



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** March 16, 2022  
**Time:** 6:00, Broussard Community Center

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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	ACC
Shani Merchant	Incoming Board Member
Dieter Gidman	Incoming Board Member

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**Agenda**

1. Open Meeting Ryan called to order 6:00
2. Appointment of new members to board [action item] Amy motions to appoint Dieter Gidman and Shani Merchant to open positions on the board, Anthony seconds, all in favor
3. Approve minutes February 1, 2022 [action item] Derek motions to approve, Jeff seconds
4. Financials- Jeff
  - a. 2021 Taxes complete and signed; will file this week; learned that we can deduct 10% of management fee and this will balance out the income that came from donations
  - b. Assessments- 6% of lots owned by developer; approx 90% of remaining lots have paid first half of assessments (18% have paid the full year assessment)
  - c. Outstanding debts- 7 properties with liens from last calendar year
  - d. Credit card processing- \$227 collected in charges to cover the \$230 in credit card fees; this will likely balance out over the year
  - e. Review of 2021 balance sheet and 2022 budget for new board members
  - f. Financial Committee met to review reserve strategy and approve vendor bids
  - g. Review of bids for fence cleaning and staining
    - i. Discussion of three vendors, scope of work, price, and application methods
    - ii. Derek motions to go with Southern Scapes with caveat of a sample board staining to verify color match with new construction. Anthony 2nds.
    - iii. Erin motions that if sample color cannot be matched, to proceed with 2nd vote of Big Boy fences. Derek seconds
    - iv. Ryan will follow up with notifications of selected vendor
  - h. Review of bids for Trash Can concealment fence
    - i. Ryan motions to approve bid for concealment fence, Derek 2nds

- ii. Jeff motions to approve the bid for concrete slab, Ryan 2nds
- iii. Ryan will follow up with vendor and get a start date.

5. Old Business:

- a. Sign ethics and confidentiality agreements: Jeff motions to remove sentence 1 from paragraph 14 of the Ethics and Confidentiality Agreement in the Bylaws, Erin 2nds; current members sign and incoming members will sign after review
- b. Bylaws revised to add quorum policy for board member meetings to [Bylaws](#) [action item] Erin motions to accept, Derek 2nds
- c. Bylaws revised to add debit card purchase approval and receipt policy to [Bylaws](#) [action item] Erin motions, Derek 2nds

6. New Business

- a. Appointment of new board members to committees (initially tabled until after committee review in item 7)
  - i. Shani will chair socials; Erin will set meeting with her to hand off current materials
  - ii. Dieter will assist in ACC and review other aspects of board work
- b. Set Agenda for Open HOA meeting March 20, 2022 @ 2:00 PM; updates need to be completed by Saturday at noon for printing
- c. Yard of the Month Committee Chair; Ryans motion to appoint Jess McLam as chair, Derek 2nds
  - i. Bylaws revise award policy to read “awards will be given by December 31 of each year;” Jeff motions, Anthony seconds.
  - ii. Jeff suggests purchasing spotlight award signs for October and December; Amy will meet with Jess to discuss current sign options and help develop plan for spotlight signs
  - iii. Erin suggest that we also have a confidentiality agreement for non-board members who are committee chairs; Jeff will draft; Erin and Amy will proof
- d. Purchase of home by LLC; title agent was provided copy of covenants and board members will continue to monitor for single family use requirements

7. Committee Reports

a. ACC-

i. Approvals to review

1. [REDACTED] Sandy Bay Drive - Inground Pool
2. [REDACTED] Spring Cypress Drive - Color Correction on Exterior
3. [REDACTED] Cane Creek Drive - back patio hardy plank color change
4. [REDACTED] Sandy Bay Drive - patio addition
5. [REDACTED] Cane Creek Drive - garage door and shutter color change
6. [REDACTED] Turnmill - stain portion of existing fence
7. [REDACTED] Cane Creek Drive - upgrade shutters
8. [REDACTED] Misty Wind - installation of Bahama Shutter

