



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: May 10, 2021
Time: 6:00pm

Meeting Attendees

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

Agenda

1. Open Meeting; Ryan W called to order 6:04
2. Approve minutes April 2021; Ryan W motion to approve, David 2nds
3. Financials- Jeff
 - a. Financial Reports; March reconciled and few outstanding to reconcile April
 - i. Tax returns 2018, 2019, and 2020 filed (status 1120-H--note that there are some caveats to remain in this category; donations don't count as non-taxable so need to be wary of accepting donations. Jeff will find out thresholds)
 - ii. Recommendations:
 1. Website upgrade - Defer to Financial Committee for further review
 2. Bank Transfer - Defer to Financial Committee for further review, Jeff has begun comparison of banks and fees. Amy suggests to move banks now in order to avoid costs for excessive deposits in June. Ryan will seek options to avoid deposit fees in January and June due to size of neighborhood and lack of large deposit transactions over rest of year
 3. Ryan W. motions to open account at Community First for association funds. Ryan Wilkins, president, and Jeffrey Maclam, treasurer will be signers on account to be opened by end of month. Ryan Gomez. 2nds. All in favor.
4. Old Business:

- a. Fees and Liens on Adjacent lots - Vote on Bylaw policy and Vote on Waiving any outstanding contested assessments associated with this subject. Amy motion to accept version 2 with revisions, David 2nds.
 - i. Vote to make lot 257 and 258 a composite lot. Ryan W will respond to resident seeking composite lot status. Ryan W motion to accept composite status and remove fees from the point of initial request for composite, Jeff 2nds.
 - ii. David suggests sending notice of composite lot policy to all eligible residents. Will coordinate with book keeper to identify eligible lots.
 - b. Ethics and Confidentiality Agreement - Vote on ByLaw policy and forms
 - i. Legal counsel says that board member dues possibly should Ethics statement is good to go, confidentiality agreement should be enforced in a way that provides information that residents have a right to know but protects the confidentiality behind the discussion and those on the committees who are required to vote in approval of actions. Amy motions to accept both statements, Ryan G 2nds, all in favor. Will add to Handbook of Bylaws in June update.
 - c. Bookkeeper Bids - Vote on New Bookkeeper and conditions of contract. Set conditions for offer.
 - i. 3 bids received; Motion to accept bid by Stephenie Scelfo. Contract to go into place June 1 for two years with option to extend at end of contract; housing totals will be re-evaluated every 6 mos for increase in subdivision size. Jeff motions to accept, Amy 2nds.
 - d. Open HOA meeting - Vote and acceptance of Open HOA meeting Date and venue.
 - i. Sunday, May 16, 2:00. Jeff motions to accept meeting date/time, Ryan G 2nds
 - ii. BoD Handbook of Bylaws revision in process, due by June 14, all board members to review and suggest any updates prior to sharing with residents for review
 - e. Update on placement of USPS mailbox at kiosk. Ryan W. will follow up with order.
5. New Business
- a. Bid Policy- Jeff, review of suggested policy; table to vote at next meeting
 - b. Reservation Policy-Jeff and Amy; review of suggested policy; table to vote at next meeting
 - c. Set Basis for Agenda for Open Meeting, send out for adjustments and edits by 5/12
 - i. Ryan G confirmed access to use soundsystem. Ryan W will check on backup location at civic center.
 - ii. Agenda: will create via Google docs by Wednesday. Suggested items: Budget, assessments, bylaws review, violations (Amy will start draft agenda to send out tomorrow)
 - d. Ongoing clarification of covenants and developer questions in process- Ryan W.
 - i. Developer working with Glenn Leger to fix weir
 - ii. Supposed to be running electrical for fountains by summer
6. Committee Reports
- a. ACC-David

i. Approvals to review; motion to record in minutes by Ryan W., 2nd Ryan G

█ Misty Wind	Gutters
█ Old Rd	Landscaping
█ Turnmill	Trash Can Fence
█ Misty Wind	Painting Exterior
█ Turnmill	Painting Exterior
█ Misty Wind	Larson Storm Door
█ Birchview	Painting Exterior
█ Turnmil	Painting Exterior
█ Gentle Island	Patio Extension
█ Easy Rock	Lawn Drainage
█ Old Rd	Shed
█ Cane Creek	Gutters
█ Easy Rock	Shed
█ Cane Creek	Trash Can Fence
█ Easy Rock	Lighting
█ Birchview	Driveway Extension
█ Windy Feather	Concrete Epoxy
█ Misty Wind	Gutters

ii. Pending Review

█ Birchview	Patio Concrete Extension
█ Birchview	Fence
█ Birchview	Patio Cover

iii. Discussion regarding aluminum patio extensions vs shingled roofing-- will continue via email

iv. Reminder of covenant regarding neighbor approval if going within side or rear setbacks

b. Capital Improvements- Ryan G

- i. Updates; gathering additional quotes and vendor options.
- ii. Ryan G will prepare slideshow to share with residents to show what bids have been collected and options for improvements using cash on hand vs financing
- iii. Consider options for displaying slideshow, either email PDF in advance of meeting or use NearPod

c. Commons Areas- Ryan W

i. Discuss drainage behind Cane Creek house Ryan G & Ryan W; working on bids will meet with city to discuss drainage issues affecting commons area

- ii. Meeting with city 5/11 to discuss contractor issues, Coulee, and ponds in New phase
- iii. Follow up call with Developer 5/13
- iv. Propose tree Airspade cost from Outdoor Services and Moore; Ryan W. will get 2nd quote opinion from Greenleaf arborist to find out additional solutions.
- v. Excess mulch sitting in commons area (for trees)
- vi. Storage facilities- need something for storing all HOA decorations. Ryan G motions to approve a 5x10 storage, Jeff 2nds

d. Communications- Amy

- i. Updates- newsletter sent April April 27
- ii. Will prepare agenda for open meeting to send out May 14
- iii. David will get key for bulletin board to Amy

e. Socials- David

- i. Updates
- ii. Mother's Day went well, fun jump, flowers for mothers.
- iii. BBQ cookoff; working with socials committee to finalize

f. Violations- Amy

- i. Updates
- ii. 2 violations cited in past 30 days, both 1st fine after initial warning.

7. Schedule next meeting -- Amy will send Doodle poll for June

8. Adjourn Ryan W motions to adjourn, Jeff 2nds, all in favor.