



HOA Board Meeting Agenda Topics / Minutes

Meeting Information

Meeting: Board Meeting
Date: March 11, 2021
Time: 6:00 PM

This in person meeting is being held at Acadiana Bar & Grill in Youngsville, LA

Meeting Attendees

Name	Position
Ryan Wilkins	Interim President
David Kaplan	Secretary / ACC
Ryan Gomez	
Amy Deslattes	
Jeffery McLam	

Agenda

1. Open meeting
2. Welcome new Board Members-Ryan G. , Amy D. , Jeffery M.
3. Discuss Board Member Roles for Sec of State paperwork
 - BOD selects Ryan Wilkins as President, 2 Nay votes
 - BOD selects Amy Deslattes as Secretary
 - BOD selects Jeff McLam as Treasurer
4. Discuss the Committee Chairs and Committee Members for each
 - ACC --- David Kaplan will chair, Ryan G, Ryan W, Amy will assist with two previous board members, Wayne Hebert and Ryan LeMaire
 - Violations --- Amy Deslattes will chair
 - Commons Area --- Ryan Wilkins will chair, Ryan G will assist
 - Capital Improvements --- Ryan Gomez will chair, Jeff will assist
 - Social --- David Kaplan will chair
5. Social Committee upcoming events
 - a. Easter- discussion around having an in-person egg hunt and face painting for kids. David will check availability with social committee
 - b. Food trucks Monthly- David will provide list of food truck dates
 - c. Book Club / Pop Up Shop- social committee will ask for volunteers to set up pop-up shops in conjunction with food truck dates
 - d. Fishing Tournament- to raise money to stock phase 3 pond
 - e. Cook Off- similar to black pot cook off but with BBQ

-Jeff suggests review of insurance policy and considerations for vendors who sell, distribute, or share alcohol during social events; David will look into city requirements and securing of one-day event insurance coverage if needed.

6. Discussion action items and any process changes
 - Amy discussed process for board bylaws and revision process to update bylaws for board processes
 - BOD will consider revisions over the next few meetings to get bylaws up to date
 - Questions regarding insurance policy and coverage
7. Google Drive storage process, and procedures
 - Amy suggests a merge of both Google drives so historical data is not lost. Will work with David to coordinate
8. Update website with new board members
 - new members will email headshots to David
9. Discussion of communication policy, Facebook not official communication
 - FB group is a social platform
 - consideration for creating separate group
 - Amy suggests creating a business FB profile for the board that can then join the already existing group for the purpose of sharing official communications
 - Question about email being official communication; this is only option if residents choose to opt out of all paperless communication
 - state laws mandate annual written correspondence and financial accounting to all property owners
10. Election policy & Procedures to be detailed out for upcoming election
 - prior bylaw amendment for election process was passed Oct 2016 minutes and outlined process for that upcoming election; was mailed to every owner to notify amendment to bylaws.
 - board does have power to adopt new election policy as long as it is amended to bylaws and submitted in writing to residents prior to being put in place; plan to work on this as part of bylaw revisions with process clearly articulated by September meeting
11. Phase 3B & 3C updates and discussion of plan to change Brian Clements mind and secure commitment of additional lots
 - Ryan W will continue to work with developer in regards to annexing Phase 3b and 3c to existing subdivision
12. Capital improvements 2021 plan, brainstorm action plan to implement plan to start improvement plans phase 1 to be completed by 1/1/22
 - Ryan W asked Amy to share process for capital improvements in Copper Meadows
 - involved creation of a Master Plan to carefully plot out and cost out major projects and all intersecting infrastructure that would need to be in place; submitted Master Plan with line item costs to residents for review and voting on top 5 improvements; chose to pay out of reserves for two major projects in year 1 then went back to residents for approval to take out loan for remaining improvements

-David to share with Ryan G existing research

13. Discuss Communication Committee ideas and upcoming topics - Discuss person/persons responsible for communications

- a. Communication to be sent out about new board members and duties
 - need to send out information on board members and responsibilities for 2021
 - will include financial statement to satisfy state requirements
 - will include dates for confirmed social events
- b. Neighborhood Garage Sale. Should we/should we not due to COVID-19?
 - Yes, will run ads in local publications. Ryan W has signs
 - David will post a poll for possible dates
- c. Yard of Month Communication by Communication Committee?
 - Brandon has remaining gift cards, Jeff indicated one resident had not received yet
 - previous board voted to move from gift cards in change to \$50 dues credit
- d. Creation of official Facebook HOA page as one method of communication see #9 for discussion regarding official business page
- e. Info center updates 3rd Phase mail kiosk
 - advertising can be used for any committee
 - would like to get residents in phase 3 to join communication committee and assist with updates as needed
 - Concerns with dropbox security; consider modifying flap to prevent open access
 - Jeff motions to purchase a USPS mailbox and utilize the street address we have for the mail kiosk to avoid ongoing PO Box charges. David 2nds, all in favor
- f. Will add communications process to bylaws revisions to include function and purpose of business FB page

14. Commons Area

- Discuss phase 3 pond, Glen Lege to start work on weir soon, level to be raised, pumps to be installed
 - Lege is lagging and Brian is holding him responsible
 - supposed to change the cement catch basin approx 2“-3” higher
 - Brian will install pumps and electrical
 - looking for pumps with less horsepower to reduce electrical costs
- Resident requested debris removal in 3rd phase pond at South end
 - left over debris from cleaning around pond has collected; resident requesting it be moved out; Ryan W will follow up on next steps
- Resident requested erosion issue between levee and walk path, RCW working on
 - connecting with city to determine how to correct

15. Discuss shed at [REDACTED] and plan for resolution - Bring board up to speed, determine timeline and solutions

-shed needs new roof to align to covenants

16. New ACC Request

- New Acc Request
- Pending ACC request- gutter request
- Items needed for review / ongoing issues

17. Violations

- Discuss the tarps on houses and damaged fences and houses, set a date of completion
 - will send a mass communication asking residents who were impacted by storm damage to provide updated timeline on completion; concerns about limited roofing supplies have extended many timelines; concerns that hurricane season is starting again soon.
- Discussion parking on the street - communication needs to be sent out
 - will review all parking guidelines and send out communication spelling out the boards interpretation of the covenants and how parking will be enforced.
 - reminder that HOA covenants supercede city laws regarding parking
- Yard / Landscaping issues on many homes
 - many homes with overgrown landscaping
 - concerns with frost damage and those who were waiting to complete upkeep in case of additional frost; will revisit in a few weeks
- Items visible from front of house on many homes

18. Discuss Grounds Keeping -- updated cost saving measures to be negotiated with Outdoor services and Moore to cut down on cost to reallocate funds towards capital improvements, RCW

-Jarod indicated many of the trees are betting rootbound and will need to be airspaded in order to continue growth; several dead treas now, but will be more if they aren't cared for

Items tabled for next meeting:

19. Ongoing issues that need to be resolved

- Discuss the removal of Fees and liens from [REDACTED]
- Discuss parking and other issues on Autumn Brook

20. Old Business

- Open complaints
- Violations pending -- Parking #1
- approval of February minutes

21. New Business

- Budget review and adoption
- BoD Ethics policy

22. David motions to adjourn, 2nd by Ryan. Meeting Adjourned