



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: January 9, 2023
Time: 6:00, Broussard Community Center

Meeting Attendees

Member	Office and/or Committee Chair
Derek Evans	President, ACC, Capital Improvements
Amy Deslattes	Secretary/Treasurer, Financial Committee
Shani Merchant	Socials
Tania Mitchell	Socials
Donny Richard	Yard of the Month, Socials
Anthony Rogers	Common Areas
Rob Teal	Capital Improvements, ACC
Jeff McLam	Transitioning out
Stephenie Scelfo	Bookkeeper

Agenda

1. Open Meeting
2. Approve minutes December 12, 2022 [action item] Shani motions, Rob seconds. approved
3. Appoint 2023 Officers [action item]
 - a. Recommendation to combine secretary/treasurer office as in previous years since scope of work has been streamlined. Derek motions, Shani seconds, approved.
 - b. Election of officers, Donny motions for Derek to be president, Shani seconds. All in favor; Derek motions Amy hold secretary/treasurer position, Anthony seconds, all in favor
 - c. Direct bookkeeper to update Secretary of State report; Derek motions, Shani seconds.
 - d. Transition signatories at CF Bank, Bank of Sunset, and Edward Jones. Rob motions to remove Jeff McLam as a signatory at Community First Bank, Bank of Sunset, and Edward Jones; and place Amy Deslattes and Derek Evans as signatories at Edward Jones. Shani seconds, all in favor
4. Financials
 - a. 2022 Outgoing Treasurer Report - Balances, Assessments, Liens
 - a. Checking \$54,935.77
 - b. Savings \$24,872.94
 - c. CDs (across Sunset and Edward Jones) \$56,158.90
 - d. Assessments due by Jan 15, 2022. EOY balance includes those who pre-paid 2023 assessments before year end
 - e. 8 properties currently have liens, 1 will be nearing the 5 yr mark and will need to pursue judgment. 1 judgment was granted and filed at year end, board to determine how to proceed with collections

- b. End-of-Year Fund Allocation; Profit from 2022 will be designated 70% to Capital Improvement and 30% Reserve Fund. Derek motions to allocate funds as Bylaws policy, Donny seconds.
 - c. Reserve Fund Strategy Explanation for resident information [action item] Derek motions to approve, Donny seconds. Amy will revise formatting for distribution.
5. Old Business:
- a. Set location and agenda for Open HOA meeting (state requirement for annual financial accounting meeting; must notify residents of date and time via mail) Sunday Jan 29, 2:00
6. New Business
- a. 2023 Budget Discussion and Adoption
 - a. Adjust fountain maintenance line to allow for service contract for \$10500 total
 - b. Shani motions to adopt, Anthony seconds, all in favor of adopting
 - b. YOM holiday spotlight signs approval; Amy motions to order 2 seasonal themed signs, Shani seconds. Donny will coordinate with Lowry's for purchase. Will be assigned to Community Relations line item
 - c. Parcel Postal boxes discussion; Derek motions to purchase two, Rob seconds, all in favor; Derek will coordinate purchase and notify when install help is needed; will be assigned to Capital Improvements budget
 - d. Committee assignments [table until after committee reports] Rob volunteers to assist with Capital Improvements, ACC; Tania volunteers to assist with socials; Donny YOM, socials, Anthony, commons; Derek ACC & Capital Improvements; Amy ACC, financials; Shani, socials
 - e. Board member communication norms: email and text responses using What'sApp for security and consistency, Google drive storage for all documents and communications
7. Committee Reports
- a. Approvals to review
 - 1. [REDACTED] - Brian directed owner/builder to flip fence or place additional boards on common area side; complete
 - 2. [REDACTED] - Trash Can Concealment Fence. With approval of the neighbor, she will be tying into the existing fence.
 - 3. [REDACTED] - Gutter Installation. Neighbor approved the direction of downspouts flowing towards the property line.
 - 4. [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. Update 01/06: Resident has confirmed that the shed has been relocated to meet setback requirements and gutters have been installed.
 - a. Under Review
 - 1. [REDACTED] - met with residents at a 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 again. Responded with a form attached. Waiting for a response from the resident with a revised ACC form.

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. Letter being sent to request update on project delays
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] - Fence Installation

b. Capital Improvements-

- a. Commons Area Improvements- Ryan G (Derek)
 1. Electrical and Sound System at Kiosk Commons feasibility report; Tania motions to seek bids for electrical scope of work, Shani seconds (draft scope of work)
 2. Versacourt Discussion; will present financing options at open HOA meeting to gather input from residents.

c. Commons Areas- Anthony

- a. Signage install complete; Amy will reorder two signs for restricted access to replace signs that were damaged on Majestic Oaks
- b. Received a quarterly fountain maintenance proposal from our current vendor for that type of work, H2O Pond Supply, LLC. Proposal includes a full removal of each fountain from the neighborhood's ponds (11 total) to check for serviceability of all parts. The goal of this program is to extend the life of our fountains by proactively cleaning and catching possible issues before they turn into product failures. The cost is \$100 per fountain, totalling \$1,100, plus tax, adding up to \$4,400 a year, plus tax. Anthony will discuss with vendor to ensure that any emergency repairs that take place between servicings don't get double charged during the quarterly cleaning
- c. A leak has been detected in the Birchview roundabout. Initial bid from board vendor Rain, Drain, and Illuminate for the repair that totalled \$1,450 but vendor typically does install for us and not repair of plumbing. Antony will look at other vendor options for the repair.
- d. The board will need to pursue the hiring of an electrician if the neighborhood's timers are to be replaced; but to save funds will hold on action for now and monitor/adjust timers manually when they get out of sync.
- e. A malfunctioning sprinkler system has been discovered at the Birchview entrance.
- f. The Old Cypress entrance waterfall has a malfunctioning pump that was discovered during a yearly maintenance inspection. The pump was running "hot," according to

the contractor, and upon removal, a non-standard part failed and was placed on order to replace. Once the part comes in and is installed, the contractor will be able to troubleshoot the initial problem and give us a report on the issue. In the meantime, the bottom table jets are inoperable until the pump is determined serviceable.

- d. Communications- Amy
 - a. Annual financial status letter and notice of open meeting and introduction of 2023 board members
 - b. Google business profile update finally complete (Shivers had claimed ownership of the business profile on Google with their information listed; former board member had claimed ownership under personal email address; neither were responsive to requests for transfer of business ownership to a current board member.)
 - e. Socials- Shani
 - a. Will get with members of committee to plan out socials and tentative dates to release to members prior to open meeting and put in welcome packets
 - f. Welcome Committee- Amy
 - a. 5 new packets for December, total of 128 for 2022
 - g. Violations- Amy
 - a. Review of board responsibilities and internal process
 - b. [REDACTED] appeal of trailer violation. Previous communication had included a total of 8 letters (1 warning letter and 3 violation letters) over a period of three months sent both to the owner and the tenant but neither responded until the fine was at stage 4 and would be \$100 and continue to double on each offense. Tenant and owner denied receiving any of the 8 letters. Anthony motions to waive all but \$25 admin fee and violation will continue at the current step should it be repeated again. Shani seconds.
 - c. Trailer, boat, RV parking reminders added to next newsletter; these are not allowed at all per covenants. However, with prior notice, the board will grant a short-term variance to allow for loading/unloading.
8. Schedule next board meeting; Derek will send Doodle form