



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: October 25, 2022
Time: 6:00, Broussard Community Center

Meeting Attendees

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

Agenda

1. Open Meeting
2. ACC Meeting Request- [REDACTED] (30 min time allowed)
 - a. Previous ACC form included color change for shutters, and while shutters are not listed as an ACC requirement, the finished project did not adhere to what was submitted. Resident will submit new ACC form with trim colors and locations
 - b. Concerns about open hole need to be readdressed with builder/contractor
 - c. Jeff will follow up with residents on lot consolidation which needs to take place prior to Dec. dues assessment invoice
 - d. Jeff motions to suspend ACC fine for a period of 6 mos or until issue is resolved, whichever comes first, Anthony seconds, all in favor
3. Approve minutes September 22, 2022 [action item] Jeff motions to approve, Derek seconds
4. Financials
 - a. Treasurer Report - submitted Balances, Assessments, Liens, 4th Quarter funds update for committees (handout)
 - b. Reserve Fund strategy
 - c. Vendor Billing
 - d. Financial Committee meeting update- review of drainage project vendor summaries and cluster addition at mail kiosk
5. Old Business:
 - a. Reserve Fund Policy revision [action item]
 - i. Derek motions for option 2 with a \$15000 contribution for 2023, Jeff seconds.
 - ii. Jeff will prepare a "layman's" version of reserve fund study that can be shared with residents
 - b. Annual Lot Assessment Policy revision [action item] Derek makes a motion to approve the revisions to the Annual Lot Assessment Policy, Shani seconds:

- a. Section: Payment Methods – remove the option for members to pay via bank transfers (as this incurs an extra charge and additional liability).
- b. Section: Annual Assessment rate – change the First-Tier rate from \$375 to \$405 (to account for 8% inflation rate)
- c. Section: Annual Assessment rate – change the Second-Tier rate from \$475 to \$513 (to account for 8% inflation rate)
- d. Section: Surcharge rate for Payment Method – change the credit card surcharge from \$13 to \$15.

Amy will work with Jeff to create cover letter for Dec annual assessment mailing.

- c. Phase 2 bid process- review financial committee recommendations. Approve bid contractor [action item]
 - i. Committee reviewed all three vendors:
 - 1. All Season- \$15,050
 - 2. Olivier’s Sprinklers- \$19,440
 - 3. Rain, Drain, Illuminate- \$15,675
 - ii. Committee recommends RDI based on pipe size, and plan
 - iii. Amy motions to approve RDI with the option to add up to 2 catch basins if needed, establishing a cap of \$18,000, Derek seconds. Amy will write bid acceptance letter and direct communication to Anthony
 - d. Board nominations for 2023- set process and dates [action item] Shani motions to accept, Derek seconds.
 - i. 2023 nomination form
 - ii. 2023 ballot (nominee names and candidacy statements to be added after Nov. 15)
 - e. Drainage updates from City of Broussard and developer; check valve installed and ponds are lowered. Most silt fencing is removed and City of Broussard agrees that it needs to be removed by developer
 - f. HOA usage of FaceBook- clarifying previous board action regarding communication on FB. Once information is released in emails/newsletters, it can be posted by committee members and questions may be responded to by board or committee members, directing them to email for further information if needed. General questions can be responded to, but personal resident questions should be directed to the appropriate email address. Links to sign up for direct email communications may be shared so residents are aware of how to receive information directly from the board. All official announcements of board actions, activities, and meetings will continue to be provided through email
6. New Business
- a. Resident request for late fee dismissal [action item] Amy motions to a one-time waiver of late fees, Anthony seconds
 - b. Storage facility options- Guardian may be willing to negotiate a price for a larger storage unit closer to the neighborhood; Derek will follow up
 - c. Stop Sign Installation at Sandy Bay and Majestic Oaks. Sandy Bay stop signs were initially left off the city’s plan but residents on Sandy Bay continue to see excessive speeding. Jeff motions to send request, Shani seconds- Amy will draft letter. Additional considerations for stop sign at Old Road may be reviewed at a later date.

