



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** February 1, 2022  
**Time:** 6:00

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**Meeting Attendees**

<b>Member</b>	<b>Office and/or Committee Chair</b>
Ryan Gomez	President, Capital Improvements
Amy Deslattes	Secretary, Violations
Jeff McLam	Treasurer
Erin Romero	Socials
Anthony Rogers	Commons Areas
Derek Evans	Incoming board member, ACC

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**Agenda**

1. Open Meeting
2. Recognition of Articles of Incorporation Amendments and Appointment of Derek Evans to board [action item] Jeff motions, Ryan 2nd, all in favor
3. Approve minutes January 5, 2022 [action item] Jeff motions, Derek 2nds, all in favor
4. Financials- Jeff
  - a. Update on bank transitions and debit cards
    - i. Chase closed after 18 month transition process initiated by 2020 board
    - ii. All funds moved to Community First bank account
  - b. EOY 2021 Cash Allocation
    - i. Process approved at 10.7.21 board meeting: First priority to debt, Second priority to Reserve Fund, Third priority to Capital Improvement, and establish a fixed starting year balance of \$16,000
  - c. Assessments update
    - i. Approx 80% have paid first assessment
  - d. Financial Committee update on Pond Maintenance bids
    - i. Four companies solicited (one declined, one required prepayment to provide bid, two bids were considered)
    - ii. The committee's recommendation is dismiss one bid for being over budget and to proceed with current vendor based on his price and qualifications

- iii. Committee requests that the other bidder be solicited for a one-time pond clean-up cost at shallow ends of Phase III-A pond

5. Old Business:

- a. Contract for storage unit- January was linked to prior debit card which was cancelled; Ryan was able to update correct billing. Will transfer to CMSHA once login information is set up.
- b. New member ethics and confidentiality agreements
  - i. Reviewed proposed edits
  - ii. Discussed merging into one signed agreement
  - iii. Proposed adjustment to third paragraph of confidentiality agreement
  - iv. Will send draft for review prior to next meeting
- c. Decision on Pond Specialist Contract [action item] Derek motions to accept bid, Anthony 2nds, all in favor. Ryan will follow up with Boustany for finalization
- d. Bylaws review and committee responsibility updates- no new questions
- e. Loan Policy- Ryan motions to approve, Derek 2nds, all in favor; Amy will add to Bylaws.
- f. Spending Policy, tabled
- g. Vote/Proxy policy, tabled
- h. 2022 Budget. Derek motions to approve, Ryan 2nds, all in favor, will be added to annual financial status letter

6. New Business

- a. Motion to increase board members to nine (9) as allowed by amendment to Articles of Incorporation [action item] Ryan motions to approve, Anthony seconds, all in favor
- b. Nomination review for open board positions [action item] Derek motions to approve nomination form and window, Anthony seconds, all in favor.
  - i. Determination of quorum required to hold board meeting; add guidance to Bylaws. Derek motions to set quorum as a simple majority of appointed board members. Anthony seconds, all in favor.
- c. Establish Welcome Committee- proposal
  - i. Appoint incoming board member as chair
  - ii. Order 25 printed copies and large envelopes
  - iii. Allow chair to monitor billing email address for house sales
  - iv. Within 3 weeks of email regarding sale, deliver Welcome Packet
  - v. Amy motions to establish committee, Ryan 2nds, all in favor
- d. Review Annual Association Update and Budget letter
- e. New Construction Job Site Discussion
  - i. Resident concern about job site conditions on Easy Rock Landing; dumpster had just been removed and was awaiting empty dumpster deliver; all clean at this time; builder indicated high amount of vandalism at site
  - ii. Will request increase of police patrols in neighborhood

- f. Board member for a Complaints department; Is there a need to name one person to be the “responder”? Will still use info@... as the primary contact but if a complaint, Derek will respond with a solutions- oriented approach
  - g. Board Debit Card motion to require prior approval of purchases from treasurer and emailed receipts to billing within 24 hours of any purchase [action item] Jeff motions to approve, Ryan 2nds, all in favor
  - h. Speed limit concerns- Jeff will pursue with city councilman to see what steps need to be taken and then this can be presented at open meeting
  - i. Set Open HOA meeting in March- Ryan will send Doodle for 3rd weekend in March
7. Committee Reports
- a. ACC-
    - i. Approvals to review
      - 1. [REDACTED] Easy Rock Landing - Shed
      - 2. [REDACTED] Cane Creek- paint color
    - ii. Under Review
      - 1. [REDACTED] Spring Cypress Paint Color
      - 2. [REDACTED] Sandy Bay - Inground pool and fence
  - b. Capital Improvements- Ryan G
    - i. Big Boy Fence- will contact for subcontractor for bid for re-staining of existing wood fence on Lariviere when they do the new section; will need to find out if they pre-clean fence prior to restain
    - ii. Trash can concealment fence- Ryan drafted construction plan; will add concrete pad with walkway; will need room for 4 cans but plan to leave recycle cans under the mail kiosk as long as there is room between parcel boxes.
  - c. Commons Areas- Anthony
    - i. Discuss grass mowing at new common areas. (Ryan)
      - 1. Still some cleanup needed by developer around ponds
      - 2. Would like to start mowing soon, but need to make sure there is no debris that would get in the way
      - 3. Want to make sure pond banks don't get overgrown like Phase III-A did while waiting for turn over
    - ii. Commons area drainage at corner of Lariviere and Fairfield
      - 1. City did elevation and cleaned out ditches; still holding water resulting in loss of trees and some termite damage to trees
      - 2. Ryan will follow up with Rain,Drain, Illuminate for estimate to address drainage issue and determine if a sealed bid process is required
    - iii. Discuss fountain and light timers; new fountains are running for a shorter amount of time since no residents are there. Discussions around decreasing more but so far utility costs are still falling within budgeted line item. Will review after next month's bills come in

- iv. Questions about signage at waterfall entrance; initial was put in by developer but then removed; gave HOA permission to contact the sign contractor about design but they denied to work with HOA and only wanted to contact through developer. Consider addressing this again and looking for design options
    - d. Communications- Amy
      - i. Updates to GSuite+ accounts- \$12/account, projected increase already accounted for in budget
      - ii. Email for Derek is set up and running, new accounts will be added after nominations close
      - iii. Annual letter to be mailed by Feb 10; Amy will ask for volunteers to stuff envelopes
    - e. Socials- Erin
      - i. Will present at March meeting
    - f. Violations- Amy
      - i. Request for new residents within past 6 months to receive mailout of frequent violation list (in lieu of mailing out full welcome packet at this point)
        - 1. Will check on new resident list and include in annual letter if feasible
- 8. Schedule next board meeting to fall prior to open meeting- Ryan will send Doodle poll
- 9. Adjournment- Ryan