9. [REDACTED] Cane Creek Drive - garage door and stucco color change
  10. [REDACTED] Sandy Bay Drive - addition of Tuff Shed to backyard with 7/12 roof pitch
  11. [REDACTED] Birchview Drive - above ground installation of hot tub
  12. [REDACTED] Windy Feather Drive - repaint stucco, garage doors and shutters
  13. [REDACTED] Misty Wind Drive - patio extension
  14. [REDACTED] Misty Wind Drive - gutter addition
- ii. Under Review
1. [REDACTED] Misty Wind Drive - whole home generator install
  2. [REDACTED] Autumnbrook Drive - inground pool
  3. [REDACTED] Old Road Drive - inground pool
- iii. Discuss how we go about residents that didn't submit for ACC approval and how it's setting a precedent for others to follow. Each ACC request is considered individually to examine how it applies to the covenants and the aesthetic impact of each improvement. ACC warning policy for unapproved construction is in Bylaws. In some cases, improvements may have been made while the home construction was still under the developer's ACC governance and not the boards. Note from covenants: "Prior judgment regarding matters of design or aesthetics shall not be deemed binding upon the Architectural Control Committee if the Architectural Control Committee and the Board feel that the repetition of such matters will have an adverse effect."
- b. Capital Improvements- Ryan G
- i. Big Boy Fence install on Larivierre is being funded by developer
  - ii. Trash can concealment fence at commons area will be funded by Capital Improvements- Ryan will follow up with vendor
- c. Commons Areas- Anthony
- i. Phase 1 pond fountain motor replacement update
  - ii. 3B Fountain was pulled for faulty seal; under warranty
  - iii. Litter throughout common areas, mainly construction debris; lawncare vendor is picking up before they cut, but it is excessive; should consider if any neighborhood kids need community service hours and can be tagged for litter pickup
  - iv. Timers are set at 5-10 (will adjust to 7-10) on lights and 7-10 on pumps
  - v. Update on gap in fence along N. Lariviere (RG); contacted by resident with safety concerns about stop in iron fence; contacted developer and vendor; Ryan is working on solutions with Big Boy Fences
  - vi. Update on pond banks (RG); developer has final cleanup scheduled soon
  - vii. Will follow up with vendors soon as new ponds are ready for lawncare and pond maintenance
  - viii. Resident volunteer to address drainage issues in triangle area to better direct drainage; Jeff motions to give authority to do the work, Ryan 2nds

- ix. Update on French drainage behind Cane Creek; Ryan will follow up with possible solutions and see if we can get volunteers within neighborhood to map the slope and help determine which drainage method to pursue.
  
- d. Communications- Amy
  - i. Thank you to Jess McLam and Derek Evans for assistance with annual letter mail outs in February
  - ii. Updates to GSuite+ accounts completed; will debrief new board members at their convenience
  - iii. New monthly charge for website builder will be slight increase in technology costs at \$4/month
  - iv. New Resident Form- updated for title agency responses
  
- e. Socials- Erin
  - i. Tentative calendar and budget breakdown for annual event.
    - 1. 4 major events: Easter, 4th of July, Halloween, Christmas
    - 2. Various vendor events and/or cook offs in other months
  - ii. Consideration of portalet at commons area instead of weekend rentals during events
  - iii. Will present at Open HOA and solicit volunteers
  - iv. Post Open HOA meeting on 3/20/22 Erin will be stepping down as a board member and passing off chair to Shani (Erin will remain on financial committee as a resident volunteer)
  
- f. Violations- Amy
  - i. Trash cans have been more visible, especially in new construction homes
  - ii. Vehicles with signage; board will review 3.08, 3.12, 3.15, 3.18, 3.19, 3.20
  
- g. Welcome Committee- Amy
  - i. All new residents from July 1-Feb 28 have received the abbreviated Welcome Packet
  - ii. New closings are being tracked on homeowner list in drive
  - iii. Considerations for revisions to Welcome Packet
  - iv. Ryan motions to appoint Ashlee Morrow to chair the welcome committee; Kenny LeJeune will volunteer to assist
  
- 8. Schedule next board meeting
  - a. Ryan will send Doodle invite