- d. ACC Policies and Procedures- [action item] Bylaw updates to add FAQ documents and clarity around process; Amy will review Appeals Policy and align two policies

7. Committee Reports

a. ACC-

i. Approvals to review

1. [REDACTED] - swing set replacement
2. [REDACTED] - Gate Installation to side and rear fence
3. [REDACTED] - French Drainage Installation
4. [REDACTED] - Whole Home Generator Installation
5. [REDACTED] - Fence Installation
6. [REDACTED] - Gutter Installation
7. [REDACTED] - Repaint Garage Door and Handles
8. [REDACTED] - Shed Installation
9. [REDACTED] - Fence Installation
10. [REDACTED] - Fence Installation
11. [REDACTED] - Shed Installation
12. [REDACTED] - Fence Installation
13. [REDACTED] - French Drain Installation
14. [REDACTED] - Landscaping Modification (Rock Feature Install)
15. [REDACTED] - Pergola Installation
16. [REDACTED] - French Drainage Installation

ii. Under Review

1. [REDACTED] - issued ACC letter (finished ACC project not aligned to what was submitted on ACC request)-After multiple attempts to schedule meetings, letter along with invoice for \$100 fine sent to resident on September 21, 2022
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) extension given for project; requested meeting
4. [REDACTED] - issued ACC letter (pool drainage issue)-Resident has since submitted paperwork for gutters and has adjusted the water flow from one of the offending gutters via a flex downspout. The resident is in the process of gathering quotes for a french drainage system install.
5. [REDACTED] - no concealment fence and can is still visible from street

b. Capital Improvements-

i. Commons Area Improvements- Derek will coordinate with Ryan to set a time for further discussion

1. Restrooms at the Kiosk
2. Multi-use court to host basketball, pickle ball, tennis, etc.
3. Mailbox kiosk package lockers; new USPS recommended ratios should be one parcel box for every five residents. Amy motions to purchase one

locker now with remaining capital improvement funds, Shani seconds.
Jeff will contact Ryan to review options.

- c. Commons Areas- Anthony
 - i. Discussion on pressure washing of Old Cypress/Birchview roundabout area and regular cleaning of mail kiosk; Anthony will solicit prices and bring to next meeting
 - ii. Update on entrance and flower bed lighting repairs done by Rain, Drain, and Illuminate- may need to adjust GFI/box;not connected to timer, internal to fountain pump
 - iii. Discussion on sign installation around common areas; need self-tapping screws, post hole diggers, will require larger crew and more time than initially thought.
 - iv. Discussion on potential hazards with playground equipment (metal steering wheels).
 - v. Multiple light repairs on fountains (2)-
 - vi. Broken nozzle repair at Sandy Bay entrance
 - d. Communications- Amy
 - i. Sending email updates as needed
 - ii. Feedback from garage sale that it was best advertised and seemed to have largest participation; posts were made to Advertiser and Advocate, as well as to local FB garage sale groups
 - e. Socials- Shani
 - i. Halloween Social - October 29, 2022 (includes carnival games, kids bake sale with tent decorating contest, chili cook off, and movie night); will need to spray for mosquitos and treat for ants; need to get more involved in the cookoff
 - ii. Acadian Sanitation Port-O-Let (we will keep the unit from the halloween social until the christmas social. Ryan will only charge us the monthly rental rate of \$125 for the time period and \$65 delivery and set up fee. He will not charge us to service is but will service it after each event) - [REDACTED]
 - iii. Fall Pop Up Vendor Market set for November 13 - only 5 people registered so far; will send out link to register in next communication and then open to outside vendors on Nov. 1
 - iv. Need to get with planning committee to start working on Christmas event after Halloween is over
 - f. Welcome Committee- Amy
 - i. 13 new packets for September, total of 115 for 2022; several have indicated on social media that they didn't receive packets; some have been given more than one packet. If resident is not home when packet is delivered, it is left against front door and should be heavy enough to not blow away
 - g. Violations- Amy
 - i. Following up on a few outstanding violations that haven't been addressed yet.
8. Schedule next board meeting