



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** March 14, 2023  
**Time:** 6:00pm

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**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	ACC, Capital Improvements

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**Agenda**

1. Open Meeting
2. Approve minutes February 7, 2023 [action item] Shani motions, Donny seconds
3. Financials
  - a. Assessments update - on track with trends from previous
  - b. Financial Strategy [tabled]
  - c. 5yr lien status customer #222 Letter Review Derek motions to send, Shani seconds
  - d. Bank transfers are complete. Savings account is now held at Community First Bank and tracked through Quickbooks
4. Old Business:
  - a. Customer140 has completed agreement to ACC request for pond lot access and has met terms for establishing this lot as a pond lot moving forward.
  - b. Round-a-bout reconstruction discussion; Donny following up on construction options
  - c. Special assessment update- ballots have been mailed and are now being accepted
  - d. Update on Appeals deadline for Judgment on Customer133- [letter in draft form](#) Shani motions now, Rob seconds
5. New Business
  - a. Review and approve individual notices for home upkeep/maintenance- [letter in draft form](#) Derek motions to send out; Shani seconds
  - b. Review and approve individual notices for physical address numbering- [letter in draft form](#) Derek motions to send out; Rob seconds
  - c. Sound system upgrade; Donnie researched and priced out. Derek motions to purchase with Capital Improvements (\$500 from socials rolled into CI at year end), Amy seconds. Donny will pick up and get setup instructions
6. Committee Reports

a. Approvals to review

1. [REDACTED] - Gutter Installation
2. [REDACTED] - Gutter Installation
3. [REDACTED] - Gutter Installation
4. [REDACTED] - Fence Addition to split backyard in ½
5. [REDACTED] - Gutter Installation
6. [REDACTED] - Peach Tree Planting/Apple Tree Planting
7. [REDACTED] - Flower Bed Extension
8. [REDACTED] - Gutter Installation
9. [REDACTED] - Backyard Tree Planting
10. [REDACTED] - Landscaping Front Yard
11. [REDACTED] - Front Flower Bed Expansion/Plating new shrubbery
12. [REDACTED] - Painting Trim and Columns white/adding shutters to match existing shutters/changing font and style of house numbering to make more visible from street
13. [REDACTED] - Converting front flower beds to river rock beds
14. [REDACTED] - Fence Install around home lot and rear property lot also owned by resident. Double gate to be installed on rear property fence line.
15. [REDACTED] - Gutter Installation
16. [REDACTED] - Back Patio rebuild

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 [REDACTED] on 12/3 requesting ACC form. Responded with a form attached. As of 03/14/2023; no form has been received by the committee. April 25 is deadline for submission of ACC form detailing desired colors for trim.
2. [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. 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. Resident reminded that official communication is via info email. 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.
3. [REDACTED] - 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. March 8, 2023 - second letter with \$200 fine sent. Resident replied within a couple of days claiming not to have received initial notification and has claimed that the shed is now the new "dollhouse" for his daughters.

- b. Capital Improvements-
  - a. Commons Area Improvements- Ryan G (Derek)
    - 1. Electrical Project Complete - lights installed and 60-min timer for pavillion lights; lights over mailboxes are set for dusk to dawn
    - 2. 16 new parcel boxes added; all are active and ready for use
    - 3. Trash Can purchase for walking path near pond 3A update- shipping for one can would have been nearly double cost of can
    - 4. Should Special Assessment not pass - discussion around Capital Improvements to address for the remainder of the year, if any. Possibility to add trashcans and benches at phase 3 ponds or stocking phase 3 ponds
    - 5. Update on Billeaud property at Sandy Bay entrance; owner is looking for build to lease options; he is seeking community friendly options that would fit with the aesthetic of the neighborhood
  - c. Commons Areas- Anthony
    - a. Nutria rat contractor completed work February 23rd, 2023. No new noticeable damage noted due to nutria rat infestation since. Will continue to monitor. Suggestion that this be considered as recurring once a year service.
    - b. Pond fountain #7 issue found during scheduled maintenance event repaired under warranty.
    - c. Birchview roundabout water leak added to RDI workflow. No scheduled date as of yet for completion.
    - d. RCI completed "weed and feed" of entrance areas.
    - e. RCI stated flower beds should be worked by the end of April/early May; will ask for availability to move that up a few weeks.
    - f. Financial committee submitted cleaning maintenance plan; will put together scope of work to being seeking bids
  - d. Communications- Amy
    - a. MailChimp- update of addresses in progress; contacting residents with more than 2 registered addresses to see which to leave active
    - b. Newsletter content- send any content to Amy
  - e. Socials- Shani
    - a. Saturday, March 25 - Spring Vendor Popup
      - 1. Only 2 vendors registered so far- send email reminder and open to outside residents
    - b. Saturday, April 1 - Easter Social
      - 1. Received most of the stuff for egg stuffing - need to schedule date for help
      - 2. Want to do 2 easter egg hunts and then a scavenger hunt for older kids - Leslie Moore to help with that event
      - 3. Need to get prizes for golden eggs and prizes for games

4. Need to see about getting high school help for service hours (bunny, help with hunts, games, etc.) Amy will send emails
    - C. bubble bus glow party- idea for end of school year celebration
  - f. Welcome Committee- Amy
    - a. 6 new packets for February to mid-march total of 11 for 2023
  - g. Violations-
    - a. Physical house address reviews at request of postmaster
    - b. Houses falling into exterior neglect—discuss procedure for notification
    - c. ██████████—backyard neglect; still pursuing action requested by neighboring properties
7. Schedule next board meeting