

**CYPRUS VILLAS**  
Homeowners Association

**Board of Directors Meeting**

**Sunday, August 4<sup>th</sup>, 2024 @ 2:00 p.m.**

**In person Location**

**Plano Day School**

**3705 Ohio Drive Plano, TX 75093**



**[www.cyprusvillashoa.com](http://www.cyprusvillashoa.com)**

# Agenda

- Call Meeting to Order
- Introduction of Board of Directors
  - David Twu, President
  - Amanda Bui, Vice President
  - Gary Murtha, Secretary
- Introduction of Essex Association Management, L.P. Representatives
  - Gus Marin-Arias, Association Manager
  - Christina Duarte, Assistant Association Manager
- Proof of Meeting Notice
- HOA Rules and Regulations
- Approve March 2024 Meeting Minutes
- Financial Review
  - June 2024 Balance Sheet & Income Statement Summary
- Ratification of Frontier Contract
- Resignation of Board Member
- Community Updates
  - Completed Projects
  - Projects in Progress
- Adjourn Open Session
- Homeowner Q & A
- Executive Session
- Adjourn Executive Session

# Meeting Conduct

Please keep in mind, as with any other meeting, an Owner may not speak without being recognized by the Board. The Board has allocated time towards the end of the presentation for a Homeowner Q&A.

Any questions during the meeting that have not been addressed can be submitted via the Associations website at [www.cyprusvillashoa.com](http://www.cyprusvillashoa.com) under the “Contact Us” tab.

Thank You For

A T T E N D I N G

# Proof of Meeting Notice

Essex Association Management  
1512 Crescent Drive, Ste. 112  
Carrollton, TX 75006

CYPRUS VILLAS  
Homeowners Association

Wed, Jul 24th 2024

**Notice of In-Person Board of Directors Meeting**  
**Sunday, August 4th 2024 at 2:00PM**

**In Person Location**  
Plano Day School  
3705 Ohio Drive  
Plano, TX, 75093



Plano TX 75093

Dear Homeowner(s),

As the Managing Agent for **Cyprus Villas Homeowner's Association, Inc.** we are pleased to announce there will be an In-Person Board of Directors Meeting on **Sunday, August 4th 2024 at 2:00PM**. The purpose of this meeting is to discuss the normal business of the Association.

To view the draft agenda, please visit the Association's website at <https://cyprusvillashoa.com>. Should you have any questions about the draft agenda or the upcoming Board of Directors Meeting, please submit your inquiry via the "Contact Us" tab on the Association's website and an Essex Association Management representative will respond promptly.

Sincerely,

Essex Association Management, L.P., Managing Agent,  
On behalf of Cyprus Villas Homeowner's Association, Inc.

cc: HOA File  
Enclosed: Draft Agenda

Essex Association Management, L.P.  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006  
Phone: (972) 428-2030 Fax: (469) 342-8205  
<https://cyprusvillashoa.com>

# Who we are..

## The Role of Essex Association Management, L.P.

The day to day functions of your management team includes many different tasks.

Such tasks may include are but not limited to:

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and in the operation of the business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Develop and prepare Association budgets
- Work with an independent CPA firm to audit the Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls of all type and nature
- Reserve Fund Contribution

# HOA Web Submission Info.

- Please visit your community website at [www.cyprusvillashoa.com](http://www.cyprusvillashoa.com) and under the “Contact Us” tab is where you may find information to submit any questions or concerns.

## THE WEB SUBMISSION...

### What it does

- ✓ Measures how quickly Essex team members respond to questions
- ✓ Allows Essex to measure how many threads it takes to answer the question to the homeowners satisfaction
- ✓ Notifies Essex when a specific category is being asked often and raises flags for management to act and resolve key issues
- ✓ Runs reports to allow the Board of Directors as well as Essex to look into what the community has the most concerns about and how many homeowners are using the program
- ✓ Ever changing technology allows Essex to enhance the program to vendors and many other possibilities
- ✓ Allows the submission program to be part of your association website. Easy to find and use by any homeowner
- ✓ Customization of the submissions to focus strictly on your community questions
- ✓ Communicates directly with an Essex team member immediately

## Contact Us

Thank you for your interest in Cyprus Villas. If you need additional information that wasn't available on our website, have questions about the Homeowner Association and area, or need to contact our property management company, please feel free to use the information provided below.

