



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: December 12, 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

Guests: Rob Teal, Tania Mitchell- 2023 board members

Agenda

1. Open Meeting
2. Approve minutes November 14, 2022 [action item] Jeff motions to approve with adjustment re: equipment room, Shani seconds, all in favor
3. Financials
 - a. Treasurer Report - Balances, Assessments, Liens, 4th Quarter funds
 - b. 9 liens outstanding; legal fees for the one in judgment have been attached to the property; reminder that after 5 years, liens pass out so the board position is to pursue a legal judgment prior to the 5 years running out
 - c. Financial committee and treasurer have created a simpler description of the reserve study that can be posted on the website and used to explain the reserve study and the boards method for savings; recommendation to review and at the next meeting adopt and determine how to share with homeowners
 - d. Financial committee review of post office kiosk vendors to install new parcel boxes; Jeff recommends waiting until 2023 and allow more time for financial committee to review
4. Old Business:
 - a. Board nominations for 2023- update on received nominations and appointment to board membership [action item] 2023 nominations were received from Amy Deslattes, Derek Evans, Shani Merchant, Anthony Rogers, and Rob Teal. Motion to accept self-nominations as directors for the 2023 board. Derek Motions to accept, Shani seconds. Post deadline, nomination form received for Tania Mitchell. Motion to appoint Tania to open position for 2023. Shani motions, Jeff seconds.
 - b. Storage facility update- Guardian. Full transition into a new, bigger storage unit at Guardian Storage located just outside the neighborhood. Payment is set up for autodraft on president's card.

- c. Update on completed Phase 2 commons area drainage project; slight erosion in a few areas and Anthony is monitoring and having RDI address any washouts.

5. New Business

- a. Electrical and Sound System at Kiosk Commons; Derek is meeting with an electrician on the site to examine what would be needed to get lights under the pavilion and additional wiring for sound system as needed. Derek will also look into City of Broussard and/or Slemco possibility of additional lighting.
- b. Softwash Cleaning at Mailbox Kiosk. Discuss potential maintenance contract. Derek recommends a schedule for regular cleaning. Anthony would like to include regular cleaning of the round-a-bout. Will revisit in 2023 with financial committee. Amy will recuse herself from any financial meetings or votes regarding cleaning services.
- c. Derek working with developer Brian Clement to ensure work on Sandy Bay entrance is still in progress.

6. Committee Reports

a. Approvals to review

1. [REDACTED] - paver removal; concrete slab poured
2. [REDACTED] - Fence Installation
3. [REDACTED] - Gutter Installation
4. [REDACTED] - Fence Installation_approved via Brian and Builder
5. [REDACTED] - Gutter Installation
6. [REDACTED] - Fence Installation

b. Under Review

1. [REDACTED] - met with residents at Board Meeting in October. Board agreed to suspend the fine for 6 months. Residents agreed to resubmit ACC form with updated request. Update: received email from resident on 12/3 requesting ACC form. Responded with a form attached.
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)-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. Update 12/01: Resident requested an extension and was granted one by ACC to complete modifications to allow for complete concealment of cans.
6. [REDACTED] - Shed Installation (not placed according to approval specs/no gutters installed per approval). Email sent on 11/14. Update 12/03: Resident emailed to inform ACC that gutters were to be installed on the shed on 12/10 and a crew was set up to relocate the shed in order to meet setback requirements.

7. [REDACTED] fence style and placement approved by Brian prior to turn over to ACC; Brian directing owner/builder to flip fence or place additional boards on common area side.
- b. Capital Improvements- review project proposals
 - a. Commons Area Improvements- Ryan G (Derek)
 1. Restrooms at the Kiosk. Review schematic and pricing.
 2. Multi-use court to host basketball, pickle ball, tennis, etc. Review proposal, estimated pricing and timeline.
 3. Discuss prioritization of projects for beginning of 2023; Shani motions to prioritize the court, Anthony seconds
 - c. Commons Areas- Anthony
 - a. Birchview Roundabout - Soft/Pressure washing complete. Suspected leaking coming from sprinkler system pipes. Also, a malfunctioning sprinkler scheduling device. RCI and RDI contacted to investigate issues. Water turned off at main. RDI suggested shutting water off for the time being. Will assess in the future. More information to obtain...
 - b. Drainage project completed in phase 2 walking path. RDI was called in to clean up wash out areas after completion. Will continue to monitor for further issues. Drainage issue hot spots seem to have been resolved.
 - c. One three horsepower pump received maintenance due to an impeller fan being destroyed by sucking in debris in the Sandy Bay entrance pond.
 - d. Anthony will follow-up with Troy on estimate for monthly service fee for cleaning all 11 fountains (in consideration for next years' budget)
 - e. Lighting/timers at Birchview entrance and Larriviere corner still giving issues; need to be replaced; Reserve fund.
 - f. Quote received to install new signage around the neighborhood. Approved 12/9/2022. No start date set.
 - d. Communications- Amy
 - a. December newsletter
 1. Thank board members who are transitioning off, recognize new board members
 2. Committee interest
 3. Add builder dumpster message; BPD will prosecute; add Broussard City dump hours
 4. Reminder about 2023 assessments
 5. House numbering/ interruption of mail carriers while they are distributing the mail (contact Shasta with any issues)
 - e. Socials- Shani
 - a. Christmas Extravaganza update; lots of participation, but need more volunteers, especially to handle outside guests
 - b. update/final financial numbers for Socials

- c. Speaker system is next project; remainder of socials funds will go back to Capital Improvements to contribute to project for 2023

- f. Welcome Committee- Amy
 - a. 2 new packets for November, total of 123 for 2022
 - b. Still discovering some closings took place without HOA notification. Committee is trying to keep an eye out for new residents moving in.
- g. Violations- Amy
 - a. Update standard violation notice as indicated by strikethroughs to align to current mailing structure. (Prior bookkeeper only sent notices out once per month so “added to monthly statement” reflected that practice; current bookkeeper mails out at the time violation is issued so this statement is often confusing. Jeff motions to remove, Shani seconds

Fines will be issued as follows:

First Offense- Warning; no fine issued within 15 days of warning

Second Offense- \$25 fine ~~added to monthly statement~~. Photos (when available) and fine notice mailed to resident; additional fines may incur each day the violation continues after the initial fine. (Article VIII, 8.12)

Third Offense- \$25 fine ~~added to monthly statement~~. Photos and fine notice mailed to resident.

Fourth Offense- \$50 fine ~~added to monthly statement~~. Photos and fine notice mailed to resident

Fines continue to double ~~monthly~~ for each subsequent offense of a particular covenant. Once a violation is corrected, the fine schedule resets.

- 7. Schedule next board meeting (early January to have budget set for new year mailing)
 - a. Transition meeting
 - b. Set 2023 Budget
 - c. Approve 2023 annual financial notice as required by state HOA laws
 - d. Announce Open HOA meeting
- 8. Schedule next Open HOA meeting