



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Board Meeting
Date: May 20, 2024
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
Seth Plaisance	
Finance Committee Members	

Agenda

1. Open Meeting
2. Approve minutes April 29, 2024 [action item] Rob motions, Derek seconds
3. Treasurer Report
 - A. 24 properties did not pay 1st half of 2024 assessments (13 of the 24 are repeat liens); liens will be filed following the demand letter time schedule
 - A. 2nd half assessments invoiced 5/15 and will be due 6/15; includes invoice for special assessment for roundabout (of which the \$45.46 will not be assessed late fees until 9/15 to allow extra time for payment if a homeowner needs)
4. Old Business:
 - A. Reserve Study- review two options for reserve structure and select final report format [action item] Finance committee suggestion to use the 70% funded structure. Derek motions to complete reserve study with the 70% structure, Amy seconds.
 - B. Commons area water damage from pool drainage; homeowner asked to correct and submit drainage plan on April 8; following no communication from homeowner, fine was assessed on May 13 with additional demand for drainage plan and correction to damage done to common areas.
5. New Business
 - A. Review scope of work for lawn and landscaping bids and set bid schedule; finance committee and board will review scopes of work. Plan for bids to be submitted by Sep. 1 with a vendor selected by September 30.
 - B. Discuss options for memorial signs-Birchview Roundabout. Donny scheduled conversations with councilman and city works director for getting memorial signs

- C. Discuss options for additional signage or ideas for Sandy Bay Entrance monument.
- D. Establish greenhouse guidelines for ACC

6. Committee Reports

A. ACC

- 1. New Submissions
 - a. [REDACTED] - gutter installation
 - b. [REDACTED] - gutter installation
- 2. Under Review

B. Capital Improvements- Derek

- 1. Sandy Bay entrance; Anthony will contact RCI about extending beds for annual color; Amy will contact Lowry's about adding to signage
- 2. Restroom and equipment room at mail kiosk
- 3. Tree planting updates

C. Commons Areas- Anthony

- 1. Trash can covers- replace one missing cover and order paracord tie downs; Barco no longer makes the bonnet can cover to match our trashcans
- 2. #6 5hp fountain does not stay on; cord has prior damage in six places; cord replacement \$2700. Derek motions to pull from reserve fund, Rob seconds.

E. Socials- Shani

- 1. August 10 - Back to School Bash with Bubble Bus
- 2. October 5 - Fall Garage Sale
- 3. October 26 - Halloween Social & Fall Vendor Pop-Up
- 4. December 7 - Christmas Passport Extravaganza

F. Welcome Committee- Amy

- 1. 5 welcome letters in April/May; 24 packets for 2024
- 2. New signs for keys in phase 3c

G. Violations- received multiple complaints about parking on the street in various sections of the neighborhood

Overgrown grass at Birchview and Lost Bridge

7. Adjourn-

8. Schedule next board meeting-