



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: August 24, 2022
Time: 6:00, Library

Meeting Attendees

Member	Office and/or Committee Chair
Amy Deslattes	Secretary, Violations
Jeff McLam	Treasurer
Shani Merchant	Socials
Anthony Rogers	Commons Areas
Derek Evans	ACC
Donny Richard	Communications, Socials

Agenda

1. Open Meeting
2. Appoint interim president; discuss signatory responsibilities; Amy motions to appoint Derek as president, Anthony seconds. Jeff motions to direct Stephenie to update Secretary of State site with new names, replacing Ryan Gomez as president and agent with Derek Evans as president. Shani seconds, all in favor, no opposed
3. Update bank accounts- Ryan Gomez is outgoing president and needs to be removed from Community First Bank, and Sunset Bank and Trust Company. Jeff motions to remove Ryan Gomez and replace Derek Evans as signatory for Community First Bank and Sunset Bank and Trust Company with a debit card to be issued to him for Community First Bank for all board purchases as approved by treasurer. Shani seconds, all in favor.
4. Approve minutes August 1, 2022 [action item] Jeff motions to approve, Shani seconds, all in favor
5. Financials
 - a. Treasurer Report - Balances, Assessments (95% assessments collected), Liens (9), Attorney communications for outstanding liens at 5yr mark
 - b. Financial Committee Report -
 - i. Insurance- examined hazard insurance proposals
 - ii. Reserve Study- suggested changes
 - iii. Assessment and Reserve Policy- suggested changes
 - iv. Drainage Bid support- volunteers to pursue bids and vetting of bids
6. Old Business:
 - a. Bid process for addressing drainage in Phase 2 commons [action item]; adjusted wording of scope of work; adjusted dates; Anthony motions to approve bid process, Jeff seconds. Amy will finalize PDF and send to board.

- b. Discussion with Mayor Bourque about Round-a-bout dedication- Donny shared research so far, table for next meeting
- c. Update on surveillance/security system information gathering, table for next meeting
- d. Signage updates; Amy will purchase stakes and solicit via email for work crew to work with Anthony on install
- e. City drainage updates in Phase IIIB- update from City. Option to address water retention include pipe on canefield pond with a check valve. Option to connect Larriviere pond with other two ponds to spread water across all three. Option to clean out drainage ditch at Larriviere. Amy will draft update email for residents to share this information.

7. New Business

- a. Proposal to Update Bylaws - Add Insurance Vendor (DJW), Add Welcome Committee to list of committees, edit of Annual Lot Assessment Policy to correct year dates(error)[action item] Jeff motions, Donny seconds. Amy to make updates.
- b. Review revised Reserve Study for acceptance into minutes [action item] Derek motions to accept the study as the financial committee's opinion, Anthony seconds. Discussion around implications of applying all recommendations. Amy asks to table any changes until budget discussions
- c. Change to the Reserve Policy - Revise Contribution Chart [action item] Amy motions to table until budget meeting in order to verify that adequate funds are allocated to operating expenses and funds for capital improvement, Derek seconds.
- d. Revision to Annual Lot Assessment Policy - [Discuss] re: recommended increase in dues in the percent amount allowable by covenants to account for inflation costs. Last dues increase was with the 2017 assessment. Jeff motions to table until October meeting to allow for further board member review.
- e. Annual Budget Line Item allocation (adjust for unplanned Drainage Project and insurance policy for fences and mail kiosk building and re-allocate funds from line items that will not require full budgeted amount) - [action item] Anthony motions to approve line item adjustments in order to fund drainage project and property insurance for fences and mail building, seeking a short-term policy until the annual policy is renewed, Shani seconds, all in favor; board decision not to pursue insurance coverage for fountain pumps at this time.
- f. 404 Old Cypress- request to remove existing ACC violation from 2017. Review of historical records [action item] Review of communication with resident at time of home purchase and followup emails indicating shed would be removed and/or modified to adhere to covenants. Consensus is to move forward with letter to homeowner explaining position of fine staying on account and again request that shed be addressed.
- g. Discussion of access to resident list for FB group to verify membership; concerns expressed over neutrality of board in helping individuals manage group membership; overall desire for two administrative parties to resolve differences and unify for subdivision; Derek motions not to address while there are two groups vying for membership; Anthony seconds. Amy asks that no HOA information be posted by board members and use email as only communication to avoid showing preference to any one group, and likewise, committees should rely on email notification to residents; consensus reached.

