forum" topics discussed included: Community Advisory Committee concerns, gate attendant performance items, compliance items, and overnight on street parking considerations.

**Adjournment:**

A **motion** to adjourn the meeting was made by Mr. Neubaum, with a second offered by Mr. Hallyburton. All in favor. The meeting was adjourned at 8:32 p.m.

Approved by: \_\_\_\_\_



Date: 11/16/2025