



**Cypress Meadows Subdivision  
Homeowners Association**

---

**Meeting Information**

**Meeting:** Board Meeting  
**Date:** November 14, 2022  
**Time:** 6:00, Broussard Community Center

---

**Meeting Attendees**

<b>Member</b>	<b>Office and/or Committee Chair</b>
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. Approve minutes [October, 25, 2022](#) [action item] Anthony motions to approve, Shani seconds
3. Financials
  - a. Treasurer Report - Balances, Assessments, Liens, 4th Quarter funds
  - b. 9 liens outstanding, 1 in legal proceedings
4. Old Business:
  - a. Board nominations for 2023- update on received nominations; 5 nominations received to date; deadline is end of day 11/15/22
  - b. Storage facility options- Guardian, Derek motions to approve moving the storage unit and adding a notice on our website. Guardian will offer discounts to residents. Anthony seconds. Jeff will send cancellation email to Red Dot
  - c. Stop Sign Installation at Sandy Bay and Majestic Oaks. UPDATE: Installation is set for Monday, November 14th.
  - d. Common Area Drainage update; work has started and will take a few days; notice to residents was sent Friday
  - e. ACC Policies and Procedures- [action item] Bylaw updates to add FAQ documents and clarity around appeals process; Amy motions to update bylaws, Derek seconds. Bylaws updates are live on website
5. New Business
  - a. Update Board on meeting with Brian at CA Homes
    - i. Positive communication, appreciation for the board
    - ii. Sandy Bay entrance is already in design and he has someone coming to begin work
  - b. Postal kiosk package designations; we've met the max capacity of postage to resident ratio; researching options for expansion
6. Committee Reports

- a. ACC-
  - i. Approvals to review
    - 1. [REDACTED] - color change to shutters; trash can concealment still under review
  - ii. Under Review
    - 1. [REDACTED] met with residents at Board Meeting in October. Board agreed to suspend fine for 6 months. Residents agreed to resubmit ACC form with updated request
    - 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); Amy will send second request for 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] - issued ACC violation letter. Mailed to resident on November 7, 2022 for trash can concealment violation.
    - 6. [REDACTED] - Shed Installation (not placed according to approval specs/no gutters installed per approval). Email sent on 11/14
- b. Capital Improvements-
  - i. Commons Area Improvements-
    - 1. Restrooms at the Kiosk- Ryan G is researching options for equipment room and restroom facility
    - 2. Multi-use court to host basketball, pickle ball, tennis, etc.- Derek is researching funding and design options
- c. Commons Areas- Anthony
  - i. Drainage work, Phase 2 walking path update- 2-3 days; will send update to association when complete.
  - ii. Waterfall maintenance update; lights were replaced
  - iii. Signage update. Derek motions to get the work contracted out. Jeff will connect Anthony with vendor
  - iv. Birchview roundabout clean up update.
- d. Communications- Amy
  - i. Emails sent for pop-up shop, board nomination reminder, drainage work in Phase 2 commons
  - ii. Any subdivision-wide emails needed to be sent between 11/23-11/28 need to be submitted by 11/22
- e. Socials- Shani
  - i. Fall Pop Up Vendor Market was this past weekend
  - ii. Christmas Extravaganza, December 3 - still need section captains for two of the sections or we will not have those sections as part of the passport activity; once

we have those lined up, we will need to schedule a meeting with the captains/teams and order supplies needed.

- iii. (note for next email about lost phone)
  - f. Welcome Committee- Amy
    - i. 6 new packets for October, total of 121 for 2022
  - g. Violations- Amy
    - i. Sent reminder about campaign sign variance; all signs should be removed at this point
7. Schedule next board meeting