



## **New Resident Welcome Packets**

Welcome Packets are typically distributed by committee members when the HOA is made aware of a new resident move in and contain the following information. However, this document is available on the HOA website for resident self-service:

- Welcome Letter
- Restrictive Covenants
- Billing and Fee Notice
- ACC Standard Operating Procedure
- ACC Modification Request
- Violations Standard Operating Procedure
- Common Violations Update
- Grievance Form

Directions for printing:

Print Page 2 in color on white cardstock

Print pages 3-11 in grayscale



**Cypress Meadows Subdivision**  
Homeowners Association

PO Box 1377  
Broussard, LA 70518  
[cypressmeadowssubdivision.com](http://cypressmeadowssubdivision.com)

# Welcome to Cypress Meadows Subdivision



July 1, 2020

**Subject: New Resident Welcome Packet and Information**

Dear Neighbor:

The Cypress Meadows Homeowners' Association Board of Directors welcomes you to your new home. We hope that you had a successful move and wish to extend a warm welcome to you as a new resident. We are here to help make your adjustment to your new subdivision as trouble-free as possible.

Cypress Meadows is governed by written documents known as Restrictive Covenants and By-Laws, which set forth your rights and obligations as a homeowner. Those documents are available on our website, [www.CypressMeadowsSubdivision.com](http://www.CypressMeadowsSubdivision.com). A paper copy can be provided to you upon request.

The Homeowners Association has a five-member Board of Directors consisting of volunteer residents. The Board meets once a month to manage the everyday business of the Association. Open Neighborhood Meetings of the Association are held quarterly, and all homeowners are invited and encouraged to attend. Come to socialize, meet other homeowners, and vote on important community issues at these meetings. Meetings are held at the Broussard Civic Center on Heart D Farm Road and will be announced via email and website.

On the website you can also find minutes of past meetings, forms, documents, and billing information for annual dues. It is our sincere hope that this information will help you make a smooth transition to living in your neighborhood.

If you have a question, a comment, or a problem to report, please contact the Association via our email [info@cypressmeadowssubdivision.com](mailto:info@cypressmeadowssubdivision.com)

Sincerely,

*Cypress Meadows HOA*

Cypress Meadows Homeowners' Association  
Board of Directors



## **Frequently Asked Questions (FAQ's) And Important HOA Information**

### **How is the association governed?**

The association is governed by five volunteer board members who are elected on an annual basis. All decisions are founded in the articles of incorporation and the restrictive covenants.

### **How are the Residents communicated to by the HOA Board?**

The Board of Directors utilizes paperless communications throughout the year to inform residents of upcoming events and community concerns. We ask that you complete the resident survey on our website within your first month in the neighborhood so we can continue to keep you informed.

Coming the summer of 2020, we will also be putting an Information Board at the Commons Area by the mailboxes.

### **What if I need to make changes to my account or resident information?**

Please contact the Board of Directors if you need to make any corrections to your account information such as phone numbers, mailing address, name spelling, e-mail address etc.

### **Are there HOA dues, and, if so, how much are they?**

Most residents, not on a pond, pay \$375 per year. Pond lots incur an additional \$100 assessment.

### **Where do I send my dues?**

Dues should be mailed to PO Box 1377, Broussard, LA 70518. Please note that if you use a Bill Pay service through your bank, our address changed in January of 2017. Direct any questions you may have to [billing@cypressmeadowssubdivision.com](mailto:billing@cypressmeadowssubdivision.com).

Please note on the enclosed bill that your customer number corresponds with your lot number. We ask that you write your customer number on your check or return a copy of your bill for ease of posting.

Coming the summer of 2020, we will also be putting an Information Board at the Commons Area by the mailboxes where you can also drop your check off.

### **What do association dues pay for?**

Dues pay for insurance, maintenance of common areas including ponds and fountains, bookkeeping, property taxes, and utilities.

### **How much are dues for first year Residents and/or Builders?**

First year homeowners/builders are responsible for only the prorated shared based on their closing date. Please contact your Real Estate Agent, builder, and/or Closing agents for more information.

### **What Calendar do the Dues follow?**

The dues follow the traditional calendar year of January through December.



**When are payments required for Dues?**

Each and every subsequent year, following the first year of purchase, residents are required to pay their dues in full by January 15, or elect semi-annual installments of \$187.50 due by January 15th and again June 15th. Homeowner dues are not optional and are required for both builders and individuals. Pond lots may have higher semi-installments rates. Please check with our Billing department for more information.

