



**Open HOA Agenda
October 18, 2017**

1. Open and Welcome

- a. Board nomination forms will be available at the end of the meeting. Review of positions held by 5-member board
 - i. President: set meeting agendas, schedule quarterly open meetings, update website and communications
 - ii. Secretary: maintain minutes of meetings, assist with communications, organize social events
 - iii. Architectural Control: review ACC submissions, follow up with homeowner, maintain log of approved requests
 - iv. Commons Areas: gather annual bids for contractors as needed, contact additional contractors when maintenance work is needed (i.e. sprinkler maintenance, fountain repair)
 - v. Violations: verify submitted violations, issue warnings or citations as required, maintain log of recurring violations
- b. [Nomination forms](#) are available for download and submission now. Any resident wishing to nominate themselves must submit a form by Oct. 31. Budget meeting requirement for current and new board members will be Nov. 13.
- c. Two nights have been scheduled for board voting: November 8 and 9 at the Broussard Civic Center. One vote per address. Residents must provide photo ID. If address on photo ID does not match address, resident must provide additional proof of address (utility bill in same name or HUD from closing will suffice).

2. Financial Review-

- a. Presentation of profit/loss [Jan-Sept 2017](#) This is the first year the association has ended in a profit. No dues increases are under consideration. The board feels it has achieved a balance of the incoming dues and outgoing expenses with enough cushion to cover small emergency repairs, should they arise.
- b. 7 liens placed for non payment of dues
 - i. Note: parish fees for lien placement and removal has increased by \$60, increasing the previous \$200 lien fee to \$320. Any current liens will be required to pay the additional \$60 to remove the lien once their account is current.

3. Committee Reports:

a. ACC-

- i. review of procedures: submit ACC request describing improvements, materials, and drawing of improvement; form can be found on website under [HOA Docs](#)
- ii. 9 approvals in 2017- include sheds, extended concrete, paint color changes

a. Commons Areas-

- i. Fall Color installed on 10/18
- ii. Round-a-bout brick should not be climbed on. Please warn children to stay off; board is pursuing means of having the brick repaired or torn down. At this point, developer has not returned calls about the poor construction and we do not have a name of contractor to follow up with. Should the brick be torn down, all infrastructure would need to be replaced at a significant cost to the association.
- iii. Repairs to sprinklers at Birchview entrance and round-a-bout are underway

b. Communications-

- i. Black Pot Cook-Off October 29. Two contests: black pot and desserts.
 1. Black Pot (anything from cooked in a pot such as gumbo, jambalaya, chili) should be cooked on site. Cooks should be prepared to serve judges samples by 12:45. If any cooks need to arrive before 8 am for set-up and preparation, that is OK. Cooks are to provide all tables, tents, supplies needed for serving. Consider small styrofoam cups for tastings. Tip jars may be set up. Plan for 30-40 full size servings so you'll have enough taste-size servings to go around.
 2. Desserts may be prepared at home and delivered before 12:45 for judge sampling. Bring any serving utensils or plates needed.
 3. Residents wishing to sample can come taste for free starting at 1:00. Tips can be given to your favorite dishes to help offset costs for cooks. Bring your own drinks, chairs, blankets, etc. A fun jump and portelet will be provided. Residents encouraged to bring any other outdoor games for the block party from 1:00-5:00.
 4. Due to limited parking only black pot cooks should park at the commons area; others should plan to walk or park in Phase 4
- ii. Halloween Trick or Treating will follow City of Broussard schedule on Tuesday, Oct. 31 from 6:00-8:00. (Public schools will be closed for students on Nov. 1).
- iii. Take care driving on Fairfield extension. Not all drivers are aware of the new stop signs and right of way for Fairfield drivers.

c. Violations-Marcus

- i. Review of procedures: Please take a picture and send email to violations@cypressmeadowssubdivision.com
- ii. All residents have responsibility to report violations as this maintains the integrity of the neighborhood and protects property values; all

submissions are confirmed by board members for accuracy; violation submissions are private and are never revealed.

- iii. Violations since July meeting: 7 parking on grass, 27 garbage cans, 2 satellites (should be behind the home or at least past the fence line)
- iv. Reminder that the only approved yard signs are for the sale of homes. Advertisement for lawn care, landscaping, etc are not approved signs.

4. Questions and comments: responses to attendee questions

- a. The developer has not sold pond lots in Phase 3 yet, but the board was told that the commons areas and walking path would continue past the large pond in Phase 3 and circle around to the small pond in Phase 4. Additional work will need to be done to the pond in Phase 3 before it is turned over to the HOA.
- b. There is currently no outgoing mail receptacle at the mail kiosk. Board members will verify what next steps are to provide this. Ultimate plans are for the HOA to also have a drop box at the mail kiosk for HOA payments and communication.
- c. Several walking path benches are damaged. Repairs have been attempted but due to the poor quality of the benches, they break soon after repairs. Future plans include replacing the benches with higher quality composite benches that have longer life span. Considerations for trash receptacles in the walking areas will also be a future topic of discussion if there are no emergency repairs that are required in the next year.

5. Next HOA meeting--tentative January 2018