



**Cypress Meadows Subdivision  
Homeowners Association  
Minutes**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** June 22, 2021  
**Time:** 6:00pm

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**Meeting Attendees**

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

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**Agenda**

1. Open Meeting: Ryan W. called to order at 6:04
2. Approve minutes May 2021; R. Gomez motions to accept minutes, Jeff 2nds, all in favor
3. Financials- Jeff
  - a. Financial Reports
    - i. Checking account is open, bookkeeper is utilizing previous account until checks are run out. Will use new account to deposit any transactions that would put us over the fee amount for previous bank
    - ii. Approx 80% of residents are paid
    - iii. 11 homes that are over a year past due; some already have liens in place from previous years
    - iv. Missing receipts from March; need a process for making sure receipts are turned in
    - v. Gift card update; need a list of all residents who received a gift card over past year for receipts for auditing purposes (should be 16 recipients)
    - vi. Socials financial report process
4. Old Business:
  - a. Submit signed Ethics and Confidentiality Agreements; Ryan G will scan and upload to drive
  - b. [BoD Handbook of Bylaws](#) revision in process (due by June 14) Reviewed first half; will complete welcome packet review in July meeting

- c. Update on placement of USPS mailbox at kiosk.
- d. Updates from developer

5. New Business

- a. Bid Policy, Common Area Reservation policy, Appeals Policy, Violations, Elections procedure- will send to attorney for review and take action at next meeting
- b. Reserve Study Acceptance; Amy motions to accept the study, Ryan W seconds, all in favor
- c. Reserve Policy; Amy motions to put reserve policy in place, Ryan G seconds, all in favor
- d. Open board position; advertise opening and solicit nomination forms by July 15.

6. Committee Reports

- a. ACC-
  - i. Approvals to review- Ryan W motions to accept, Ryan G 2nds.
    - 1. [REDACTED] Easy Rock- screened in patio
    - 2. [REDACTED] Birchview- patio cover extension
    - 3. [REDACTED] Birchview- patio concrete extension
    - 4. [REDACTED] Easy Rock- patio cover extension
    - 5. [REDACTED] Easy Rock- widen driveway
    - 6. [REDACTED] Birchview- change exterior colors
    - 7. [REDACTED] Spring Cypress- soffit lighting
  - ii. Under Review
    - 1. 407 [REDACTED] Birchview- mixed construction fence; Ryan G. will follow up
- b. Capital Improvements- Ryan G
  - i. Playground Selection and benches (\$53,919.45) Amy motion to purchase, Ryan G seconds, all in favor
  - ii. Discuss layout of proposed amenity
  - iii. Discuss plan for swing set- outside of current budget, will revisit
  - iv. Discuss letter to the developer regarding property ownership; will get developer signature before construction begins.
- c. Commons Areas- Ryan W
  - i. Updates
  - ii. Drainage on commons- City of Broussard will dig out ditches and will look at grade of drainage around common areas
  - iii. Tree update- meeting with arborist to determine if air spading is needed
  - iv. Brick wall at Birchview round-a-bout and erosion at Phase III walkway needs attention. Capital Improvements will review and determine needs and propose plan by November
- d. Communications- Amy
  - i. Reminder email for social, suggest canceling if no interest in participation

- ii. Any new summer announcements? Advertise board position
- e. Socials-
  - i. Google form count
  - ii. Review projected budget expenses
    - 1. YTD spending \$2200
    - 2. June event
    - 3. Estimate \$600 remaining for year after June event
    - 4. Will institute financial accounting for social events to be reported at conclusion of each event to stay within budget for the year. No extra funding will be added to socials at this time.
- f. Violations- Amy
  - i. Update from developer re: advertising vehicles; Ryan W will follow up with resident. Vehicles will be addressed on a case by case basis as they are reported. Signage that is "billboard" style advertising on vehicles are not allowed and the board is unable to offer a variance on this covenant as it is not an ACC building covenant.
- g. Financial- Jeff
  - i. Bookkeeping Software (web based program for \$70/mo); Website with software integration (web based program for \$150/mo). Jeff motions to move to Quickbooks now, Ryan W seconds, all in favor.
  - ii. Savings Accounts plan
  - iii. 2022 Assessments plan
- 7. Schedule next meeting - Ryan G will send Doodle poll for mid-end of July
- 8. Adjournment; Amy motions to adjourn, Ryan G 2nds