- h. Political sign variance discussion- many signs are being placed out now; some in yards, some in flower beds. Goal is to adhere to the covenants but not stifle voting encouragement. Derek motions to approve a 1 week variance for political signs to be allowed only in the week immediate to election and must be removed day after election. Shani seconds, all in favor.
- i. Reserve fund distribution- Jeff motions to move \$10,000 to Edward Jones to be placed in CDs and opening of a money market account at Sunset Bank and Trust; Derek seconds, all in favor

8. Committee Reports

- a. ACC- discussion on need to add committee member to fill 5th position. Will review previous committee form submissions to see if there was any interest. Amy suggested to finish this year with the four members in place and then tag in Anthony (as a previous member) in case there is a split decision). Derek and Amy to begin work on ACC handbook edition to Bylaws; designed to include all regularly used response guidelines. After this work is done, would be good time to bring on additional external ACC member into 5th position.

- i. Approvals to review; Amy motions to accept approvals, Shani seconds.

1. [REDACTED] - Fence Staining
2. [REDACTED] - Tree Planting and Landscaping
3. [REDACTED] - Trim on Door Color Change
4. [REDACTED] - Gutter Install
5. [REDACTED] - French Drain Install
6. [REDACTED] Repaint Stucco, Front Door and Shutters
7. [REDACTED] - French Drain Install
8. [REDACTED] - Small Storage Shed Install
9. [REDACTED] - Whole Home Generator Install
10. [REDACTED] - Removal of flower beds

- ii. Under Review

1. [REDACTED] - issued ACC letter (color of shutters not approved by ACC)
2. [REDACTED] - fence install - awaiting schematic of fence placement from resident and acknowledgement of proper installation
3. [REDACTED] - issued ACC letter (gate install w/o approval)
4. [REDACTED] - issued ACC letter (pool drainage issue)
5. [REDACTED] - trash can concealment fence (awaiting specs on foundation of concealment area)
6. [REDACTED] - trash can concealment fence (awaiting specs on foundation of concealment area)
7. [REDACTED] - Gutter Installation
8. [REDACTED] - Fence and Gate Installation
9. [REDACTED] - Shed Installation (need shed specs and distance from rear setback)

- b. Capital Improvements-

- i. Assign committee chair- Derek motions to appoint Ryan Gomez as committee chair, Anthony seconds, Derek will be committee liaison and report at meetings
 - c. Commons Areas- Anthony
 - i. Phase 1 pump #3 nozzle maintenance.
 - ii. Timer replacement for flower bed located at the corner of Fairfield and Larriviere. Anthony will follow up with Rain Drain Illuminate. Phone calls haven't been returned as quickly.
 - d. Communications- Amy
 - i. Newsletter delivered 8/15/2022
 - ii. Updates from this meeting will go out in the next week
 - e. Socials- Shani
 - i. Will put out sign up for Black Pot Cookoff on September 1
 - ii. Socials committee meeting set for Monday, September 12 at 6:00; will coordinate with Amy to advertise for meeting
 - f. Welcome Committee- Amy
 - i. 50 additional packets ordered and passed off to committee
 - g. Violations- Amy
 - i. Grass violations, parking in street violations
 - ii. Request to lessen 4th fine for resident; offending vehicle owner has moved out of the home
- 9. Schedule next board meeting
Will aim for end of September to coincide with bid recommendations; Derek to send out Doodle