



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: October 7, 2021
Time: 7:00

Meeting Attendees

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

Agenda

1. Open Meeting- called to order 7:00
2. Approve minutes September 2021; Ryan G motions to approve, Jeff 2nds, all in favor
3. Financials- Jeff
 - a. Financial Reports
 - i. Banks / Investments: transition still in place- continuing to pay bills from Chase account and depositing new income into Community First. Reserve Fund savings established at Bank of Sunset
 - ii. Liens/Debts
 1. 8 liens currently (\$7168.75, \$4153.75, \$2761.25, \$1915.50, \$883.75, \$883.75, \$881.25)
 2. Requesting research on collections possibilities for larger overdue balances
 - iii. Third Quarter P/L
 1. Line items were adjusted to account for additional cuts approved in prior month
 2. Social committee within budget; Ryan G. motions to move the long-term investment of projector and screen to capital improvements, Amy 2nds, all in favor
 - iv. P/L Adjustments

1. Line item adjustment- move donation from socials to Donation line item for tax reporting purposes
 2. Create Capital Improvement line item to account for new committee and assigned fund distribution
 3. Note that grounds maintenance will remain in red to show extra cuts that were approved
 4. Separate legal fees into lien costs vs legal expenses
 - b. Plan for distribution of year-end funds:
 - i. First- \$16,100 General Fund
 - ii. Second- \$amount for outstanding 2021 expenses
 - iii. Third- \$remainder to Capital Improvement Fund
 - c. Phase III-B assessment update -
 - i. Assessments will begin 2022 on all lots
 - ii. Lake Lots in phase III will be addressed with developer to update covenants on tier 1 and 2 assessments
4. Old Business:
 - a. Yard of the Month Program- Action Item Policy ; Jeff motions to accept, Ryan W. 2nds, all in favor. Jeff motions to appoint Jarod Moore to chair the committee, Ryan G 2nds. All in favor
 - b. Mailbox installation- transition of mailing address (advertised in newsletter, Jeff has updated with all three banks, will update with Sec. of State in January, Jeff will direct bookkeeper to begin notifying vendors of address change)
 - c. Update on meeting with developer and approval of cooperative agreement; Jeff motions to speak with Mouton and ask him to negotiate the cooperative agreement and the lake lot covenant notations, Ryan G seconds, all in favor
5. New Business
 - a. Review of agenda items for upcoming Open HOA meeting on Oct. 10; Broussard Postmaster will be a guest to discuss recent mail issues; updates to agenda need to be submitted by 10/8
 - b. Request by member to have late fees waived - 122 Autumnbrook, board reviewed historical pattern and decided not to waive fees
 - c. Annual Assessment Policy - Introduction; feedback to be provided by board members for revision and adoption at next meeting
 - d. Lake Lot Policy- Introduction; feedback to be provided by board members for revision and adoption at next meeting
6. Committee Reports
 - a. ACC-
 - i. Approvals to review- Ryan G motions to approve, Amy 2nds, all in favor
 1. ■ Easy Rock Landing- fence
 2. ■ Spring Cypress-awning and gutters

3. ■ Misty Wind- whole home generator
 4. ■ Turnmill- whole home generator
 5. ■ Sandy Bay- add shutters, paint garage door
- ii. Under Review
1. ■ Birchview- additional concrete added without request or approval; letter indicating next steps was sent to homeowner
 2. ■ Easy Rock Landing- deck on pond; reviewing additional options with homeowner
 3. ■ Misty Wind- paint change and glass blocks; waiting on more information
- b. Capital Improvements- Ryan G
- i. Update on playground and benches; rain delays have slowed work but construction has started.
 - ii. Supplies needed to install benches- will need augur for install; waiting until barrier for playground is complete before marking for bench install
 - iii. Discuss 2022 budget items- some email requests for future improvements; need to determine what is our process for establishing the next year's budget for improvements
 - iv. Discuss fence retaining- determined that refurbishment can come out of reserve fund
 - v. Discuss erosion control at coulee- sent requests to several vendors. One vendor came and examined on-site, submitted proposal for flexible revetment mat; difficulty will be install. Cost is estimated at \$200K plus. Ryan W will contact Broussard mayor to see if any assistance can be provided
 - vi. Discuss mailbox keys for Phase III-C; postmaster won't assign a mailbox without a house on site
- c. Commons Areas- Ryan W
- i. Discuss Phase III pond clean up (Budget item or community effort)
 1. Ryan G spoke with Pond Doctor to determine effort and cost of pond bank cleanup. \$4K-\$8K; will bring this cost to residents at open meeting to determine if there is interest in community work day
 - ii. Discuss Lawn Care and Landscaping bid solicitation- updated cutting areas for bid proposals; Ryan G will finalize scope of work for lawncare, Ryan W will finalize scope of work for landscaping; board will review via email to have process start by Oct. 15.
 - iii. Discuss remaining mulch after flowers are pulled; landscaper worried mulch will be lost during flower change; committee will review after flower change and determine if extra mulch is needed to refresh
- d. Communications- Amy

- i. Newsletter sent 10/1/21
- ii. Information board update to UV fade-resistant flyers
- iii. Open HOA Meeting signage- signs were remade to indicate meeting area at mailbox kiosk with Broussard Community Center as the backup location. Signs will be posted at all three entrances
- iv. Rules sign for playground will be funded from capital improvements but communications will start the design process and order sign and post
- v. Garage Sale Oct. 23, will add map of participating address to information board
- vi. Email list update- bookkeeper has requested to add existing email addresses to Quickbooks. There are complications with the way emails were transferred into the email program, but Amy will work on merging initial email list with current list to merge addresses with resident list

e. Socials- Erin

- i. Halloween Event - 10/23/2021
- ii. Neighborhood Vendor Sales Event - 11/6/2021
- iii. Community Christmas Event - 12/11/2021

f. Violations- Amy

- i. Report of vandalism to blacktop at Turnmill cul de sac; resident will have his children clean
- ii. Trash can placement in phase 3 still an issue; will send email reminder that also includes information about fence permit with City of Broussard for trash can concealment fences.

7. Schedule next board meeting--send Doodle for 1st/2nd week of Nov