



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** August 15, 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 August 15, 2023 [action item]
3. Financials: account status and liens
  - a. 32 accounts late on 1st half assessments, 29 accounts late on 2nd half assessments, 2 accounts placed on payment plans, 20 liens filed in June for failure to pay first half assessments with 5 paid off since filing, 2nd half liens will be processed in September.
  - b. Property insurance renewal. Budgeted \$11,000/year (\$6112.97 liability, \$3515.62 property). Property is increasing to \$8008.44 (-\$3130.40)
4. Old Business:
  - a. 503 Birchview foreclosure updates- vendor cut the front and city was able to contact the bank to have someone cut the back and continue upkeep moving forward
  - b. Round-about project assessment; financial committee is reviewing currently. Project would use approx 1/3 of current reserve funds and create a shortfall by 2025
5. New Business
  - a. Approve renewal of property insurance [action item] Amy motions to allow Shani to negotiate with insurance vendor for markets/brokers who were quoted. Derek seconds. Should the cost be firm, board agrees to revisit capital improvement funds in September meeting and shift funds to insurance line item.
  - b.
6. Committee Reports
  - A. ACC
    - a. Approvals to review
      1. [REDACTED] - Hot Tub Installation
      2. [REDACTED] - Gutter Installation

3. [REDACTED] - Back Patio Buildout
4. [REDACTED] - Trashcan Concealment Fence

b. Under Review

1. [REDACTED] – current fine of \$200 is on the account and will not be removed as the resident has still not provided documentation of adding the additional french drain required on the northernmost side of her property. Late fees accruing

B. Capital Improvements-

a. Commons Area Improvements- Ryan G (Derek) survey solicitation options

2. Irrigation at mailbox kiosk (homeowner request)- awaiting quote
3. Lighting and Irrigation for Sandy Bay Entrance- awaiting quote
4. Pet waste stations - \$5.2K
5. Lights on walking path- \$96K@24 lights, electrical trenching \$15K-\$20K, annual electric \$3K-\$6K/year
6. Tree Planting around Phase 3B and 3C ponds and associated bankwork- pond banks phase 3B- \$17.5 (does not include seeding or sod), \$800 per tree
7. Trashcans (4) and Benches (7) around ponds and 3A walking paths- \$8.2K
8. Bathroom at Commons Area- single room bathroom and storage \$35K-\$50K
9. Pool and equipment- Pool- \$130K, gated/keyed system- \$15K, furniture- \$11K, concrete decking/sidewalks \$84K, maintenance/utilities- \$15K/year \$520 one time assessment + increase of \$180-\$200 annual assessment

Lights on walking path and pool would both require a special assessment to complete the projects anytime soon; board acknowledges that since sufficient participation did not occur for spring special assessment vote, additional budget funds for this year will not be used for advertising a special assessment this fall. However, since these projects were submitted as requests for the survey, they'll be included along with an approximate cost estimate to indicate the extent to which they exceed current capacity.

- b. Derek authorized to follow up with improvements on breaker box at mailbox kiosk from 60 to 120

C. Commons Areas- Anthony

- a. Will enquire about the new sidewalk estimated time of completion and clean up.
- b. Pump maintenance program quarterly inspection completed. Issues found with pumps in 3A: 6, 7, 9, 10, and 11. All pumps back in service after cleaning and repair.
- c. Mazie's Mission signs will be installed
- d. Some evidence of nutria reinfestation; will need to wait on water levels to increase before he starts trapping
- e. RCI has been contacted for 3rd year extension; awaiting contract

D. Communications- Amy

- a. Poll for capital improvements priorities will be sent to board members for review and then distributed to residents via email

E. Socials- Shani

- a. Bubble Bus = SUCCESS!!!! Derek suggests that we consider improving electrical breaker under capital improvements since there were a few breaker flips during event
- b. Fall Garage Sale - October 7
- c. Halloween Social - October 28 (would like to move Fall Vendor Pop Up to this date as well instead of November and try to do a cook-off)

F. Welcome Committee- Amy

- a. 19 new packets for August total of 64 for 2023
- b. Committee chair may be on pause temporarily for family emergency

G. Violations-

- a. Street parking increase in violation occurrences and submissions; first violation is noted for follow-up and review and on second submission warning is issued; some are hard to determine which residence the vehicle belongs to so residents are directed to email violations if they feel any are in error. Clarifying board interpretation of "regularly parked" to include 3 times within a month; will draft bylaws update for review and approval
- b. ██████████ - Anthony
- c. Follow-up on those notified for needed maintenance; 45 day deadline approx May 25
  - ██████████ - clean and/or paint discolorations
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  - ██████████ - paint/stain
  - ██████████ - clean and/or paint discolorations
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  - ██████████ - replace missing faux shutter/ match paint (ACC letter was sent to previous owner but sold without addressing)
  - ██████████ - clean and/or paint and repair shutters
  - ██████████ - clean and/or paint discolorations

7. Schedule next board meeting

Rob motions to close, Shani seconds, Derek will send doodle for September