



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: September 12, 2021
Time:

Meeting Attendees

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

Agenda

1. Open Meeting- Ryan W called to order
2. Approve minutes July 29, 2021 Jeff motions to approve, Ryan G seconds
3. Approve special meeting minutes August 15, 2021 Jeff motions to approve, Ryan W seconds
4. Financials- Jeff
 - a. Financial Reports- \$155,000 in banks, approx 37 homeowner's dues not current yet
 - b. CD Schedule- plan to continue buying CDs (by the end of Oct will have \$24,000 of reserve fund money in Certificates of Deposits). Using a ladder method the CDs will include: three 90 Day CDs, two 182 Day CDs, two 9 month CDs, two 365 Day CDs, two 18 month CDs, and one 24 month CD. Ryan G asks for projected return once CDs are closed out. Treasure request to acknowledge that we are on the right path with our financials. All in favor of current process.
 - c. Composite Lot request: Cheryl Hebert (400 Birchview and 201 Easy Rock Landing)- Jeff motions to approve, Ryan G seconds, all in favor. Jeff will drop to Ryan W to sign and will deliver to resident.
5. Old Business:
 - a. Yard of the Month Program- Policy consideration-
 - i. Adjust policy to include 12 months; spirit winner for holidays; may include board or committee members less the monetary award; Jeff will update and will add to next month agenda for adoption

- ii. Completed audit of gift card program going back to Sept 2019 when gift card award was approved. All gift cards purchased by HOA since inception of program have been accounted for and delivered to winners; there are no missing gift cards as previously indicated. One recipient has moved and after multiple attempts to contact and award, the account will be closed.
 - b. Credit Card Payments for Assessments-Jeff has done sample fees to board members to see how online payments work. Waiting to end of month statement to determine if percentage increase is included in the payment. Still need to determine process for how refunds might need to occur, if needed. Board and book keeper will not maintain a database of residents and credit card numbers. Book keeper will be given go-ahead to start using credit card and bank draft payments prior to new year in order to trouble shoot process.
- 6. New Business
 - a. Phase III-B; 11 lots recently requested information on dues; buyers were informed that the phase is going to be part of the association but fee collection has not been turned over to the association yet. Ryan W met with developer previous week; was informed by developer that attorney was filing paperwork to turn it over to HOA as new lots were sold. Erin will propose a cooperative endeavor agreement to clarify authority to collect dues, enforce covenants, etc.
- 7. Committee Reports
 - a. ACC-
 - i. Approvals to review, Erin motions, Ryan G seconds, all in favor
 - 1. [REDACTED] Windy Feather- generator install
 - 2. [REDACTED] Cane Creek- gutters
 - 3. [REDACTED] Heron Point- paint color change
 - 4. [REDACTED] Sandy Bay- install shed
 - 5. [REDACTED] Cane Creek- change mailbox
 - 6. [REDACTED] Sandy Bay- install shed
 - 7. [REDACTED] Cane Creek- change paint colors
 - 8. [REDACTED] Cane Creek- change mailbox
 - ii. Under Review
 - 1. [REDACTED] Birchview- additional concrete added without request or approval
 - a. Letter will be sent by Tuesday, 9/14/21
 - 2. [REDACTED] Spring Cypress- patio cover and extended concrete
 - b. Capital Improvements- Ryan G
 - i. Update on playground and benches; shipping this week. Ryan W will reach out to developer to make sure document regarding common area development is notarized
 - ii. Free dirt will be dropped off soon to adjust drainage between trees
 - c. Commons Areas- Ryan W
 - i. Kiosk Mailbox is at Ryan's house and ready to install, waiting on USPS approval

- ii. Waiting on report from Boustany on work performed; Ryan will follow up this week
 - iii. Documents still pending signature from Brian, hard to pin down
 - iv. Phase 3 pond overgrowth sprayed
 - v. Pending meeting with Brian about pumps/ electrical for phase 3 pond
 - vi. Broussard Nursery request to set up in common area at his convenience; suggestion to cover as part of social pop up shot event
- d. Communications- Amy
- i. Newsletter sent 9/1/21
 - ii. New UV fade-resistant flyers ordered for information board
- e. Socials- Erin
- i. Broussard nursery requesting pop up shop
 - ii. Suggestions for revising social investments (purchasing speaker, microphone, projector screen, field line marker)
 - iii. Presented ideas for Halloween and Christmas
 - iv. Jeff will follow up with bookkeeper to review current budget and examine prospects for purchasing movie equipment
- f. Violations- Amy
- i. Parking- many parking in street, but have received emails from those with hurricane refugees staying at their homes; monitoring as needed
 - ii. Trash cans- damaged cans must remain at street until serviced; reminding residents to send email so unnecessary fines don't get sent
8. Schedule next Open HOA meeting -- Oct 10 tentatively
9. Schedule next board meeting--week of Oct 7th or 8th
10. Adjournment,