**Are there late fees if not paid on time or insufficient funds?**

Yes, late fees will be assessed on any delinquent accounts. Thirty (30) days after the invoice date, a late notice will be mailed along with an assessment of a 10% late fee to the account. Ninety (90) days after the invoice date, a lien and/or suit may follow.

In addition, all fees accrued by the Association for returned checks (NSF, closed checking accounts, etc.) will be invoiced to your account. These fees will not be credited from your account without payment.

**What do we do if we are selling our home?**

When selling your home, it is the homeowner's responsibility to contact the Board of Directors before the closing date with the estimated closing date and the new homeowner's names. Your account will not be closed without this information. Please review the *Transfer of Home Ownership* document on our website.

**We are considering making changes to our home, do we need to get that approved?**

Yes, any changes to your home, as described in the ByLaws, require that residents submit an ACC form for review by the Architectural Control Committee, or ACC.

**Why do I need to submit an ACC form?**

The Architectural Control Committee is responsible for ensuring that all improvements within the subdivision contribute to the aesthetic appeal that was established in the initial development of the subdivision. Adherence to the ACC guidelines will help ensure that your property value does not decrease due to a declining environment on surrounding properties.



## **Architectural Control Committee Policy and Procedures**

Residents of Cypress Meadows are governed by restrictive covenants. The main purpose of these covenants is to ensure that the beauty and integrity of the subdivision is maintained. Within these covenants an Architectural Control Committee (ACC) was established to review all proposed improvements to properties to ensure that the improvements are not in violation of any established restrictive covenants prior to construction. The covenants clearly state that all plans and specifications for proposed improvements are required to be submitted to the ACC and must be approved by the ACC prior to being implemented. For more information concerning what is considered an improvement and further specifics on the restrictive covenants governing architectural control, please refer to your subdivision covenants.

The procedure for submitting to the ACC for review of a proposed improvement consists of filing an "Architectural Control Committee Modification Request" form submitted via email to [acc@cypressmeadowssubdivision.com](mailto:acc@cypressmeadowssubdivision.com).

Any plans, drawings, paint swatches, or pictures should be included in the communication. Once submitted, the ACC will review and respond within 14 days, and if warranted, schedule a meeting with the homeowner to discuss the planned improvements. If the proposed improvements do not violate any existing covenants, the ACC will grant an approval and inform the homeowner through email for documentation and filing purposes.

Constructed improvements that do not have ACC approval are considered violations to the covenants. The board has adopted the following fine policy for improvements that are made without prior approval:

- **\$200 initial fine to be immediately sent to the homeowner**

If the constructed improvement in which a formal approval was not obtained through the ACC does not violate any existing covenants as deemed by the ACC, then there will be no further action by the HOA. If the constructed improvements do violate existing covenants, the homeowner will be notified in writing to correct the violation within 30 days and the following fine schedule will be imposed:

- 1. Day 31: \$100 fine and an immediate invoice sent to the homeowner**
- 2. Day 60: \$200 fine and an immediate invoice sent to the homeowner, and lien is filed (\$110 fee is required each time a lien is filed and removed)**
- 3. Day 90: \$400 fine and an immediate invoice sent to the homeowner**

Fines will continue to double monthly for each subsequent offense of a particular covenant and/or ACC violation. Once a violation is corrected, the fine schedule will be reset.



**Variances:**

The ACC may grant variances from compliance of any of the provisions of the covenants, including without limitation, restriction upon heights, area, placement of structures, setbacks, buildings, colors, materials, or similar restrictions when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental considerations may warrant same in the sole and absolute discretion of the ACC.

**Dispute Policy:**

A resident may request a formal review of the violation by emailing the board of directors at [acc@cypressmeadowssubdivision.com](mailto:acc@cypressmeadowssubdivision.com) within 30 days of the invoice date. Disputes are voted on in a timely manner by the full board of directors whose decision is final.

In the event that the board confirms the violation committee's determination, a notice of such confirmation will be sent to the petitioner and the fine associated with the violation shall be due immediately and subject to the scheduled late fee penalties listed above.



## **Architectural Control Committee Modification Request**

Please complete this Architectural Control Committee (ACC) request form and attach a diagram of your intended improvement in detail, including material, height, color, placement of improvements, and accompanying equipment (if applicable) and return via email to [acc@cypressmeadowssubdivision.com](mailto:acc@cypressmeadowssubdivision.com). Improvements include structural additions to the home, additional outbuildings, fences, sheds, etc. You will receive a written response to your request within 14 days. For your protection, always inquire with the city/parish about permit requirements involving any property improvements.

