



## Open HOA Agenda

January 29, 2023

2:00 PM Broussard Community Center

High-Level Notes

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1. Open and Welcome- President
2. Financial Report
  - a. Account status and Reserve Fund- 2022 Year End status
    - i. Checking account (operating expenses and capital improvements): ≈\$55,000 (includes early 2023 dues payments)
    - ii. Savings account (reserve fund) ≈ \$24,800
    - iii. CDs (reserve fund) ≈\$56,000
  - b. 2023 Budget
    - i. Slight adjustment to bookkeeping allocation made since printing, increase of \$540 to line item to account for increase of homes from 377 at time contract to 515 (with potential to be 532 by year end)
    - ii. Estimated operating funds are determined by a 92% collection rate. Anything above that rate at the end of the year gets distributed between capital improvements and reserve fund (currently set at 70/30 distribution)
  - c. Assessments
    - i. Approximately 76% of lots have made at least first installment of annual assessments.
    - ii. 8 properties with liens, 2 foreclosed carrying a balance due, 1 in judgment
    - iii. Board policy is to place liens for nonpayment after 90+ days; liens that reach 5 yr maturity without payment are processed for legal judgment. In all cases, attempts to resolve debt are made multiple times prior to legal proceedings. Payment plans are always the preferred option to get an account up-to-date and avoid legal action.
3. Committee Reports:
  - a. Capital Improvements–goal of committee is putting back into the community and realizing progress in our community
    - i. Lighting at mailbox commons area- currently have 4 bids to install electrical and lighting under the pavilion; upgrade of photo cell timer to allow separate control of lights over mailboxes versus pavilion; hope to have project started within next month. Collaborated with City of Broussard to get street lights installed. City agreed to cover cost of lights and instal, and association will cover ongoing electrical. This collaboration resulted in a \$13,000+ savings for the association.
    - ii. Sandy Bay entrance (developer’s update)- having sign base positioning adjusted so will be better aligned with curbing.
    - iii. New Parcel Boxes at Kiosk- 2 new units (16 boxes) are enroute. These will be installed in the openings that already exist between boxes. Opted for full size boses rather than the existing podium boxes to allow for more slots.
    - iv. Potential upcoming projects- Versacourt system for basketball, pickleball, fencing, lights, turnkey project. Approximately a \$90K cost. Could be stretched over 8 years to save for this or could be a one-time special assessment of

approx \$155 (requires a 51% vote in favor) and project would be paid in full this year. (note this does not yet include pricing for key fob or card system to control access) Resident suggested posting a video to demonstrate what Versacourt is. For reference, funding for playground was approx \$55,000 and was paid with accumulated savings over five years. Residents in attendance are in favor of proceeding with a vote for a special assessment collection. The board will proceed with solidifying a process at their February meeting, and residents will be notified about the process, vote collection, and assessment collection (if passed) prior to the vote.

b. ACC

i. Total 2022 Requests

1. 137 Approvals
2. 2 In Progress
3. 2 Rejected

ii. Discussion of frequent requests and FAQ documents. FAQs can be accessed on the website and cover some of the most asked questions for common ACC questions. <https://www.cypressmeadowssubdivision.com/faqs/>

iii. Procedures for requests

1. ACC Form must be completed and emailed to the committee BEFORE work is done. Work completed without an ACC committee approval will result in an ACC fine. Many times, work done prior to ACC contact results in additional work and extra expense for the homeowner, when they could have been saved some headache and expense by going through ACC prior to construction.
2. Residents' responsibility to get necessary permits from the City if required

c. Commons Areas-

- i. Inflation increases are the main culprit for rising costs in common area expenses (utilities, chemicals, parts and supplies).
- ii. Fountains have required more significant repair this past year. Some repairs are due to human usage (fishing string or trash sucked into pumps). There will be a shift in spending approach for 2023 to include a quarterly review of pumps to identify weakness in advance and hopefully save more costly repairs later.
- iii. More costs in lawncare in 2023 due to taking on more commons areas for the full year (phase 3B areas didn't come online until a few months into 2022). RCI has been much more responsive as they learn the neighborhood; they have a clear understanding of expectations.
- iv. More costs in pond maintenance due to three new ponds.
- v. Waterfall regular maintenance actually caught potential issue this past year and saved expense of full replacement.
- vi. Sprinkler maintenance will be an ongoing issue this year. Roundabout needs repair of the sprinkler and it has been challenging to identify a contractor who wants to deal with the work involved.
- vii. Phase II drainage is complete and water is no longer standing across walking path in the areas of improvement. Will be continuing to monitor
- viii. Phase 3B drainage was addressed through coordination with the City of Broussard and the developer.
- ix. Dumping/leaving things in commons areas (Christmas trees, duck houses, etc. please ask first so we can do things right and protect our ecosystems)

