



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** April 12, 2021  
**Time:** 6:00-9:30

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**Meeting Attendees**

<b>Member</b>	<b>Office and/or Committee Chair</b>
Ryan Wilkins	President, Commons Areas
Amy Deslattes	Secretary, Violations
Jeff McLam	Treasurer
David Kaplan	ACC, Socials
Ryan Gomez	Capital Improvements

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**Agenda**

1. Open Meeting- Ryan W call to order
2. Approve minutes February, March 2021 Jeff motions to approve, David 2nds, all in favor
3. Financials- Jeff
  - a. Financial Reports- presented quarterly financial spreadsheet, reconciliation reports, and bank statements
  - b. Financial Trends-
    - i. Trend of doubling discretionary spending annually (socials, community relations) from 2016-2020 showing in increase in funds spent toward community activities, decorations
    - ii. Gross income increasing each year, showing rapid neighborhood growth
    - iii. Net revenue affected by increase in capital improvements
    - iv. Inconsistency in way pond lots in Phase I are assessed versus Phase III; will need to review for future billing
    - v. 50% increase in PO Box, web hosting, and pond maintenance
    - vi. Increase in lawn maintenance due to increased size
  - c. Dues and Liens update
    - i. 6 lots with liens
    - ii. 41 late fees
    - iii. Amy wants clarification about board excusal of dues and wants to publicly state she will continue to pay dues. Ryan W and David discussed the initial decision in 2019 (board members F.N., W.H., R.W., D.K., and R.L.) and agreed they may not

have had the full information. Will seek legal council and all members will pay dues for current year, including former members who were not assessed in January 2020. While it would be a perk that could help in recruiting board members, Amy suggests it should be voted on by association members not board members, as long as it is permissible for nonprofits.

- iv. Recommendations:
  1. form a financial committee to continue the review work
  2. Adopt budget
  3. Set dates for financial commitments
4. Old Business: Tabled agenda items from March
  - a. Fees and liens on adjacent lots- Ryan W
    - i. Prior advice was that a composite lot requires legal declaration of combining the lots for purposes of tax assessors. Jeff presented a proposal for legal review regarding composite lots; Ryan W will reach out to attorney to start review with intent of having solution within 60 days; late fees on 2nd lot have been paused until review completed.
  - b. Budget Approval Ryan Wilkins
    - i. Jeff reviewed adjustments based on new data
    - ii. Ryan W suggests we reassess budget distribution at end of Q3
    - iii. Amy motions to accept with provision that it will be reviewed at end of Q3, Ryan W seconds, all in favor
  - c. Parking issues- Autumnbrook- Amy; table until Violations discussion further in agenda
  - d. [BoD Ethics Policy](#) and [BoD Confidentiality Agreement](#)- Jeff (proposal)
    - i. David recommends that both be submitted to attorney for review and voted on at next meeting
  - e. Google drive merge and GSuite- Amy motions to move to GSuit shared file storage at a cost of \$12/month/user, and allow Google to make the merge, David 2nds, all in favor. Amy will initiate and coordinate with Ryan W.
  - f. Website upgrade-assessment collection via web; Jeff suggests move to Quickbooks Cloud for bookkeeper software; David will forward previous research for BoD review to make decisions by next month meeting.
  - g. Bank change- Community 1st Bank was chosen previously Ryan Wilkins
    - i. Jeff motions holding on bank transfer until we decide the financial program that will be used and how the bank will work with the financial program; table until May and make decisions in order to transfer before next dues assessment
  - h. Insurance info on the one-time liability insurance for events, DJW looking into options now for insurancing special event policy; possible that a year-long rider may be more cost effective Ryan Wilkins
5. New Business
  - a. [BoD Handbook of Bylaws](#) revision process- Amy. Bylaws are the rules and procedures board must adhere to, in accordance with carrying out the covenants and management of association. They must be voted on by board and then shared with the association; they are not required to be updated annually, but they have not been reviewed since 2017. Amy reviewed internal process and requested BoD members review and suggest

edits for the next 90 days with a plan to adopt and submit to association for review by 3rd Quarter Open HOA meeting

