



**Cypress Meadows Subdivision  
Homeowners Association**

---

**Meeting Information**

**Meeting:** Board Meeting  
**Date:** February 7, 2023  
**Time:** 6:00pm

---

**Meeting Attendees**

<b>Member</b>	<b>Office and/or Committee Chair</b>
Derek Evans	President, ACC, Capital Improvements
Amy Deslattes	Secretary, Treasurer, ACC, Financial
Shani Merchant	Socials
Tania Mitchell	Socials
Donny Richard	YOM
Anthony Rogers	Commons
Rob Teal (via zoom)	ACC, Capital Improvements

---

**Agenda**

1. Open Meeting
2. Appeal of ACC Decision- 102 Birchview. Resident and attorney presented appeal via zoom

[Redacted content]

- [REDACTED]
- [REDACTED]
- C. Determination: If developer says no gate, then that is final answer; if developer says it's up to board determination, we ask for ACC form requesting variance for gate positioning, resident agrees to pay pond lot fees going forward, and if any reconstruction of fence becomes necessary due to natural disaster, ect. It will go before ACC to to meet pond late fence guidelines
  3. Approve minutes Jan 9, 2023 and special meeting Jan 29, 2023 [action item] Shani motions to approve, Anthony seconds
  4. Financials
    - A. Assessments update
    - B. End-of-Year Fund Allocations update
    - C. Financial Committee update
    - D. Financial Strategy review here for discussion
    - E. 5yr lien status customer#222
  5. Old Business:
    - A. Move 2023 reserve fund allocation to Edward Jones; determine if all or part; Amy motions to table until next meeting to allow for final name changes and account moves between Sunset and Community First. Shani seconds
  6. New Business
    - A. Round-a-bout reconstruction discussion (Reserve fund); option to not rebuild requires a vote of 51% ; concerns about it becoming more of a throughway if it were flat; would at least need to maintain trees and a substantial sign structure. Meeting with local contractor suggests cost would exceed \$50K. Derek will check with Mel for engineering specs regarding roundabouts; could possibly rebuild at lower height with sturdier structure and preserve majority of trees and shrubs
    - B. Authorize Derek to close savings account at Sunset Bank and Trust and open a savings account at Community First Bank in order to simplify banking and increase realized savings in cash-on-hand savings account. Shani motions to close Sunset and open Community First, Donny seconds.
      - a. Designate Signees for Community First Bank savings account –Derek Evans and Amy Deslattes, with online account access (both checking and savings) for Amy Deslattes in order to shift funds from the savings to checking account as needed for project completion. Shani motions to close, Donny seconds.
    - C. Establish Special Assessment process. See Special Assessment review for guidelines from restrictive covenants. Derek motions to accept process, Anthony seconds. Amy will clean document for distribution following the capital improvement committee meeting.
    - D. Community Relations audit of holiday yard art; Anthony says we should have enough now but will need to order more jumbo eggs for Easter since previous were broken
  7. Committee Reports
    - A. ACC
      1. Approvals to review  
No new requests

1. Under Review

- a. ██████████ - 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 Bryan Chase on 12/3 requesting ACC form. Responded with a form attached. As of 02/06/2023; no form has been received by the committee.
- b. ██████████ issued ACC letter (gate install w/o approval); resident attended board meeting for tier 2 appeal
- c. ██████████ - 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. Update: 1/25/2023 - resident has installed a french drain system WITHOUT committee approval. The system does not satisfy the current minimum guidelines. The resident has been notified to rectify the situation before February 5th or the fine will be imposed. UPDATE 02/07/23 - resident contacted me via Facebook Messenger. The minimum requirements needed to be met in order to satisfy the violation were clearly explained via the Messenger communication as well as the letter sent. Fines would not be removed until the job was satisfactorily completed.
- d. ██████████ - Plastic/Composite shed installed. No ACC form submitted. Setbacks are not met. Shed does not meet the requirements set forth for shed installations. Resident to be sent communication 01/27/2023. 30 days to remove the shed.

B. Capital Improvements- Commons Area Improvements- Ryan G (Derek)

- a. Request Board approval to award Commons Kiosk Electrical Bid to vendor
  1. Financial committee reviewed bids and recommended Trahans. One other bid received after financial committee meeting. Derek motions to hire Trahan's based on comparability and reviews. Donny seconds.
- b. Trash Can purchase for walking path near pond 3A; Derek will pursue
- c. Versacourt Discussion - ask to move forward with a mailer to residents requesting an up or down vote following the final open meeting to be held by the Capital Improvements Committee on February 25, 2023 at 11:00am in the Commons Area.

C. Commons Areas- Anthony

- a. Nutria rat contractor to begin trapping on February 8th, 2023 at 4 a.m.. Evidence of denning discovered in phase 1 pond. Main den discovered in coulee lateral next to phase 1 and phase 3a ponds. Suggest increase in initial quote to cover 14 days at \$1200 (City gave OK for trapping in coulee)
- b. Initial fountain maintenance quarterly inspection completed. Only issues found were a damaged panel that needs to be replaced and slight measured resistance on fountain #7 (2 hp located on the backside of pond 3a, notes taken for monitoring.) Panel replacement will be covered by reserve fund.

- c. Motion to approve RDI bid to repair leaking sprinkler system in Birchview roundabout. Contractor will review extent of repairs and note how much is repair versus replace.
  - D. Communications- Amy
    - a. Annual financial status letter assembled and mailed; thanks DE for the assist
    - b. MailChimp new policy only allows for 500 contacts; we currently have 462; once we reach 501 would require a \$27/mo contract; Amy will begin reviewing mailer requests to delete duplicates or inactive accounts based on click tracking
    - c. Sleepy View Drive update to Sleepy View Drive- letter to be issued to impacted residents explaining the situation and letting them determine their next steps [view letter here](#)
  - E. Socials- Shani
    - a. 2023 Proposed Events and Dates:
      1. Easter - Saturday, April 1 (Easter is following Sunday, the 9th)
      2. Kids Fishing Tournament - Saturday, April 29
      3. Halloween - Saturday, October 28 (weekend before Halloween)
      4. Christmas - Saturday, December 9 (decided that weekend before does not give everyone enough time to decorate outside)
      5. Spring & Fall Vendor Pop-Up Market - March and November
      6. Spring and Fall Garage Sale - May and October
    - b. Will have Plan Ahead Flyer ready by end of week to email out and put into welcome packets
    - c. Would like to do activities like bingo night, etc. but need more community help to have more events
    - d. Will have budget by event broken down by end of week
  - F. Welcome Committee- Amy
    - a. 5 new packets for January total of 5 for 2023
  - G. Violations- Amy
    - a. Physical house address reviews at request of postmaster
    - b. Houses falling into exterior neglect—discuss procedure for notification
    - c. [REDACTED]—backyard neglect; action requested by neighboring properties; Amy to draft letter for board review; submitted picture will not be sent to protect neighbor anonymity
- 8. Schedule next board meeting