



**Cypress Meadows Subdivision
Homeowners Association**

Meeting Information

Meeting: Special Board Meeting
Date: July 1, 2026
Time: 6:00pm

Meeting Attendees

Member	Office and/or Committee Chair
Eboni Chase	Welcome Committee, Violations
Amy Deslattes	Secretary, Treasurer
Margi Liberty	Yard of the Month
Craig Matherne	ACC
Tania Mitchell	Socials
Seth Plaisance	President
Anthony Rogers	Common Areas

Special Meeting Agenda

1. Call to Order
2. Discuss bookkeeper resignation and strategy plan
 - a. Current bookkeeper unable to complete contracted term due to conflict of interest with her new position
 - b. As current Secretary/Treasurer, Amy has the knowledge of the bookkeeping system and could fill the role in the interim
 - c. Need to fill the role at least temporarily to give the board time to re-evaluate the scope of work
 - d. Need to maintain oversight of bookkeeping work by appointing additional officer to treasurer role
3. Resolution to appoint board member to temporarily fill role for remainder of contracted time
 - a. [Bookkeeper Resolution](#)
 - b. Margi motions to adopt, Craig seconds, all in favor; Amy abstained from the vote
4. Craig volunteers to serve as interim treasurer for oversight. Amy motions to appoint Craig as temporary treasurer for the duration of 2026 with bank signatory access for checking and savings accounts at Community First Bank, Tania seconds, all in favor. Amy will coordinate with Community First to get signatory documents completed.
5. The board will set contract terms with Amy to be signed by next board meeting