



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: July 29, 2021
Time: 6:00pm

Meeting Attendees

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

Agenda

1. Open Meeting
2. Appointment to open position-Action Item
Ryan G motions to appoint Erin Romero to fill open position, Ryan W 2nds, all in favor
Erin will fill in on Socials, ACC, and finance
3. Approve minutes June 2021 Jeff motions to accept, Ryan W seconds
4. Financials- Jeff
 - a. Financial Reports; primary account is \$134K and \$28K in secondary account
 - b. Quickbooks purchased and linked (was able to get better package a cheaper cost that presented in June meeting; will take a couple of months to transition; includes one session with Intuit IT
5. Old Business:
 - a. BoD Handbook of Bylaws-completed revision process, Ryan G motions to accept revisions, Ryan W seconds, all in favor; will add to next email and share at open meeting in September
 - b. Update on placement of USPS mailbox at kiosk; Ryan W will order.
 - c. Updates from developer- Ryan G met with developer regarding common area improvements and playground. He says weir is corrected and is holding water. Plans to start electrical improvements and purchase fountains for Phase 3 ponds.
 - d. Updates from attorney on policy items under review, Action Items:

- i. Bid Policy; Jeff motions to accept, Ryan w motions to second
- ii. Reservation Policy Jeff motions to accept, Ryan W motions to second
- iii. Appeal Policy Jeff motions to accept, Ryan W motions to second

6. New Business

- a. Determine holding for Reserve Fund account
 - i. Jeff researched banks with interest bearing accounts and recommends placement of reserve funds at Sunset Bank.
 - ii. Amy motions to select Bank of Sunset and Trust Co as our savings account and to open up Certificates of Deposit. Jeff seconds. All in favor.
- b. ██████████- discussion; board decision is to follow normal proceedings for liens
- c. Fence Permit process- City of Broussard now requires fence permits; this also applies to trash can concealment fences. This is a free permit. ACC approvals will direct residents to contact City of Broussard for permit.

7. Committee Reports

- a. ACC-
 - i. request to review committee member involvement and reassign Ryan L's position; Ryan G suggests advertising via FB for committee members.
 - ii. current files updated back to Nov2020; Amy continuing to work on folder documentation to gapfill records
 - iii. Approvals to review; Ryan G motions to accept, Ryan W seconds
 - 1. ██████ Silverwood-extended patio cover with conditional caveats
 - 2. ██████ Cane Creek- trash can fence, walkway, extended back patio slab
 - 3. ██████ Easy Rock Landing- gutters
 - 4. ██████ Easy Rock Landing- trash can fence
 - 5. ██████ Easy Rock Landing- trash can/ water softener concealment fence
 - 6. ██████ Sandy Bay- paint brick and change door color
 - iv. Under Review
 - 1. ██████ Birchview- mixed construction fence and discharge of water from neighboring property; Board opinion that fencing materials must be consistent and not transition from one construction type to another. Ryan W will followup with resident
 - 2. ██████ Heron Point- paint color
 - 3. ██████ Old Cypress- natural gas generator
- b. Capital Improvements- Ryan G
 - i. Update on playground; on track for delivery and install; will schedule placement discussion with Jarvis to ensure placement is also in-line with future expansion.
 - ii. Discuss ordering of benches; Ryan G will order so timelines fit with playground install

- iii. Developer signed requested letter regarding ownership of commons area improvements; Ryan W will sign and get notarized for filing.
 - iv. Update on erosion control of coulee washouts- Ryan G and Jeff met with Storm Water Control; will send quote/bid for correcting washout. Also met with Glen Lege and will get line item quote for all sections of repair
 - v. Need to look at round-about brick as next project
- c. Commons Areas- Ryan W
- i. Phase 3 pond level at right level for now; will monitor during heavy rain
 - ii. Tree meeting - Scotts Tree Service will meet re: trees in commons area; Concern is overspending and amount of mulch that has been placed on trees creating issue.
 - iii. Jeff found a vendor who is willing to buy back excess mulch at \$7/bag. Ryan G motions to sell mulch, Amy 2nds.
 - iv. Questions regarding lawn maintenance schedule; current contract is for number of cuts not number of days between cuts. Rain is an issue but long grass left in commons area is unsightly. Ryan W will address with contractor
- d. Communications- Amy
- i. Newsletter for August
 - 1. Reminder about ACC requests
 - a. City's revision of 5' easement and covenant regulations requiring neighbor approval; ACC generally requires French drainage systems to accommodate water runoff
 - b. Sheds- would like to give some general guidance that can be used as homeowners start quote shopping
 - c. Patio covers
 - d. Fence permits required by City of Broussard
 - 2. Update on playset and benches
 - 3. Committee openings: ACC, Socials, etc
 - 4. Will add Erin to communications;
 - ii. Need to update communication board
- e. Socials-
- i. Feedback from BBQ Splash Bash
- f. Violations- Amy
- i. ACC violation letter sent to resident with external install of soft water unit; resident applied for concealment fence; no fines issued

8. Schedule next meeting - Ryan G will send out Doodle
9. Ryan W motions to adjourn, seconds