**Contact Cyprus Villas HOA Management**

I am  \*

What is your submission regarding?  \*

My name is: \*

My email address is: \*

The property address is: \*

My phone number is: \*

Provide us detail about your submission: \*

250 characters remaining

# How to Submit an ACC Request (1 of 2)

## “Online Forms” Tab

- ACC Request

Please allow 30 days for your completed request to be processed.

### About You and Your Property

Date Created: 8/1/2024 12:05:50 PM

Your Full Name:

Property Address:

Email:

Phone Number:  ex: (817) 555-1212

## About Your Project

Be sure to include the required measurements, color, placement, etc.

### About Your Project

Project Name:  name your project with a short title you'll recognize

Type of Project:  << Select One >>

Project Details:  providing as many details about your project as you can, helps avoid delays in the approval process

Start Date:  \*

Completion Date:  \*

### About Your Project

Project Name:  name your project with a short title you'll recognize

Type of Project:  << Select One >>

Project Details:  providing as many details about your project as you can, helps avoid delays in the approval process

Start Date:  \*

Completion Date:  \*

## Supporting Documents

Add Supporting Documentation

### Project:

Add up to three documents or images in support of your ACC Request submission. Please include a copy of the survey of your Lot showing the EXACT location, height/square-footage of the improvements, existing structures and property lines and a complete list of construction materials and construction drawings/plans.

## Sign & Submit

### Approval:

Homeowner certifies that all materials submitted to the Architectural Control Committee with this application for review are true and correct. Homeowner understands and agrees that no work may be performed prior to or in deviation from the terms of a permit approved by the Architectural Control Committee. Homeowner agrees to be bound by the Architectural Control Committee Rules and Standards and the Covenants, Conditions and Restrictions of the Association. Signature constitutes permission for ACC members to inspect property and agreement to abide by ACC's decision. Only the Owner(s) of record may sign this application. Tenants, Vendors, or Contractors may not sign on behalf of Owner(s)

Electronic Signature:

Your typed signature must match your registered name in your profile

I authorize the submission of this form and hereby confirm:

- i. I am duly authorized to sign
- ii. I Agree to the Terms of Use
- iii. I am submitting this on behalf of no other person

# How to Submit an ACC Request (2 of 2)

## Option to Expedite Request

### Expedite Request:

Already have contractors lined up and need to put a rush on your request? Your association now allows you to expedite your request for a per-application fee of \$350 for an Expedited Pool Request and \$200 for all other Expedited ACC Requests. Expedited review does not begin until the management company accepts a fully-completed application, including all necessary attachments, and confirmation of Expedited Payment.

There will be an additional fee of \$14.95 charged by a 3rd party if using credit/debit card, no additional fee for electronic check.

After submitting your Expedited ACC Request, please contact our ACC Processing Department at [acc@essexhoa.com](mailto:acc@essexhoa.com) for instructions on making your expedited payment.

Expedite My Request:

Yes  No

## Completed

You will receive an email confirmation regarding your submission.

### ACC Request Form

## Thank You!

### You have successfully submitted your ACC Request Form!

There is no fee to submit your ACC Request, however, if you asked to Expedite Your Request, then we will begin working your request upon confirmation of your payment in our office and priority of receiving your request.


Status of your Request will show up on your Homeowner Dashboard

### My Personal Forms Store

Show Me: My Documents ▼

This is a list of forms<sup>1</sup> that you have completed and submitted online through the Homeowners website. Click on any of the links below to review, save, or print forms that you've previously submitted.

(2) Stored Forms

File Type	Form Name	Date Submitted	Review Status
 /pdf	<a href="#">TEST</a> ID: 0a6c41b7-28e1-4122-670e-80df7509e18a	8/1/2024 12:20:19 PM	Reviewed: Status: Pending Reviewed By: <a href="#">Architectural Committee</a>



# March 27<sup>th</sup>, 2024, Board Meeting Minutes

**Board of Directors Meeting Minutes  
Cyprus Villas Homeowners Association, Inc.  
Wednesday, March 27<sup>th</sup>, 2024**

Cyprus Villas Homeowners Association, Inc.