- b. Financial Committee Creation- Ryan motions to create a committee to assist with financial studies, review assessments, review bid policies, present information and research and serve the BoD in order to stay stable. David 2nds. All in favor and named Jeff McLam as chairman
- c. BookKeeper Contract- Concerns about increase in bookkeeping responsibilities as subdivision has doubled in size since last bid and increasing closing requests have required more time commitment. While board is happy with current contract performance, they recognize the need to address inadequacies in original bid components versus actual current needs. Amy will get bids based on current responsibilities to be submitted for selection and approval at May board meeting. Amy will set job specs for board review by Apr. 15. Ryan G motions to solicit bids, David 2nds, all in favor
- d. Discussion - scheduling next open general membership HOA meeting- DJ in neighborhood has offered his equipment for commons area and use Broussard Civic Center as backup. Amy will send a Doodle for date selection within May

## 6. Committee Reports

### a. ACC-David

- i. Approvals to review; Amy motions to admit in to minutes,
  - 1. [REDACTED] Misty Wind: Gutters
  - 2. [REDACTED] Old Road: Landscaping and sprinklers
  - 3. [REDACTED] Turnmill: Trash Can Fence
  - 4. [REDACTED] Misty Wind: Painting
- ii. No denials to review

### b. Capital Improvements- Ryan G

- i. Shared presentation to demonstrate previous research and current projections for cash-on-hand projects versus loan projects
- ii. Ryan will convene a committee to review current quotes and update considerations to present to association for recommendation vote

### c. Commons Areas- Ryan W

- i. Updates- round-a-bout brick is failing again
- ii. BoD discussion: use of commons areas for residents' personal use; Amy will contact local HOAs to find out what their policies are and solicit ideas of what we should be prepared to be asked in regards to common area usage; will bring to next meeting for discussion of policy adoption
- iii. Discuss the pond 3rd phase; still working on water level and weir; waiting on Brian.
- iv. Pumps in phase 1-2; working with Pat to get smaller pumps with lower horsepower
- v. Discuss the condition of the fence on S. Larriviere - Re-stain in Capital Imp Budget; Ryan W. will get quotes

- vi. YoM-proposal to credit dues in amount of \$50.00 Ryan W motions to approve, David 2nds, all in favor
  - vii. Existing YOM Gift cards -- Process of delivering them; Ryan W will finish getting them delivered.
- d. Communications- Amy
- i. Newsletter topics; Amy will send board email requesting topics to be sent by April 17
  - ii. Small business owner list; Amy would like to have a list that owners can add their name and business to. This can be published on our website, in newsletters and posted on the FB page. David will develop a survey for distribution.
  - iii. Community communication on parking- David suggests adding again to newsletter.
  - iv. Welcome Packet revisions- Welcome Packet is linked in BoD Handbook Bylaws and revision should take place at the same time.
- e. Socials- David
- i. Discussion: Insurance liability and alcohol at events, fun jumps and water slides; per Ryan W. insurance research is in process.
  - ii. Upcoming events (April 3rd Easter, April 18 garage sale with ads in multiple newspapers, April 24th Crawfish Boil Vendor, May 8 Mother's Day event, June 26th Splash Bash BBQ Cook-off); advertised through facebook and email, and signage as needed

f. Violations- Amy

- i. Violation audit- review of items with no action, advisement on tagged line items

1. Violation Actuals 2020-2021 Comparison

	2020	2021
Reported	63	13
Warnings	58	8
Fines	5	5

2. Violation Trends over 6 years

Year	Violations Reported
2016	85
2017	68
2018	18

2019	18
2020	63
2021 (Q1)	13

- ii. Committee meeting 3/14/21- direction to send parking clarifications to all residents in annual letter and follow with individual notices;
  - iii. Suggested revision of warning letter to better clarify that first offense is a warning, not a fine
  - iv. [REDACTED], [REDACTED] - recommendation to adjust two parking fines based on residents' explanations. David motions to adjust, Ryan G 2nds, all in favor
  - v. Discuss company vehicles being a primary source of transportation; review covenant 3.19, board cannot change but will follow up with developer about covenants.
7. Schedule next meeting- Amy will send Doodle poll
8. Adjourn- David motions to adjourn, Ryan G seconds