



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Transition Board Meeting  
**Date:** December 16, 2024  
**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
Seth Plaisance	Commons, Capital Improvements
Tricia Fontenot	Financial
Chris Andrus	Incoming board member
Margi Liberty	Incoming board member

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**Agenda**

1. Open Meeting
2. Approve minutes November 19, 2024 [action item] Shani motions, Anthony seconds
3. Treasurer Report
  - A. 2024 assessments collected at 97.7%; 12 liens placed for nonpayment of 2nd half dues
  - B. Special Assessment for Roundabout- 18 unpaid, will be added to Dec. invoice; special assessment cash float will be deposited to savings
  - C. Reserve fund contribution for 2024 \$15,000 deposited to savings
  - D. 2025 invoices mailed week of Dec. 15, due Jan. 15
  - E. Payment plans: Lot 148, Lot 101, Lot 039 (pending)
  - F. Judgments: Lot 271 in judgment proceedings, Lot 222 pending judgment, Lot 133 judgment awarded, in current payment plan
4. Old Business
  - A. Results of amendment vote
    1. Collected 287 ballot (53% participation), amendment does not pass. 143 ballots were opened but never submitted
    2. We can revisit this in 2025 and run March 1-31 (include paper mailout announcement in January)
  - B. Installation of new board members to take effect Jan.1, 2025
    1. Election of 2025 officers for Secretary of State records, Derek Evans elected president; Amy Deslattes elected Secretary/Treasurer

2. Review of board communication, policies, and procedures
  1. Email via G+Suite transfers will take place Dec. 27-Jan 5
  2. WhatsApp setup- Derek will update
  3. All board members to review [Bylaws](#)
  4. Schedule workshop for G+Suite tools training for new board members and anyone who wants a refresher- Amy will send Doodle for meeting
5. New Business
  - A. 2025 Budget planning 2024-2025 worksheet
    1. Note that final year-end numbers won't be ready until after Jan. 12
  - B. Plan for pond bank repair due to nutria damage discussion; Seth will gather info for January meeting
6. Committee Reports
  - A. ACC-
    1. New Submissions
      - a. █████ Sandy Bay Drive - Fence install with double gates and partial pond lot fencing
      - b. █████ Easy Rock Landing - patio extension and addition
      - c. █████ Gentle Island - Shed Installation
    2. Under Review
      - a. █████ Sunshine Rise 60-day grace period granted 10/29/24
      - b. █████ Lost Bridge - French Drain install with curb adapter
  - B. Capital Improvements- Derek
    1. Budget update **\$27,645.14** Derek motions to roll over balance to 2025 Capital Improvement project; Anthony seconds. Primary goal would be to build bathroom/equipment room at mailbox kiosk
    2. Restroom Bid Process - set date for Financial Committee to solicit any additional bids and review bids and give opinion
    3. Fairfield Entrance Signage would be Plan B for use of rollover funds
  - C. Commons Areas- Anthony
    1. Work completed on irrigation additions at Sandy Bay entrance, Birchview entrance, and corner of Fairfield and Larivierre.
    2. Fountain quarterly maintenance complete. All fountains operational.
    3. Soft wash quarterly maintenance complete. Discuss noted issues from contractor.
    4. Preemergent applied to all commons areas
  - D. Communications-
    1. Clean up of emails
    2. January cover letter and mailer to go out after January budget meeting (add March vote); save the date
  - E. Socials- Shani
    1. December 14 - Christmas Passport Extravaganza
    2. Will meet early January to discuss socials schedule and events for 2025
    3. Will use remaining social funds for extra large inflatable screen

F. Welcome Committee- Amy

1. 3 packets delivered for December. 51 packets for 2024

G. Violations-

1. On-street parking addressed as needed, but extended grace period during holiday season
  2. Gravel driveway violation transferred to ACC-submit plan by mid-January
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7. Schedule January open HOA meeting and January board meeting (after Jan. 12)
  8. Adjourn-Rob motions to close, Amy seconds