03.27.2024

**Present from Essex Association Management, L.P.:**  
Cinnamon Anderson, Senior Community Association Manager  
Kennedy Middlebrooks, Assistant Association Manager

**Board Members Present:**  
David ~~Twy~~, President – Present  
Amanda Bui, Vice President – Present  
Gary Murtha, Secretary – Present

**Meeting Type and Location:**  
Board of Directors Meeting  
Virtual via Zoom  
Wednesday, 03/27/2024 @ 6:30 pm

Meeting called to order by Cinnamon Anderson at 6:36 p.m.  
Quorum has been established.

**Introductions:**  
Cinnamon Anderson introduced the Board of Directors and Essex Association Representatives.

**Meeting Minutes Approval:**

- Cinnamon Anderson moved to approve the **November 28<sup>th</sup> Board Meeting Minutes**
  - Amanda Bui motioned to approve; David ~~Twy~~ Seconded. Motion Carried.

**Financial Review:**

- Cinnamon Anderson reviewed the **January 2024 Balance Sheet & Income Statement** Summary explaining any significant variances.

**Community & Board Updates:**

- Frontier Survey is Available online through march 31<sup>st</sup>
- Various Irrigation Repairs Throughout the Community
- Formation of the ACC Committee
- New Landscaper Contract (Coming April 30<sup>th</sup>)
- Quarterly Newsletter

Open Meeting Completed, Cinnamon Anderson moved to adjourn the meeting. David ~~Twy~~ motioned to approve; Amanda Bui seconded the motion. Motion Carried. Meeting adjourned at 7:33 p.m.

\_\_\_\_\_  
Signature of Secretary or Board President

\_\_\_\_\_  
Date

**Minutes Prepared by:** Kennedy Middlebrooks, Essex Association Management, L.P.,  
On behalf of Cyprus Villas Homeowner's Association, Inc., Board of Directors

# June 2024 Balance Sheet

## Balance Sheet Report Cyprus Villas Homeowner's Association, Inc.

As of June 30, 2024

	<u>Balance Jun 30, 2024</u>	<u>Balance May 31, 2024</u>	<u>Change</u>
<b>Assets</b>			
<b>Assets</b>			
1010 - CIT Bank Operating Account	38,350.47	40,715.95	(2,365.48)
<b>Total Assets</b>	<b>38,350.47</b>	<b>40,715.95</b>	<b>(2,365.48)</b>
<b>Receivables</b>			
1400 - Accounts Receivable	4,732.81	4,652.81	80.00
<b>Total Receivables</b>	<b>4,732.81</b>	<b>4,652.81</b>	<b>80.00</b>
<b>Total Assets</b>	<b>43,083.28</b>	<b>45,368.76</b>	<b>(2,285.48)</b>
<b>Liabilities</b>			
<b>Liabilities</b>			
2000 - Accounts Payable	3,322.63	1,725.97	1,596.66
2050 - Prepaid Assessments	40.10	40.10	0.00
2200 - Notes Payable	140,499.37	140,499.37	0.00
<b>Total Liabilities</b>	<b>143,862.10</b>	<b>142,265.44</b>	<b>1,596.66</b>
<b>Total Liabilities</b>	<b>143,862.10</b>	<b>142,265.44</b>	<b>1,596.66</b>
<b>Owners' Equity</b>			
<b>Equity</b>			
3900 - Retained Earnings	(138,463.06)	(138,463.06)	0.00
<b>Total Equity</b>	<b>(138,463.06)</b>	<b>(138,463.06)</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>(138,463.06)</b>	<b>(138,463.06)</b>	<b>0.00</b>
<b>Net Income / (Loss)</b>	<b>37,684.24</b>	<b>41,566.38</b>	<b>(3,882.14)</b>
<b>Total Liabilities and Equity</b>	<b>43,083.28</b>	<b>45,368.76</b>	<b>(2,285.48)</b>

