



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Special Meeting
Date: October 26, 2021
Time: 5:45

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	Socials

Agenda

1. Open Meeting- Ryan W 5:37
2. Review and approve bid selection process
 - a. Discussion on number of solicited bids and email process; request for email clarification to make sure vendors know that bids must be sealed and submitted via mail or dropbox; also request vendors to reply if they are not interested in bidding; majority of board elected to continue with bid process and also notify general membership of the process and encourage other solicitation of bids
 - b. Erin will draft email and Ryan G will BCC vendors on Oct. 27
 - c. Amy will send email to association notifying members of current bid solicitation process
 - d. Bids will be opened on Nov. 4 and recorded. Finance committee will be present to qualify, review, and advise; Board will be present and ready to approve if decision does not require additional research by finance committee once bids are reviewed
 - e. Ryan G motions to approve, Jeff seconds, all in favor
3. 2021 Election process
 - a. Approve ballot items (change of legal address, number of directors, director dues, director candidates)
 - b. Approve amendment to bylaws re: election process for 2022 BOD
 - c. Ryan W motions to approve; Ryan G seconds, all in favor
 - d. Suggested to use Halloween as time to solicit new board members and promote amendments as well as black pot cookoff on Dec. 11 to get voter participation
4. ACC variance
 - a. Norm on language for shed variance and amend bylaws to reflect language

- b. Language approved as variance by ACC Dec. 30, 2015
Building Improvements (storage sheds): (4.15) Setbacks for improvements shall be modified to meet the City of Broussard requirement of 5 feet for rear setbacks. (This is an approved shed/storage building variance to the 10 feet rear setback in covenants.)(3.05) The exterior on each improvement shall be constructed entirely of materials approved in advance by the Architectural Control Committee. As such, sheds or storage buildings must meet the following requirements: 1) siding shall be the same construction as house, lapboard or hardiplank; 2) paint color shall match dwelling; 3) roof shall be constructed with same shingles as dwelling; 4) if improvement does not meet the seven-on-twelve requirement, no more than 15” of wall may be visible over fence.
 - c. Amy explained previous intent was side wall height and this is what had been carried out in ACC approvals Dec 2015-May 2020 as recorded in emails, but due to lack of clarity in variance wording this has been interpreted differently by recent ACC members. Ryan G will draft visual representation of guidelines to share at next board meeting.
5. Amy motions to close, Ryan W seconds, all in favor

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

BID PROCEDURE

Bids will be solicited for purchases of materials, goods, equipment, and services to ensure Cypress Meadows Subdivision receives optimum value for money spent on such purchases. It is the responsibility of the Board of Directors to ensure that this policy is enforced.

Individual Purchases

Individual purchases of equipment and/or supplies that are expected to cost \$1000 or more must be preceded by at least three (3) documented quotes from qualified vendors.

Lease or Rental

Lease or rental of equipment and/or supplies which are repeated over the course of a year and which combined annual cost exceeds \$2500 annually must be preceded by at least three (3) documented solicited bids from qualified vendors.

Service and Supply Contracts

Contracting with an outside contractor for termed services and products shall require at least three (3) documented bids from separate Vendors prior to Vendor selection. Individual purchases made through a Vendor who is facilitating a current Contract with the HOA do not require any further quote or bid process during their contracted term.

A Bid Tracking file will be created and managed by the Secretary for the purpose of maintaining a historical record. The following guidelines will apply.

A. REQUEST FOR QUOTE

1. Request for Quotes may be brought to the BOD by any Committee Chairman, Board member, or Officer. The Request for Quote will include adequate specifications of the item or services, quantity, and special features, if any.
2. Specifications and response date will be the same for all suppliers and will be drawn in a manner that will preclude the advantage of one vendor's products and/or services.
3. The Request for Quote will require total price to Cypress Meadows Subdivision including taxes, shipping, handling, etc. and any price breaks for quantity.
4. The Request for Quote will include delivery schedule, terms and condition, warranty requirements, and quality standards as applicable.
5. Requests for Quotes must be approved by the Board of Directors. The Approval will be recorded in meeting minutes. An announcement of the Bid Solicitation will be placed on the HOA website and disclosed at the following Open membership HOA meeting.
6. If fewer than three (3) suppliers are contacted the Bid Tracking file will be documented to show the reason.

