



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** October 16, 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
<del>Rob Teal</del>	ACC, Capital Improvements

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**Agenda**

1. Open Meeting
2. Approve minutes September 13, 2023 [action item]Anthony motions, Shani seconds
3. Financials: account status and liens
  - A. 3rd Quarter financials review and recommended budget adjustments
  - B. 2nd half assessments update- 25 accounts will receive final demand letters issued this week (8 already have existing liens); liens will be filed for those not paid within deadline
  - C. Google Business Suite update- pricing will increase to \$14.40/user on January 1 with current "flexible" plan; suggest switching to "annual" plan to remain at \$12/user; only shift to current cost will be that it is paid in one sum rather than monthly
  - D. Recommend increase in line items: Misc Ground Maintenance and Utilities Water
4. Old Business:
  - A. Birchview Roundabout- breakdown of structure is also causing additional sprinkler failures. Estimates for reconstruction range between \$24000-\$54000 depending on height and diameter of reconstructed wall and if footing for brick is poured versus if existing sidewalk can be used as footing. Financial committee reviewed projected cost and suggested options. At next meeting FC will determine roles for project bid submission and review, as well as determine recommendations for 2024 assessments; scope of work will include quotes for various brick heights and signage (square sign with dedication and neighborhood) and sprinklers. Options:
    1. Fundraising instead of using reserve funds to eliminate a projected reserve fund shortfall by 2025; will require paying taxes on any amount fundraised
      1. Board concern about who would carry the burden of fundraising and what would happen if the goal amount is not reached

2. Use reserve fund to cover full cost and then if shortfall occurs as estimated in 2025, at that time increase dues to meet any reserve shortfall needs. Any increase over 10% would still need association vote.
  1. General board consensus is that board does not want to drain the reserve fund ahead of schedule and create future financial burdens.
3. Rebuild under 6.03.B.2 and require special assessment for any cost above the reserve fund allocation (current amount allocated toward this project is only \$2036 since reserve fund structure anticipated a 50 year lifespan and the estimated replacement amount was less than a fourth of actual replacement amount) For an estimated \$25000 project, less the \$2036 reserve fund allocation, would leave roughly \$23000 to be collected in a one-time special assessment of approx \$45
  1. This would be a viable option because replacement of commonly owned property must occur per bylaws and special assessment must be issued to account for any costs over what is budgeted for replacement
4. Raise 2024 assessments by the full annually-allowed amount (10%) and use the surplus to fund the rebuilding (less the \$2036 currently allocated to this reserve item) (increase would be \$47.50 x 530 homes).
  1. Board consensus is not to raise dues by this extent unless needed to meet the budget or if they would be reduced in the following year, less inflation considerations. Would like to get Financial Committee opinion on this as well.

Will bring up at open HOA meeting for feedback prior to determining funding for 2024 budget

## 5. New Business

- A. Budget adjustments using excess in projected assessments:
  1. Increase Misc Ground Maintenance by \$800 in the 2023 budget [action item]  
Derek motions, Shani seconds
  2. Increase Utilities Water by \$700 in the 2023 budget [action item] Derek motions,  
Tania seconds
- B. Lien Notifications- state requirements for lien notifications now include two certified letters, one at 30-days prior and one after filing lien with a copy of the lien. Current lien charges are \$360 placed at time of lien and include lien placement, removal, and notifications (lien cost raised in Dec 2022). This should cover any additional costs incurred in printing and mailing. Will revisit with 2024 budget planning.
- C. Set agenda for open meeting on Oct. 29
  1. Birchview roundabout reconstruction and funding
  2. Broussard updates- sidewalks and redlight
  3. Christmas social
  4. Christmas spotlight YOM
  5. Pond 3A common area
  6. Electrical updates at mailbox commons area
  7. Polling feedback

- D. Discuss need for formal reserve fund schedule as requested by Financial Committee.  
Amy will research pricing so that funding options can be determined for 2024 budget

6. Committee Reports

A. ACC

1. Approvals to review

- a. [REDACTED] - Generator Installation
- b. [REDACTED] - Gutter Installation
- c. [REDACTED] - Crepe Myrtle Planting
- d. [REDACTED] - Rear Patio Extension
- e. [REDACTED] - Eagleston Hollie Tree Planting
- f. [REDACTED] - New Beds, Resod and Irrigation

2. Under Review

- a. [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 Update 9-18 resident submitted closeup picture of a catch basin and was asked for a wider picture to indicate where the catch basin is installed in relation to the pool and side fence. Response not yet received
- b. [REDACTED] - Pool Installation (Setback Issue) - Update: 10-13; sent email for follow-up; no response

B. Capital Improvements- Derek

- 1. Electrical upgrades at mailbox kiosk were completed.

C. Commons Areas- Anthony

- 1. Birchview Roundabout repair discussion. RDI has already repaired internal sprinklers 4 times at approx \$1100-\$1200 each time; when considering plan for roundabout rebuild, need to anticipate sprinkler/electrical removal and installation
- 2. Phase 3a pond repair discussion; weir has been repaired numerous times but issues created during initial digging, leveling, and drainage have not been fully addressed. During drought, pond levels were extremely low. Previous attempts to get original schematics from developer were denied. Suggest to contact another contractor for new survey and identification of problem areas. Anthony will follow up to identify vendor who can conduct survey and issue identification.
- 3. Fountain maintenance update- fountains have been turned back on after drought; two fountains had to go in for repair

D. Communications- Amy

- 1. YOM emails for spotlight yards
- 2. Halloween social and open HOA meeting, cook off (sign up), popup vendors
- 3. HOA Calendar on website is updated roughly 30-45 days out from events. Since all social events are tentatively scheduled for the year, they are placed on the external calendar once the date is solidified by the committee. All board members have access to add to the calendar as needed using the link provided in email

E. Socials- Shani

1. Halloween Social - October 28 (Fall Vendor Pop Up to be moved to this date as well instead of November)
  1. Movies: Halloween Town and Hotel Transylvania
2. Cook-off update - Rob - November 4th, Eaglin, Anselmi, Teal, Tauzin, Meche are interested in entering. Will ping facebook group again tomorrow to see if anyone else would like to enter.
3. Commons area reservations and timeframe allowed for scheduling; Shani motions to adjust bylaws policy to add "no earlier than 90 days out from the event date" to allow for priority scheduling for community wide events. Tania seconds.

F. Welcome Committee- Amy

1. 7 new packets for October total of 71 for 2023
2. 30 additional packets ordered to finish up 2023; will review packet in December for any updates before next printing

G. Violations-

1. Fewer parking in street violations in the last 30 days
2. Trashcans in front of homes in Phase 3B have been an issue; will remind residents about trashcan concealment options and approval through ACC

7. Adjourn- Shani motions to adjourn, Anthony seconds

8. Schedule next board meeting- Derek will send a Doodle poll for November