



**Cypress Meadows Subdivision  
Homeowners Association  
Minutes**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** December 2, 2021  
**Time:** 6:30

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**Meeting Attendees**

<b>Member</b>	<b>Office and/or Committee Chair</b>
Ryan Wilkins	President, Commons Areas
Amy Deslattes	Secretary, Violations
Jeff McLam	Treasurer
Ryan Gomez	Capital Improvements
Erin Romero	Socials

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**Agenda**

1. Open Meeting
2. Approve minutes October 2021, Ryan W motions to approve, Ryan G seconds, Special Meeting October 26, 2021, Ryan W motions to approve, Ryan G seconds, and November 17, 2021, Ryan W motions to approve, Erin seconds
3. Financials- Jeff
  - a. Financial Reports- provided updates on all accounts; primary account checks being ordered this month and Chase will be closed out post Q1 2022
  - b. 8 liens outstanding, approx 20 overdue on most recent assessment
  - c. YOM December will be updated by Dec. 15 to credit dues
  - d. Final reserve amounts will be transferred into Sunset savings account
  - e. Transition for 2022 board will contain financial updates
  - f. Submission of Financial Committee Meeting minutes from bid meetings (uploaded to internal drive) and summary of committee recommendations for lawn and landscaping bids.
    - i. Nov 4- opening of submitted bids and review of required components; all bids required follow-up on one of the major components; committee split these into work details to individually contact the five bidders and gather additional requirements

- ii. Nov 15- Committee presented follow-up on each bidder and summary of all reference contacts. Voted to disqualify two vendors; one for lack of workman's compensation insurance and one for quality of references received
- iii. Bids were analyzed against 2022 budget projections and two vendors were proposed as viable options based on references and total annual cost. One bid was not recommended due to the bid cost being potentially unaffordable according to the 2022 projected budget.

4. Old Business:

- a. Review bids and award contracts for lawn maintenance and landscaping; board discussed committee findings and projected budget needs for next lawncare and landscaping. Erin motions to select Rotolo as the contract recipient and direct financial committee to negotiate contract with president approval, Ryan W seconds. Poll of all board members in favor of pursuing a contract with Rotolo. Jeff will begin contract negotiations and organize additional site visit day with Rotolo representative and Ryan W. Erin will prepare response letter to bidders not selected.
- b. Annual Assessment Policy -Action Item. Amy motions to adopt into Bylaws, Ryan G seconds
- c. Lake Lot Policy- Action Item Amy motions to adopt into Bylaws, Ryan W. seconds
- d. Follow up on cooperative agreement; Ryan G will contact Brian for follow up on annual assessments in new phase to ensure that 2022 budget is accounting for lot assessments appropriately

5. New Business

- a. Secretary Request- return address stamp for mailings; will purchase under communication line item
- b. Trailer covenant, re: trailers attached to vehicles for extended periods of time; use best judgment, but when repeated issue warning to open dialogue with homeowner
- c. Spending Privilege Policy- review and discussion; Jeff suggests specific policy re: ability to engage in loans for the association; table until next meeting

6. Committee Reports

- a. ACC-
  - i. Approvals to review; Erin motions to approve, Ryan G seconds
    - 1. [REDACTED] Birchview- aluminum fencing on pond lot
    - 2. [REDACTED] Windy Feather- whole home generator
    - 3. [REDACTED] Misty Wind- whole home generator
    - 4. [REDACTED] Turnmill- shed
    - 5. [REDACTED] Windy Feather- fence on adjoining lot
    - 6. [REDACTED] Misty Wind- paint color
    - 7. [REDACTED] Silverwood- paint and shed repairs

8. ■ Easy Rock Landing- deck and fence on adjoining lot
  9. ■ Spring Cypress
  - ii. Under Review
    1. ■ Birchview- additional concrete added without request or approval; letter indicating next steps was sent to homeowner; will send follow up letter.
    2. Discuss concern about prefab playsets vs. home built playsets (4.01B) based on email from resident; while ACC does have final approval on all modifications to lots, all agree that they do not want to police playsets but only address those that become issues due to being unfinished, unsightly, or situated in a way that encroaches excessively on adjoining property privacy
  - b. Capital Improvements- Ryan G
    - i. Signage at playground (sample); 24x36 mounted to building; Amy will order
  - c. Commons Areas- Ryan W
    - i. Pumps in at phase 3
    - ii. Pump nozzles / colored lens for all phase 3
    - iii. Will review surge protector options for future
  - d. Communications- Amy
    - i. Website updates on committees (see updates)
  - e. Socials- Erin
    - i. Update on December events and events looking forward to 2021
  - f. Violations- Amy
    - i. Several parking on grass in Phase 3
7. Schedule next board meeting- Will schedule doodle poll after elections for transition meeting; Jeff suggests printing of binder for board members