B. BID REQUIREMENTS

1. At Least Three (3) bids are required for all individual purchases exceeding \$1000. IF fewer than (3) are received, the file will be documented to show the reason.
2. Purchases over \$10,000 require formal sealed bids.
3. When time is of the essence, fax or email bids may be considered. The Bid Tracking file will be documented to show the nature of the urgency.
4. Telephone quotes are not permitted except in the case of an extreme emergency where time and conditions will not permit the normal bidding procedure to be followed. The Bid Tracking file will be so documented to show the nature of the emergency, supplier(s) contacted, dates and time of call, and the pricing information received.
5. All solicitations requiring formal sealed bids will be preceded by a notice posted at the Cypress Meadows Subdivision Website at least 14 days prior to closing date for acceptance of formal bids.
6. No Board Member, or candidate for the Board, their spouses, family members, or companies that employ such individuals will be solicited or considered for bids without full disclosure of their relationships with CMSHA.
7. Components that are part of an approved project or where continuity, commonality, spares, matching, etc. are required or beneficial may be excluded from these bidding guidelines at the discretion of the Board of Directors and so documented.

C. AWARD SELECTION

1. All bids will go to the Financial Committee for qualification and clarification. The Committee will be expected to measure the Vendor's Bid against the specifications set in the Association's solicited bid request. The Committee will also review the insurance coverage and references submitted by the Applying Vendor. The Financial Committee will create a synopsis of the bids which will be presented as part of the Treasurer's Report at the next Board Meeting.
2. All formal bids will be opened in the presence of the Secretary and at least one other Board member prior to the Financial Committee's review.
3. Bids which exceed the approved budget amount for the purchase will require formal CMSHA Board of Directors approval prior to being considered a qualified bid.
4. Selection will be based on the information and documentation received in the bid responses and will be selected by at least an 80% vote of the Board of Directors.
5. The lowest qualified bidder will generally be selected. If the lowest qualified bidder is not selected, the reason for such an exception shall be documented in the Bid Tracking file.
6. When services are a critical component of a purchase, selection of a vendor may not necessarily be based on the lowest bid. The President is authorized to negotiate with one or more qualified bidders to ensure that the best quality, price, schedule, and results are obtained. The bid packages for such services will contain appropriate notices that selection of a supplier is subject to negotiation.

Dear Member,

The time to vote on our 2022 Board of Directors is coming soon. As per our adopted Bylaws, this letter serves as communication of open candidate nominations, the voting process, and the voting dates for the current year. The open nomination period begins on November 1 and runs through November 15, 2021. Nomination Forms can be found on the HOA website. The official Ballot will be recognized at the Board of Directors meeting in November, and the Board will post the list of candidates on our Website and Mailbox Kiosk information board. Starting December 1, the voting ballot will be available on the website for printing. A Special Meeting, for the purpose of the election, will be held Dec 10, 2021 to open the voting period.

Nomination Process

The nomination link will be active on the website by November 1 and will be available through November 15. The Nomination form is a self-nomination which should be filled out completely and submitted by email to info@cypressmeadowssubdivison.com. Nomination forms may not be submitted on behalf of another resident. The only information from this form that will be shared with the membership will be the nominee's name and candidacy statement. The HOA BOD will not release the nominee's address, phone number, or email to the membership without nominee's permission.

All nomination letters are to be received by the HOA by November 15th at midnight. The Board will hold a BOD meeting where the nomination forms will be verified. To be verified by the Board as a legitimate candidate the nominee must be a homeowner and in good standing. Good standing means current on dues, no outstanding fines, or unrectified violations as of the date of nomination submission.

Candidate Ballot

By November 21 the Official Ballot of Candidates will be posted at the Mailbox Kiosk Information Board and on the HOA website. The Ballot form will include a candidacy statement for each candidate. The Ballot will be updated within three days of any candidate removing themselves from running.

If any member wishes to reach out to a particular candidate during this process that member can email their request to info@cypressmeadowssubdivison.com. The Board will forward your email request to that candidate.

Candidates will be selected based on receiving a majority of votes for the fillable positions.