# June 2024 Income Statement

## Income Statement Summary Cyprus Villas Homeowner's Association, Inc. June 01, 2024 thru June 30, 2024

	Current Period			Year to Date (6 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	81.64	1.00	80.64	59,639.99	57,431.12	2,208.87	57,440.12
Total Income	81.64	1.00	80.64	59,639.99	57,431.12	2,208.87	57,440.12
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00	3,194.14
Total General & Administrative	747.98	764.00	(16.02)	5,359.11	4,886.00	473.11	9,770.00
Total Insurance	1,299.00	327.00	972.00	2,402.44	1,955.00	447.44	3,909.00
Total Utilities	293.05	647.00	(353.95)	1,476.55	3,883.00	(2,406.45)	7,765.00
Total Infrastructure & Maintenance	0.00	84.00	(84.00)	0.00	500.00	(500.00)	1,000.00
Total Landscaping	1,623.75	2,384.00	(760.25)	12,717.65	14,304.00	(1,586.35)	28,607.84
Total Reserves	0.00	266.00	(266.00)	0.00	1,597.00	(1,597.00)	3,194.14
Total Expense	3,963.78	4,472.00	(508.22)	21,955.75	27,125.00	(5,169.25)	57,440.12
Net Income / (Loss)	(3,882.14)	(4,471.00)	588.86	37,684.24	30,306.12	7,378.12	0.00

# Resignation of Board Member

## Cyprus Villas Bylaws

Section 4.5. Vacancies on Board of Directors. At such time as Declarant's right to appoint and remove Directors has expired or been terminated, if the office of any elected Director shall become vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, the remaining Directors, at a special meeting duly called for this purpose, shall choose a successor who shall fill the unexpired term of the directorship being vacated. If there is a deadlock in the voting for a successor by the remaining Directors, the one Director with the longest continuous term on the Board shall select the successor. At the expiration of the term of his position on the Board of Directors, the successor Director shall be re-elected or his successor shall be elected in accordance with these Bylaws.

- Gary Murtha will be resigning from the Board of Directors.
- Brian Ongaro will be filling the position of Secretary on the Board of Directors.

# Community & Board Updates

## New Business

- Change of Lawn Service Contractors
- Tree and Shrub Replacements
- Irrigation Repairs
- Landscaping Lighting Repairs



## Old Business

- Fence Repairs
- Perimeter Wall Foundation Repair



# Ratification of Frontier Contract

## Frontier Contract

- Adding Frontier to our neighborhood would incur an increased monthly fee of approximately \$46 (or \$552 annually) in addition to your HOA dues. **This fee will cover internet usage for up to 1 GB of fiber Wi-Fi connection for your home and allow common area (community amenities) Wi-Fi coverage as well.** If any homeowner would like to not participate in bulk internet contract, they can pursue internet with Frontier or any other provider at typical individual rates. **Please complete the Interest Survey Handout.**

## Increase your property's NOI & resident satisfaction

Comparable Highlights	Bulk Marketing (5 Years)	Exclusive Marketing (10 Years)
Upfront Marketing Door Fee	\$10,000 (\$200/unit)	\$10,000 (\$200/unit)
Monthly Passive Income	\$1,050 (\$45 Technology fee)	\$1,250 (\$45 Technology fee)
Installation Cost to Owner	\$0	\$0
Annual Net Passive Income Potential	\$12,600	\$15,000
Total Net Revenue Potential (5/10-year contract term)	\$73,000	\$140,000
Annual NOI Lift	0.0%	0.0%
Incremental Property Value	\$	\$
Benefits	Some Marketing Revenue	Maximize Marketing Revenue

### Fast. Easy. Future.

#### Benefits of a bulk solution

- Monetize the Internet solution and create passive revenue for your community.
- Significant discounts compared to retail service rates.
- Increase resident satisfaction.
- Property single point of contact.
- 24/7 premium service.
- Complimentary common area service.

#### Assumptions

- 50 unit property.
- \$200/50 per door Exclusive Marketing Fee.
- Data revenue estimates based on historical average data revenue per household.
- Pricing valid for 90 days.
- Revenue share ramp up based on historical regional data.



