



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: January 5, 2022
Time: 6:00

Transition Meeting Attendees

Member	Office and/or Committee Chair
Ryan Wilkins	Outgoing President, Commons Areas
Amy Deslattes	Secretary, Violations
Jeff McLam	Treasurer
Ryan Gomez	Incoming President, Capital Improvements
Erin Romero	Socials
Anthony Rogers (incoming board member)	
Derek Evans (non board member)	

Agenda

1. Open Meeting- Ryan
2. Selection of Officers and approval of Sec of State updates, Erin motions and Ryan seconds to name officers as the following and update the SoS website and annual report:
 - a. Ryan Gomez-president
 - b. Amy Deslattes- secretary
 - c. Jeffrey McLam- treasurer
3. Approve minutes December 2, 2021, Jeff motions to approve, Ryan seconds
4. Financials- Jeff
 - a. Financial Reports - Balance Statement, Aged Accounts, Liens, Membership Count
 - i. Book keeper wrapping up 2021 accounts
 - ii. EOY numbers- General Business Account \$26,686, Reserve Fund \$86,030, and Capital Improvement Fund \$697
 - iii. Accounts overdue- \$25000, roughly 20 accounts (consulted with two attorneys and our lien filer, recommended that at the five-year mark on a lien, need to proceed with additional legal action)

- iv. Membership is increasing daily, as of 2022, all owners (personal and builder) required to pay assessments with exception of the developer
 - b. 2022 Assessments - Income to date, Method of Payment
 - i. Approx \$2000 electronic, paper payments being deposited this week
 - c. Issues - New Checks, Quickbook records, ACH transactions
 - i. Bank printed the incorrect checks and are reprinting
 - ii. Will roll out ACH in future, working out credit card payments first
 - d. Action Items - New Slemco meters, Debit Card, Bank Signee Updates, Fund Transfers
 - i. Updated electric meters in phase 3 and 4
 - ii. Will shred debit card for Ryan Wilkins and arrange bank update for Ryan Gomez as president and issue new debit card
 - iii. Ryan Wilkins is the outgoing president and needs to be removed from Chase Bank, Community First Bank, and Sunset Bank and Trust Company. Jeff McLam motions to remove Ryan Wilkins and add Ryan Gomez as signatory at Chase Bank, Sunset Bank and Trust Company, and Community First Bank with a debit card to be issued to him for Community First Bank, and add Amy Deslattes to Community First Bank as signee and a debit card holder for all board purchases as approved by treasurer. Erin Romero seconds, all in favor
 - e. Budget Recommendations - Proposed 2022 Operating Budget, reviewed and table for further review, to be adopted at February meeting for mail out and annual financial accountability to residents.

5. Old Business:

- a. Amendment update
 - i. 78 votes from residents, 2 builders with 39 lots, and developer with 31 lots
 - ii. Article VI of Articles of Incorporation provides developer with weighted votes up to 10 votes per lot still owned for purpose of amending articles.
 - iii. Ryan will follow up with developer to review his vote weight and Jeff will follow up with Mr. Mouton to amend the articles with the first two amendments.
 - iv. Amendment to covenants did not pass by 2/3s majority vote
- b. Loan Policy Proposal- tabled for next meeting to allow new board members to review
- c. Spending Policy Proposal- tabled for next meeting to allow new board members to review
- d. P.O. Box Closure- address change completed and mail forwarding set up.

6. New Business

- a. New Officer Transition
 - i. Officer role Bylaws review
 - ii. New contract for Storage Unit- Ryan Wilkins will update lease information and transfer contact name to Ryan Gomez and also ask about bent latch on unit door
 - iii. Key and Debit Card handover- Ryan Wilkins transferred to Jeff

- iv. New member ethics and confidentiality agreements will review and sign for February meeting
- b. Pond Specialist Contract under review; updated costs for additional ponds will put us over the \$10,000 requirement for sealed bids. Jeff will get bids from two others before next meeting
- c. Insurance Agreement- Letie Barns volunteered to research insurance renewals for the association; new bids are hindered by shared underwriters, limiting the number of bids we can get, and the current insurer remains the lowest price. Four vendors were approached: DJW (current), Liggio Insurance, Steil Insurance, & Core Insurance. The finance committee recommends that we stay with current vendor
 - i. Prices vary by number of lots, proposed budget for 2022 is based on the full occupancy of association
 - ii. Jeff motions to continue with DJW, Ryan G seconds, all in favor
- d. [Committee Chairman Policy](#) (Action Item) Ryan G motions to approve clarification for committee chairman roles and update Bylaws, Anthony seconds, all in favor
- e. Member Proxy Vote Policy- Quorum is not clearly defined by the state or covenants. 2022 action item will be to define quorum and adopt into Bylaws. tabled until future meeting
- f. Bylaws review and committee responsibility updates, board members to review their specific committees and discuss in future months

7. Committee Reports

- a. ACC-
 - i. Approvals to review, Jeff motions to accept, Amy seconds
 - 1. [REDACTED] Cane Creek Paint Color
 - ii. Under Review
 - 1. [REDACTED] Spring Cypress Paint Color- send response email
 - 2. [REDACTED] Birchview- send letter for ACC approval
- b. Capital Improvements- Ryan G
 - i. Signage at playground ready to hang
 - ii. Goals for 2022
 - 1. Fence stain on Larriviere
 - 2. Birchview roundabout
 - 3. Benches/trash can at Phase 3A pond
 - iii. Will convene committee to gather ideas and prioritize projects
- c. Commons Areas- Ryan W
 - i. New Phase Clean up by Developer
 - ii. Time of new pumps/lights
 - iii. Clean up 3rd phase pond (cypress trees)

- iv. Need to get pump nozzle & colored lenses from Pat to change out new fountain heads if desired
- v. Fence & Landscape for 3C should be happening soon; would like to coordinate fence stain for phase 2 at the same time
- vi. Downed tree behind waterfall commons area

d. Communications- Amy

- i. Annual Budget and update letter to be sent in February
- ii. Email reminder about annual assessments re: electronic communication requests- sent Jan. 3
- iii. Amy will review the Mailchimp survey and update the questionnaire
- iv. Amy will update committee email lists and send to committee chairs

e. Socials- Erin

- i. Chili Cook-Off March 19th? (Ryan G)
- ii. Will meet with social committee to complete a social timeline for the year and present at next board meeting
- iii. Discuss options for port-a-let at commons area

f. Violations- Amy

- i. Above ground pools follow-up
- ii. Landscaping over winter; some violations reported but residents will need to wait until growing season before adding
- iii. Parking on street continues to be an issue on several blocks
- iv. Trash can placement, new owners will be notified of policy

8. Assign Committee Chairs

- a. ACC- Derek Evans
- b. Capital Improvements- Ryan Gomez
- c. Commons Areas- Anthony Rogers
- d. Communications- Amy Deslattes
- e. Financials- Jeff McLam
- f. Socials- Erin Romero
- g. Violations- Amy Deslattes
- h. Yard of the Month-Anthony Rogers

9. Schedule next board meeting- Ryan G will send Doodle for early February