Amendment Ballot

One amendment to the Articles of Incorporation and one amendment to the Restrictive Covenants will be posted on the ballot. Amendments must receive a majority of votes from applicable voting members to be approved. This means that 50% +1 of all homeowners must vote to approve each amendment. Amendments under consideration are:

- ***Articles of Incorporation Article VII: The affairs of the Association shall be managed by a Board of Directors consisting of not less than one (1) nor more than nine (9) persons who need not be members of the Association. The number of directors may from time to time be changed within the above set forth limits by amendments to the by-laws of the Association.***
 - This is an increase from the current one (1) to five (5) directors currently provided for. The board feels this is necessary to continue management of an expanding community.
- ***Articles of Incorporation Article XIV: The registered office and municipal address of the corporation is and shall be 200 Easy Rock Landing Dr, Broussard, LA 70518. The registered office may be changed by vote of the members and any change shall be registered with the Office of the Louisiana Secretary of State.***

- A vote of membership is required to change the legal address of the Association. This was not possible in previous years due to the Association using a PO Box for the mailing address, but now that we have a physical address, we should choose to receive all legal correspondence in-house, instead of relying on the developer's office to forward mail.
- ***Restrictive Covenants 8.07: No Assessments shall be levied against any property owned by the Declarant except as provided for herein in Section 8.02. No Regular Assessments shall be levied against any Director while actively serving as a Director of the Association. In cases where a Director is appointed or removed from office in the middle of an assessment year, Assessments shall be prorated to account for time served as an active Director. This excusal does not apply to cases of Special Assessments.***
 - It has been mentioned by general Association members in public forums that excusal from dues may serve as an enticement to engage more association members in the role of a director-- a role which is fully voluntary and takes up an adequate amount of personal time. This item is not a priority item for the current board, but it does recognize that there is an ever-increasing amount of work involved in the management of the Association, and this board would not want to approve this type of compensation without support of the larger Association. The last sentence also ensures that if a Special Assessment is ever levied due to a capital improvement or budget shortage, all directors would still be required to pay any Special Assessment.

Voting Ballot

The Voting Ballot will become available on the HOA website on December 1 for print only. The Voting Ballot shall be submitted one of two ways:

1. Place completed voting ballot in a sealed envelope labeled **Attention: 2022 Election** in either of the two HOA Drop boxes at the Mail Kiosk from Dec 10 to through Dec 12 by 8:00 PM.
2. Mail in your submission to the HOA with a postmark date of Dec 10 or earlier. Mail to **Cypress Meadows Subdivision HOA, Attention: 2022 Election, 200 Easy Rock Landing, Broussard LA 70518.**

Ballots will be validated and counted by a three-person Election Committee. The Committee will be overseen by our Bookkeeping Vendor. Validation requirements include:

1. Only one vote per Lot. HOA recognized Composite Lots may cast one vote.
2. The vote is cast by a Lot Owner. Not a renter.
3. If Lot is owned by multiple owners there is still only one vote for that lot.
4. Lots located in Phase III-B and Phase III-C2 will not be eligible to participate in the election process until such time that the lot Builder has completed the Residential Building construction and the legal Conveyance of ownership has been transferred to the New Homeowner.
5. Delinquent dues, violations, and or outstanding liens cannot disqualify a member's vote.
6. No Board member, Board member family member, Candidate, or Candidate's family member may participate in the counting of votes.

Calendar:

Nov. 1-Nov. 15 Open Nomination Period

Nov. 16 – Nov 20 Ballot is ratified by Board

Nov. 21 List of candidates and candidacy statements are posted

Dec 10 - 12 Vote submission

Dec 13 – 15 Vote Voter validation and Vote Counting

After Dec 15 Board will recognize and announce Vote results; new directors will be invited to participate in December BOD transition meeting



Board of Directors Nomination Form

Cypress Meadows Homeowners' Association announces the open nomination period for 2022 Board Members. Board members are volunteer members who agree to donate their time to the monthly management of the association. Prospective candidates must be homeowners within the subdivision and be in good standing with the association (current on dues, no outstanding fines or unrectified violations). Eligible candidates must complete this form and submit it to info@cypressmeadowssubdivision.com by November 15, 2021. Voting will be conducted December 10th-12th, and only one vote per property is allowed.

Please Print.

Name _____ Cell Phone _____

Address _____

Email _____

By signing this nomination form, I certify that I am 18 years of age or older, a property owner in Cypress Meadows, and a member in good standing with the association (current with dues, no outstanding fines or unrectified violations).

Signature _____ Date _____

Please submit a candidacy statement of NO MORE THAN 50 WORDS. This statement will be printed on the election ballot for voting purposes. If the statement reads more than 50 words, only the first 50 words will appear.

This form must be received by November 15th, 2021 to: info@cypressmeadowssubdivision.com