



Open HOA Agenda

May 16, 2021

2:00 PM Mailbox Commons Area

Condensed Notes

1. Open and Welcome- Ryan Wilkins, President
2. Secretary Report
 - a. Review of Bylaws and ongoing revision process
 - i. Clarification of difference between articles, covenants, and bylaws; Bylaws are owned by the board of directors and establish the process and procedures used by the board to uphold the covenants. Bylaws may be revised and amended periodically and then shared with association members as they go into effect. Revision is expected by mid-June and expected to be shared electronically for community feedback prior to adoption at the next Open HOA meeting.
 - b. Update of internal communication and document storage
 - i. Prior document storage was a generic gmail; however, this did not maintain integrity of board docs and not all documents and folders were “owned” by the association. In April, BoD voted to move all HOA information to a GSuite platform, creating association-owned email accounts and document storage.
 - c. Procedure for recording monthly board meeting minutes
 - i. Monthly board meeting minutes are always approved at the next monthly meeting, to allow board members time to review, make any corrections, and approve minutes for public posting. Past minutes can be found on <https://www.cypressmeadowssubdivision.com/board/> immediately after they are approved at the next board meeting. Following Open HOA meetings, a “notes” version of the meeting will be posted and shared with residents. Since these are not typically action-item agendas, they don’t require waiting until the next Open HOA meeting to approve.
3. Financial Report
 - a. Budget
 - i. Revised budget adopted in April; accounts for line item adjustments required by year-end balances.
 - b. Assessments
 - i. Second half of dues invoices will be mailed 5/17/21.
 - ii. Phase 3 pond lots are not being billed at pond lot rates; previous board decision determined that pond was not yet at expectations for pond lots; however, when water level is adjusted and fountains are installed, those lot owners will be notified of their change in pond lot status.
 - iii. Assessments for board members will be included in May invoices; the previous board voted to not collect dues from board members. Attorney has reviewed and new board members would prefer that any decisions

- regarding removing dues obligations from board members be a decision made by all association members.
- iv. After legal review and consultation, the board has solidified a process for determining a composite lot, as outlined in the covenants, and is reaching out to current lot owners who own two connecting lots and would qualify under this status, if they choose.
 - c. Banking will be transferred to Community First Bank in order to decrease banking fees during assessment months.
 - d. Reserve Study is being conducted to determine the amount of funds that should always be on hand to meet the association needs for the current year. This will also inform decisions for Capital Improvement spending and whether special assessments are needed to fund Capital Improvements.
4. Committee Reports:
- a. Capital Improvements
 - i. Updated residents on potential improvements via slideshow; all requested amenities and possible common area usage were researched in order to determine what is feasible with current cash resources and what would require financing consideration. Intent of presentation was to inform residents of possibilities but also paint realistic pictures of costs and permit obligations.
 - ii. Discuss bids received from various vendors for playground equipment, dog park, splash pad, pool, basketball court.
 - iii. Current board spending comfort is to stay within \$50,000 this year and preference would be to prioritize a playground. Will conduct a feedback vote to get input from residents before final decision on playground is made.
 - b. ACC
 - i. Update on year-to-date approvals- 26 requests, 4 pending
 - ii. Discussion of frequent requests- French drains, gutters, patio extensions
 - iii. Procedures for requests- submit ACC request
 - c. Commons Areas-
 - i. Update on Phase 3 pond. Glen Leger says there will be a new weir installed by end of summer (currently under construction). This will raise water level enough to install fountains. Developer will pay for running electrical and installing fountains.
 - ii. Update on Phase 1 walking path drainage between Cane Creek and Fairfield; City will address the ditch level to ensure Larivierre and Fairfield ditches aren't overflowing into common areas during normal rain; will revisit after City addresses ditches.
 - iii. Coulee erosion responsibility; Cypress Meadows and Cypress Crossing each own to the middle of the coulee on Cypress Bayou. While the City maintains drainage of the area, any erosion issues are for the associations to address. This will be monitored moving forward, particularly where the bank may be eroding up to the sidewalk.
 - d. Contractor housekeeping- contractors and subcontractors in phase 3 are being addressed by City. City is updating their policy to enforce trash/dirt on new construction property

- e. Neighborhood drainage questions- based on conversations with the Flood Plain Administrator, Easy Rock to Sandy Bay all drains to the rear pond in Phase 3. All new roads in Phase 3 B will drain to the newly built ponds.
 - f. New phase 3B , 3C responsibility- waiting to get answer from developer on when funds from dues in these new phases will be turned over to association. Builder currently reserves ACC rights to all new construction.
 - g. Violations
 - i. Update on year-to-date violations. Violation audit findings indicate that 2021 reported violations are well under the number of violations that had been reported and addressed in 2020. There were some misreported violation numbers in 2020 indicating there was only one violation for the year, but it was actually 63 reported violations (58 were warnings and 5 were fines).
 - ii. Discussion of frequent issues- parking in the street is an ongoing issue. Reminder that the reason for this covenant is for safety. Each lot is required to have adequate off-street parking for all vehicles that are regularly parked at a home. Parking in the streets makes it dangerous for pedestrians, children, and other drivers who may not see around a parked car.
 - h. Communications
 - i. Residents who own a small business or provide a specialized service are encouraged to fill out the Small Business form [here](#). All residents have access to view the spreadsheet list of [Small Business](#) owners in our neighborhood. Hopefully this will allow residents to quickly find a service they are looking for without having to wait on someone to respond to an open request for “who does...” on the Facebook page.
5. Questions and comments:
- a. Can we hold the developer more accountable for completing his promises to the subdivision by writing it into the covenants?
 - i. No. The developer writes and files the covenants, and he maintains control of them. He can change the covenants at any time as long as he is continuing to develop within the subdivision. We can work to maintain a positive relationship in the hopes that he will do the things he’s promised.
 - b. Can residents park work vehicles at their house?
 - i. Follow-up with developer’s attorney indicated the intent was in regards to signage and advertising. So while a sticker indicating ownership of a vehicle may be on the door or tailgate, it is not intended for advertising of a business. However, signage and stickers that were meant to advertise a service or business would fall under this covenant restriction.
 - c. Why did previous board vote to excuse dues for board members?
 - i. It was a suggestion by a board member and they all approved it.
 - ii. Still under review and current board will be paying dues going forward.
 - d. When does the timeline start for residents who are issued a warning for a violation? When do we know it’s been addressed and we need to submit again if it continues?
 - i. The only covenant that has a clear timeline established is the one for trashcans left out-- these indicate one month. The board is currently reviewing internal processes for warnings and violations to be conscious of the needed time between reporting a violation, submitting the warning

to the bookkeeper, mailing it to the homeowner, and allowing the homeowner a reasonable amount of time to address the issue prior to their first fine. This revised procedure will be viewable when the bylaws are released for review later this summer.