



**Open HOA Agenda
Summary of Meeting**

October 10, 2021

4:00 PM Mailbox Commons Area

Condensed Notes

1. Open and Welcome- President
2. Overall Update- Ryan W. shared update on discussion with developer regarding new phases. The verbal agreement at this time is for all common area property in Phase IIIB and IIIC-2 to be handed over to the association on Jan 1, 2022. At this time, all property holders in these phases will also be assessed 2022 association dues, ensuring that we have income to cover maintenance and upkeep on new additions. The developer has also indicated his intention to have the new ponds and banks brought up to par before the turn-over so they will be ready for lawncare maintenance when we take over. All of these discussion points are being documented in a cooperative agreement that we will share with the developer.
3. Secretary Report
 - a. USPS Mailing Address change for association mail: 200 Easy Rock Landing. Our Broussard postmaster, Shasta Hardin, visited to share updates on service in our area. After a resident informed her of missing numbers on the larger parcel boxes, she indicated that she will have all keys and parcel boxes re-labeled by Tuesday. She also encourages all residents to sign up for [Informed Delivery](#) in order to get daily notices about what mail should be arriving at your address. When there are delivery issues, she said the fastest way they can resolve them is if you notify her at the Broussard post office. If you get a notice that a package was delivered, but it wasn't at your home, she or the Assistant Post Master will address it immediately and are more likely to locate the missing package the sooner you contact them. She also indicated the Broussard location is hiring and has part time delivery positions available.
 - b. Review of [Bylaws](#). These bylaws are the third piece of governance for the association. They provide policies and procedures for the board's operation and management, and they work in conjunction with our articles of incorporation and our restrictive covenants. This is a live document, meaning anytime the board passes or amends a policy, the most current information will be available in this link. It can be accessed on the association webpage under the Board Documents page.
 - c. Procedure for recording monthly board meeting minutes- Each month, the board approves the minutes for the previous board meeting. As soon as those minutes are approved as accurate, they are posted on the association website for residents to review.
4. Financial Report
 - a. Budget- attendees received a copy of the most recent profit/loss spreadsheet

- b. Assessments- there are 20 or so residents who have outstanding assessments for the last billing period, and there currently 8 homes with liens for nonpayment of assessments, these range from \$881-\$7168 (the board is currently researching methods for pursuing action on larger liens). A revision to the bylaws established a policy for composite lot status, for those who own adjoining lots. These must be applied for by Nov. 30 to be effective for the 2022 assessment period.
 - c. Banking- Association funds are being moved from Chase Bank to Community First Bank. This transition is ongoing. Reserve funds are being deposited in Bank of Sunset to gain the biggest return on investment within our reserve account.
 - d. Reserve Study- completed over the summer and plan for establishing and contributing to the reserve fund is included in the Bylaws.
5. Committee Reports:
- a. Capital Improvements
 - i. Update on Phase III pond and clean-up- Those on the pond received communication about latest updates and fountain install. The weir has been raised approx 12” allowing for more water retention. The pond maintenance contractor indicates this should help with weed control at the pond bank. Ryan G. has researched cost of cleanup at pond banks now that water level will be consistent. Cost could be up to \$8000. Question posed at meeting: Would residents rather have a community work day to do that work and save the funds to invest in renewable/reusable resources? i.e. additional improvements at the commons area. Several in attendance volunteered to come out for a work day, even though they don't live on the pond. Suggested to contact those on the pond to volunteer as well, especially for the areas directly behind their homes.
 - ii. Benches at playground- Four benches have been purchased. Placement will be determined once the footprint for the playground is final. Ryan G. will need volunteers to help assemble and install benches.
 - iii. Erosion control at coulee- There are at least three areas between the coulee and phase IIIA pond that are eroding the most and will soon cause damage to sidewalk. Ryan G has been in contact with various vendors for quotes of repair. Cost for full repair could be up to \$375,000, at minimum \$75,000 for the three worst areas. We are continuing to pursue this issue with the City of Broussard and Lafayette Parish. While this is a major drainage channel for public works, the our ownership of the land goes to the center of the coulee. We are hopeful that one of the city entities will step up and assist us in mitigating the erosion before it becomes a more serious issue.
 - b. ACC
 - i. Update on year-to-date approvals- 63 YTD approvals, 31 approvals this quarter
 - ii. Discussion of frequent requests- most recently quite a few requests for whole-home generators; these are easily approved, citing that placement on side or rear of home must be according to minimum distance requirements for A/C units and gas meters and homeowners need to acquire any necessary city permits.

City of Broussard now requires fencing permits (mainly due to fences being installed that block city right of way access). Any requests for garbage can concealment fences will also need to get a free fence permit from the city

- iii. Procedures for requests- fillable PDF form is available on the website. For faster approval, also send in pictures of where the improvement is going to be, as well as any other documentation that would help the committee to understand the scope of the improvement. (i.e., snapshots of paint color swatches, rough sketch of shed placement in relation to existing structures, etc.)

c. Commons Areas-

- i. Update on Phase 1 walking path drainage between Cane Creek and Fairfield--Elevation of city drainage ditch on Fairfield has caused water to overflow into commons areas and then run off through residents' backyards, flooding patios and causing early deterioration of fencing materials. City of Broussard is going to reshoot elevation and remove excess dirt in ditch to allow for better street drainage. Dirt will be relocated to the commons area for filling low spots around bench placement
- ii. Commons Area Etiquette- There has been an increase in pet waste and general trash left in the commons areas. Please pick up after yourself and your pets. Also, please do not allow children to dig into pond and coulee banks. This will interfere with proper grading and cause damage to lawncare equipment.
- iii. Pond Weeds control report-- Ryan W. shared the pond maintenance report for weed control. Resident suggested that the report also be shared with pond lot owners, under concern that pond maintenance may be happening in common area sides of the pond but not behind resident lots.

d. Socials- Transition to renewable/reusable spending.

- i. Purchased screen and projector that can be used frequently in commons areas. Upcoming event on October 23, bake sale and movie night
- ii. Garage sale morning of Oct. 23.
- iii. More socials events will be shared via newsletter

e. Violations

- i. Update on year-to-date violations: 17 YTD, 9 resulted in warnings, 8 repeat offenses resulted in fines
- ii. Discussion of frequent issues: Parking in street has been a frequently reported issue, especially as it relates to blocking driveways, parking on grass, and navigation of corners. Reminder that temporary parking in the streets for events is fine as long as guests follow these guidelines but any vehicles that belong to homeowners or those regularly parked at the residence need to be in the garage or driveway

f. Communications

- i. Information Board has been updated with UV resistant signage. All information on the board is also available on the association website and/or newsletter.
6. Questions and comments:
 - a. Request by homeowner for a policy requiring vote of association members prior to board engaging in loans, suggestion to set this at a certain monetary amount and allow voting of those in attendance at a properly advertised meeting.
 - b. Call for committee members to serve on finance committee for upcoming bids, to serve on Capital Improvements for work days, and to serve on Socials for planning upcoming events.