**Name:**

**Address:**

**Contact Number:**

**Email:**

**Description of  
Improvement:**

**Agreement:**

I agree that all materials submitted in this application are true and correct. I understand and agree that no work may be performed to or in deviation from the terms of a written approval letter submitted by the ACC. I agree to be bound by the ACC Rules and Standards.

**Homeowner's Signature:**





## **Violation of Restrictive Covenants**

### **Standard Operating Procedure**

Residents of Cypress Meadows are encouraged to be familiar with the restrictive covenants which govern the neighborhood. These covenants were included in your real estate closing and can also be found at [www.CypressMeadowsSubdivision.com](http://www.CypressMeadowsSubdivision.com).

Residents may report a violation via email to [violations@cypressmeadowssubdivision.com](mailto:violations@cypressmeadowssubdivision.com). Please attach a picture of the offence if applicable. Reporters of violations will remain anonymous. Upon receipt, a member of the violations committee will research the alleged violation within a reasonable period of time. If confirmed, the violation will be handled as described below.

### **Fine Schedule**

After initial warning, violators of restrictive covenants are subject to the following fines as adopted by the board of directors pursuant to the Cypress Meadows Articles of Incorporation:

1. **First Offense:** \$25 fine and immediate invoice sent to homeowner
2. **Second Offense:** \$25 fine and immediate invoice sent to homeowner
3. **Third Offense:** \$50 fine and immediate invoice sent to homeowner

Fines continue to double monthly for each subsequent offense of a particular covenant. Once a violation is corrected, the fine schedule resets.

### **Collections of Fines**

1. Invoice is sent on confirmation of violation.
2. 30 days- late notice is mailed
3. 60 days- \$15 late fee assessed and a statement sent via USPS certified mail
4. 90 days- Lien is filed (\$110 fee is required each time a lien is filed or removed)

A resident may request a formal review of a violation by emailing [violations@cypressmeadowssubdivision.com](mailto:violations@cypressmeadowssubdivision.com) within 30 days of the invoice date. Disputes are voted on in a timely manner by the full board of directors whose decision is final. In the event the board confirms the violation committee's determination, a notice of such confirmation will be sent to the petitioner and the fine associated with the violation shall be due immediately and subject to the scheduled late fee penalties as listed above.



## **Frequent Violations**

**Garbage Cans:** (4.07) Garbage cans must be screened from neighbors and the public view by fencing, landscaping, or other screening devices that are acceptable to the Architectural Control Committee.

**Antennae and Basketball Goals:** (3.01) No exterior radio, television or communications antennae, aerial, or dish, nor any basketball goal, badminton net, tennis net, volleyball net or other similar sports equipment shall be erected or maintained or attached to any structure within the subdivision where same is visible from the street.

**Parking:** (3.12) Parking must be off the street. On-site parking and parking areas must be hard surfaced of concrete or such other paving material pre-approved by the Architectural Control Committee. Each residence shall be constructed with at least a two-car garage.

(3.19) Owners of each lot shall provide sufficient off-street parking to accommodate the placement of all vehicles belonging to, or operated by persons occupying the residential dwelling on such lot and which is regularly parked in the subdivision.

**Recreational Vehicles and Boats:** (3.19) No motor home, travel trailer, camper or other similar recreational vehicle may be used as a residence on any lot and any such vehicle, as well as boats and boat trailers, shall be parked and kept behind the front setback line within a closed building or enclosure so that it is not visible from the street. \*\*Short term parking of such vehicles for the purpose of loading and unloading in preparation for an excursion is permitted provided the homeowner notify the board in writing via email.

**Building Improvements (storage sheds):** (4.15) Setbacks for improvements shall meet requirement of 5 feet for rear setbacks. (3.05) The exterior on each improvement shall be constructed entirely of materials approved in advance by the Architectural Control Committee. As such, sheds or storage buildings must meet the following requirements: 1) siding shall be the same construction as house, lapboard or hardiplank; 2) paint color shall match dwelling; 3) roof shall be constructed with same shingles as dwelling; 4) if improvement does not meet the seven-on-twelve requirement, no more than 15" of wall may be visible over fence.



## **GRIEVANCE FORM**

If you feel that any homeowner is in violation of any of the restrictions set forth in our covenants, please email [violations@cypressmeadowssubdivision.com](mailto:violations@cypressmeadowssubdivision.com). This issue will then be reviewed and followed up by either the Board of Directors or the Architectural Control Committee.

- Please include a photo when possible.
- Date of Complaint
- Address of alleged violation
- Describe in detail the alleged violation
- Name and phone number of person(s) filing complaint in case the board needs clarity