



HOA Board Meeting Agenda Topics / Minutes

Meeting Information

Meeting: Board Meeting
Date: February 3, 2021
Time: 6:00 PM

Meeting Attendees

Name	Position
Ryan Wilkins	Interim President
David Kaplan	Secretary / ACC
Ryan LeMaire	Treasurer / Violations
Amanda Duplantis	Violations
Brandon LeBeouf	Commons Area / Communications

Agenda

Minutes of the Board of Directors Meeting of Cypress Meadows Subdivision held via a Zoom Meeting, in Youngsville, LA at 6:00 p.m. on the 3rd day of February 2021.

CALL TO ORDER

Board Member Ryan LeMaire called the meeting to order at 6:10 pm.

ROLL CALL OF OFFICERS

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING

Motion by David Kaplan, seconded by Amanda Duplantis to approve the minutes of the Regular Meeting of January 2021, Motion Carried

FINANCIAL OVERVIEW

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

- 2020 Actuals
- 2021 Proposed Budget

PROPERTY REPORT

1. **Ponds.** Discussed looking into the erosion near the walking path. Ryan Wilkins reached out to Ben (Flood Plan Administrator) on Feb 3 but was unavailable. Expecting a call back to discuss this issue. The pond level is being worked on by the Developer and Glenn Leger to bring the water level up in the pond near 3rd phase. A discussion will take place on the pumps soon with members of the Board, Developer, and others.
2. **Grass and Maintenance.** Maintenance contractor requested permission to check the Soil Samples. This is due to numerous beds having Shi Shi Camellias the previous landscaper installed and are struggling. Estimated cost is \$35/box for 3 samples or up to \$140. David Kaplan motioned to approve, seconded by Brandon LeBouef. Motion approved.
3. **Upcoming Phases.** Phase 1 – 3 is complete, with the exception of 1 house, and all lots accounted for. Discussions ongoing on future phases with the Developer. Developer will be meeting with Ryan Wilkins to deed over lots on Sandy Bay (estimated 23 lots).
4. **Turnmill HOA Property Purchase Request.** A resident on Turnmill requested permission to enter in discussions with the HOA to purchase an area of land near their home to increase their lot size. The request was discussed by the Board and a vote was unanimous and denied.

COMMITTEE REPORTS

1. ACC
 - a. **Requests.**
 - i. A pond fence was approved after discussions with residents on Turnmill expressed concerned about pedestrians walking along the maintenance area. The request was approved by the Board. In the initial request, the request was for the HOA to pay for the fence and each resident could put fences at each end of their lots. That request was denied. Ultimately, the request was approved to be built but not be paid for by the Board and the fence must be at the ends of the property near the corners of the pond.
 - ii. Shed. A shed request was approved for a new homeowner and building contractor on Easy Rock Landing.
 - iii. Fences. New home construction fences were installed incorrectly (aesthetic side reversed) on Easy Rock Landing and the Board requested they be fixed. The builder complied and fixed the issue.
 - b. **Roof Repairs.** Board to send out communication to homes with tarps to request an update on the progress of the repair.
2. Violations
 - a. **Trash Cans.** As a follow up to the November 1st communication to all residents, initial warnings have been sent to most residents. A few outstanding remain but will be sent.
 - b. **Parking in the Road.** Received a few complaints from residents about parking issues where vehicles were parked for extended periods of time.
 - c. **Totals.** 8 violations have been sent out since 12/1/2020. 5 were parking violations and 3 trash can warnings/violations.
3. Commons Area
 - a. **Grounds Keeping.**
 - i. Maintenance contractor requested permission to check the Soil Samples. This is due to numerous beds having Shi Shi Camellias the previous landscaper installed and are struggling. Estimated cost is \$35/box for 3 samples or up to \$140.
 - ii. Maintenance contractor and Board to meet to discuss ways to reduce spend.
 - iii. Resident in Phase 3 requested the Board look into removal of debris from southside of the pond. Brandon LeBouef looking into this and get some quotes.
 - iv. Roundabout on Birchview needs to be furthered review for Preventative and/or Corrective maintenance to include drainage. Board to have this reviewed in next few months to determine what next steps are needed.
4. Communications

- a. **Open HOA.** Open HOA announcement was sent to residents for a meeting on 2/20 with Board Nominations.
 - b. **HOA Dues.** Communication to residents on how and where to pay their dues.
5. Social
- a. **Mardi Gras Parade.** Board discussed the possibility of having a Mardi Gras parade for the residents and the closing off streets to allow Golf Carts and/or other vehicles to participate. It was advised that the Board and the Cypress Meadows community refrain from social gatherings at this time.
 - b. **Committees.** This committee is looking to future events for 2021, but due to the recent rise in Covid cases, we are taking it a day at a time.

NEW BUSINESS

1. **HOA Insurance.** The Board was recently notified on December 16th of a change in the policy regarding liability, and a change in the premium. The Board requested an extension of the current policy through February, at a small increase, until new quotes could be obtained. The current Insurance vendor was approved to continue. The Insurance was updated to account for all new homes and the upcoming 23 homes to include insurance for Board members and Officers. With increasing the number of houses to 377, the general liability pricing will be \$3,085.74 and the directors and officer pricing will be \$1,933. The total for both policies is \$5,078.74.
2. **Capital Improvements Committee -** Board unanimously votes to approve the start and formation of the capital improvement committees to oversee all major improvements for the commons areas and preform feasibility studies of these improvements. This is following months of previous discussion by the board.
3. **Open HOA.** A Zoom Meeting Open HOA was sent to all residents for the upcoming Open HOA on February 20th. This follows advice of Broussard Police Department to Social Distance and request to limit crowds.
4. **Board Elections 2021.** The Board received a request by residents to consider changing the voting requirement from being in-person on Zoom and voting promptly after at the Commons Area. After a review of a poll provided by a resident, the HOA agreed and approved a change to the upcoming voting. A communication will be sent out that will allow the ALL residents (in good standing) to vote on the nominees from February 13th – 17th through a paper ballot which will be sent on February 13th with additional instructions as needed. Voting counts will be done by Stephenie Scelfo and provided on Feb 20.
5. **Website and HOA Payments.** HOA agreed to receive bids on upgrading the HOA website, allow for resident specific access, and payment of HOA dues through the portal. A Technology Fee to cover the cost of the transaction will be applied.

NEXT MEETING

The next HOA Board meeting is scheduled for March 2nd with a location that is TBD.
The next Open HOA meeting is yet to be scheduled but under review.

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