



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: December 20, 2023
Time: 6:00pm

Meeting Attendees

| Member | Office and/or Committee Chair |
|---------------------------|--------------------------------------|
| 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 |

Agenda

1. Open Meeting
2. Approve minutes November 18, 2023 [action item] Rob motions, Shani second
3. Financials: 2nd half dues complete; 13 liens scheduled for filing
4. Old Business:
 - A. Birchview Roundabout- only one bid submitted for Dec 15 deadline; three other vendors either declined to bid or missed deadline but none have communicated intent; Bylaws require 3 bids. Motion to add language regarding re-solicitation when fewer than 3 bids are submitted Rob motions, Derek seconds. Bylaw's language updated in session.
 - B. Financial committee review of committee procedures and minutes
 1. Financial committee minutes contain sensitive bid information that should not be posted on a public website. This was conveyed to Financial Committee at conception, but draft document was not revised to correct wording. Motion to revise wording "*minutes shall be open to the general membership for review via the association website*" to "*minutes shall be open to the general membership for review upon request*" Amy motions, Derek seconds. Bylaw's language updated in session
5. New Business
 - A. Nominations Received: Amy Deslattes, Derek Evans, Shani Merchant, Tania Mitchell, Donnie Richard, Anthony Rogers, Rob Teal; fewer than 9 nominations received, so no vote necessary. Motion to accept all nominations for 2024 BOD , Derek motions, Amy 2nds. 2024 officer nominations will take place at January meeting
 - B. 2024 draft budget for review. Set January budget meeting for finalization. Discussion of publication of budget and annual financial review; the financials are private documents for the members of the association and shouldn't be publicly posted for those outside of

membership to access. Question regarding having electronic access for members only (some HOA websites offer this, but cost is currently out of our budget [min of \$250/mo], but we could create a "live" link only available via official mailing Can set a PDF version with limited view time for official email at the time of the annual financial mailing and meeting. Link will only be available via the official email and will automatically disable at a designated time.

6. Committee Reports

A. ACC

1. New Submissions

a. [REDACTED] - tree planting in front and rear yards.

2. Under Review- NA

B. Capital Improvements- Derek

1. Lighting and Irrigation for Sandy Bay Entrance; Amy motions to direct remaining 2023 Capital Improvement (approx \$13,445) surplus to delayed project, Shani seconds
2. Derek will reach out to developer for update and try to coordinate landscape install with irrigation install

C. Commons Areas- Anthony

1. Nutria abatement will continue Jan 4; will contact City of Broussard to see what their plans are for abatement in the coulee

D. Communications- Amy

1. January annual financial report letter and open meeting; will have draft of letter ready to go. As soon as budget is finalized at Jan. meeting, will send for printing. Will need assistance with preparing mailout
2. Set Financials for limited time limit viewing period

E. Socials- Shani

1. Christmas social was a big success; discussion of Saturday vs Sunday turnout. Lots of good feedback for Sunday event, but like the versatility of starting with Saturday and having Sunday as a rain delay option

Will consider additional events: family fun night for end of school

F. Welcome Committee- Amy

1. 9 new packets for December total of 87 for 2023

G. Violations-no new updates

7. Adjourn- Derek motions, Anthony seconds

8. Schedule next board meeting- Budget meeting with bookkeeper and Open Meeting (Monday or Thursday to accommodate bookkeeper) preferred dates are Jan 8 and open HOA on the last Thursday of Jan 25 if community center is available