Ratified by Cypress Villas

## Cypress Villas

4837 Sunnybrook Drive  
Plano, TX, 75093  
50 Units

Proposal Date:  
11/28/23

Bulk Rate  
**\$44**  
/unit

### Bulk Internet Services Agreement (5 year term)

- Fiber Gig Service with speeds up to 940 Mbps download and 800 Mbps upload\*
- eero Pro 6 whole-home Wi-Fi system
- Hassle-free resident upgrades up to 2 Gig
- 2 complimentary demonstration accounts
- 100% fiber-to-the-unit (FTTU) network
- 99.99% network reliability
- Premium 24/7 technical support
- Multi-Device Security enabled

#### Assumptions

- 50 unit property.
- \$200/50 per door Exclusive Marketing Fee.
- Data revenue estimates based on historical average data revenue per household.
- Pricing valid for 90 days.
- Revenue share ramp up based on historical regional data.

Savings of  
**45%**  
off retail rates

\*Max wired speed 10,000 Mbps. 4K+ and 4K average speeds only.  
Based on the terms set forth in the proposed service level agreement and subject to the final signed agreement to and between Frontier Communications and Cypress Villas. Prices are subject to change.



# CYPRUS VILLAS

Homeowners Association

## Office Information

**Essex Association Management, L.P.**

1512 Crescent Drive, Suite 112

Carrollton, Texas 75006

Office: (972) 428-2030

After Hours Emergency Line: (888) 740-2233

Monday - Friday

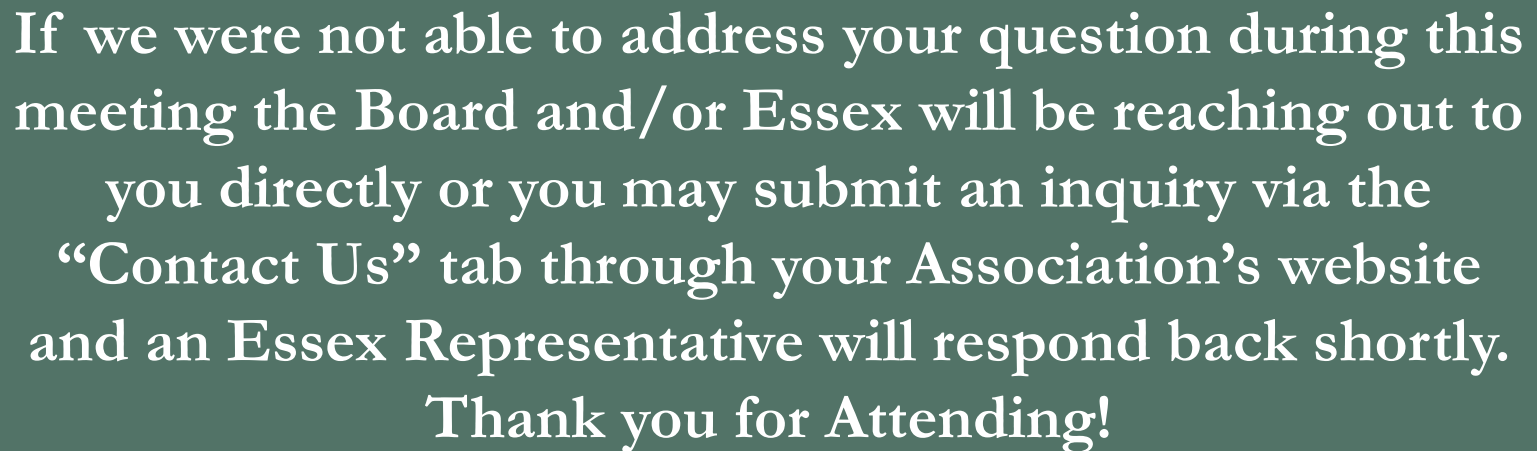
9:00 a.m. to 5:00 p.m.

**Community Manager Gus Marin-Arias:**

**[gus@essexhoa.com](mailto:gus@essexhoa.com)**

**[www.cyprusvillashoa.com](http://www.cyprusvillashoa.com)**

# Adjourn Open Session Move into Executive/Homeowner Questions

The background features a light blue field with several question marks of various colors (blue, red, green) and sizes. At the bottom, there is a stylized illustration of a crowd of people in various colors (blue, orange, grey, brown).

If we were not able to address your question during this meeting the Board and/or Essex will be reaching out to you directly or you may submit an inquiry via the “Contact Us” tab through your Association’s website and an Essex Representative will respond back shortly.  
Thank you for Attending!

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