



HOA Board Meeting Minutes

Meeting Information

Meeting: Board Meeting
Date: October 27, 2020
Time: 6:30 PM

Meeting Attendees

Name	Position
Ryan Wilkins	HOA Board Member
Amanda Duplantis	HOA Board Member
David Kaplan	HOA Board Member
Ryan LeMaire	HOA Board Member
Brandon LeBeouf	HOA Board Member

Agenda

Minutes of the Board of Directors Meeting of Cypress Meadows Subdivision held at the Commons Area at 6:30 p.m. on the 27th day of October 2020.

CALL TO ORDER

Board Member Ryan Wilkins called the meeting to order at 6:30 pm.

ROLL CALL OF OFFICERS

Present	All Members
Not Present	N/A
Other Attendees	N/A

FINANCIAL OVERVIEW

Ryan LeMaire reported on the financials, as of September 2020.

- 2020 Actual to Projection:** Concerns were noted over projected spend at the beginning of the year, and additional cost mitigation efforts were needed. Financial processes needed to be reviewed and potential revised to align to a more complete Year over Year picture. It was noted that past Boards did not require or perform Quarterly analysis which should be put into practice.
- Gift Cards:** Discussed stopping the use of Gift Cards as a method to reward and/or pay because of potential misuse.
- 2021 Proposed Budget:** Ryan LeMaire to start the 2021 draft financial budget to include reserve for upcoming Capital Improvements.
- Future Financial Plan.** Need to discuss financial plan for Phases 3B, 3C, and for Common Area. Ryan W. to reach out to Brian Clement about the adding of additional lots under the existing HOA so the financial plan can be put into place for improvements. Relationship between the Developer and HOA Boards was strained in the past.

COMMITTEE REPORTS

1. ACC
 - a. **Discuss shed issue raised by Resident.** Find resolution to non-compliant shingles and possibly requesting resident to move shed over. CMHOA Atty has been in communication to help clarify options.
 - b. **Turnmill Fence.** Ryan W to draft letter to Turnmill Fence Issue for Ongoing privacy and liability issues. Letter sent after communication with CMHOA Atty to clarify liability and access questions. Residents are not liable for property behind property between property line and pond. Fence could be allowed at end of pond but not paid for by CMHOA.
 - c. **Tarps on Houses (Post Storm).** Discuss the tarps on houses and damaged fences and houses. Issue set to be re-reviewed after January to give residents time to find contractors.
2. Violations
 - a. **Trash Cans.** As a follow up to the November 1st communication to all residents. Initial warnings will be sent to non-compliant residents.
 - b. **Parking (AutumnBrook).** Received a few complaints from residents about parking issues where vehicles were parked for extended periods of time.
 - c. **Totals.** 7 violations have been sent out since 9/15/2020. 3 were parking violations, 2 grass violation (1st offense fine sent) and 2 trash can warnings/violations.
3. Commons Area
 - a. **Grounds Keeping.** Updated cost to change due to pond issues.
 - b. **Pond Brush.** Added 1 time pond brush clearing cost of \$450. Motion to approve by David Kaplan, 2nd by Ryan W. Motion by Ryan L. approved, once water level brought up the access issue will need to be addressed.
 - c. **Commons Area Master Plan.** Master plan in progress. Draft completion expected Q1 2021.
 - d. **Trampoline in Commons.** Brandon LeBeouf to find resident that owns the trampoline that was relocated due to storm and discuss removal options.
4. Communications
 - a. **Open HOA.** Communication to be sent out about Open HOA Meeting being postponed.
 - b. **Neighborhood Garage Sale.** Discussion on if we should / should not due to COVID-19? Need to address this - Tabled at current time.
 - c. **Yard of Month Communication.** Should be handled by the Communication Committee led by Brandon and a current resident committee.
 - d. **Discuss Golf Cart Communication.** Communication was sent after collecting info from local and state government along with other neighborhoods to mitigate potential issues due to increased complaints.
5. Social
 - a. **Halloween.** Approve plans to purchase and place hand sanitizer stations for residents. Hand Sanitizer Stations placed at specific locations to better keep neighborhood safe
 - b. **Fall Fest / Other Events.** Board decided to put on hold events due to a spike in COVID cases.
 - c. **Christmas.** Christmas event(s) will be looked at as December becomes closer.

NEW BUSINESS

1. **Open HOA.** The Board is reviewing locations and options to hold an Open HOA as soon as possible. Board to reach out to other HOA's to identify how they are handling Open Meetings to ensure safety.
2. **Board Elections 2021.** Similar to issue above. Nominations expected to be sent out in January.
3. **Yard of Month.** Board agreed to stop using Gift Cards as a monetary value moving forward once the current purchased cards are used.
4. **Newsletter.** Board to solicit ideas on Newsletter.
5. **Website.** HOA discussed need for an updated and modernized website that will allow for resident access and more secure locations to place financial information.



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6. **Closing Attorney Requests.** Discuss the influx of closing atty requesting info from our part-time bookkeeper and a solution. Increase in closing atty request up to 20+ monthly, and set expectations of timeline on response to closing atty, response to be sent within 48-72hr.
 7. **Late Fees/Liens.** Discuss the removal of Fees and liens from two residences on Easy Rock Landing.

NEXT MEETING

The next HOA Board meeting is scheduled for December 1st with a location that is TBD.
The next Open HOA meeting is yet to be scheduled but under review.

David Kaplan made a motion to adjourn the meeting at 8:15 pm. Seconded by Brandon LeBeouf. Motion Carried.