d. Violations

- i. Total of 53 notifications in 2022, 42 first time warnings. Warnings have 15 days to comply with covenants prior to receiving a fine.
- ii. Most frequent: trash cans stored on side of house; please contact ACC for guidelines for trash can concealment prior to beginning work. House position in relation to neighboring properties and location of can concealment impacts the design of the concealment fence/shrubbery.
- iii. Exterior property upkeep- yard and home. Exterior maintenance and upkeep of property is required by covenants. For homes in initial phases of the subdivision, please take time to review your exterior for needed paint, cleaning, shutter repair, etc. See covenants:  
**3.13 Repair of Buildings.** Improvements hereafter constructed upon any land within the subdivision shall at all times be kept in good condition and repair and adequately painted and otherwise finished by the Owner. The opinion of the Architectural Control Committee as to the acceptability of such condition shall be final.

e. Communications

- i. 128 Welcome Packets distributed to new residents in 2022; if any small business owner would like to contribute flyers, coupons, etc. to welcome packets, please reach out.
- ii. Updated signage around ponds and walking paths to clarify where common areas are accessible and where they are considered private use for pond lot owners; included no vehicle sign on Easy Rock Landing walking path entrance

f. Socials:

- i. 2023 proposed events: Easter, Halloween, Christmas, Kids' Fishing Tourney, Vendor Pop-ups, Garage Sales
- ii. Socials meeting Sunday Feb. 5 at 3:00 at mailbox commons area to plan for year. All are invited to participate in planning socials, even if you can only volunteer for small things.
- iii. Mardi Gras parade in neighborhood was approached with City of Broussard. Definitely something to consider but there are a lot of boxes to check with the city and will require much advance planning; will consider for next year if there is enough interest. (requires street legal golf carts with insurance policies, licensed drivers, no alcohol, paid police escorts)
- iv. Volunteers are needed to help make these a success

g. Yard of the Month

- i. Awards given once/month, includes sign, pictures, write up in newsletter, \$50 dues credit (committee members and board members cannot be recipients)
- ii. January was selected a little later to allow time for residents to clean up yards after holidays and freeze. February will be announced this week.
- iii. Email nominations to [yom@cypressmeadowssubdivision.com](mailto:yom@cypressmeadowssubdivision.com)

4. Announcements:

- i. House Numbers- 911 requirements for posting numbers on the home and/or mailbox. Post master has asked us to address with residents. City of Broussard is going to provide the exact verbiage. Letters will be sent to residents who need to address this; some have signage on their house, but it was left over from construction deliveries and doesn't meet requirements of 911 addressing and USPS.

January 12, 2023

Dear CMSHA Owners,

Happy New Year! We are excited about the growth our neighborhood experienced in 2022, and we look forward to embarking on another productive year that will see continued expansion. To recap the past year, here are a few highlights. We currently have 515 properties with a max potential of 532 once we reach full buildout. This past year, our welcome committee distributed 128 welcome packets to new residents and over 140 new email contacts were added to our distribution list. We were able to implement an increase of volunteer board members and committee participation to spread the work among community volunteers and ensure that management continues to be controlled by membership. We've fully implemented our reserve study to inform the financial decisions and ensure financial stability for future years. Based on your requests, we implemented an electronic payment option to increase convenience for members. We've continued to build out standard operating procedures through our Bylaws, ensuring that consistent practices will continue, even in the event of leadership transitions. We held social events for Easter, 4th of July, Halloween, and Christmas, as well as pop-up vendor events. As you can see, quite a lot has been taking place, and we want to thank all the volunteers who helped to make the year successful.

Your 2023 Board of Directors have held their first meeting and elected officers and assigned committees for the year. Derek Evans will serve as president and continue to chair ACC and support Capital Improvements. Amy Deslattes will serve as secretary/treasurer and will chair the financial committee. Shani Merchant will chair socials and be assisted by Tania Mitchell. Donny Richard will chair the Yard of the Month committee and assist with socials. Anthony Rogers will chair common areas. Rob Teal will support Capital Improvements and ACC. All committees are open for volunteers. If you are interested in helping in any way, please fill out this form to let us know where you'd like to participate. <https://tinyurl.com/cmshacommittee>

All regularly held meetings of the board of directors are recorded in monthly minutes, posted after approval at the following monthly meeting. Minutes may be viewed on the website under the Board Members tab.

### **Annual Meeting**

As required by Louisiana statutes, an annual meeting to share financial accountability will be held on January 29th at 2:00 PM. This meeting will be held indoors at the Broussard Community Center off Heart D Farm Rd. to avoid any last-minute rescheduling that might be caused by January weather patterns. All residents are invited to attend. Year-end financial status for your review is included in this mailing.

### **Reserve Strategy**

Members are invited to review the Reserve Strategy that was prepared by our Financial Committee. As our Articles of Incorporation require, an allocation of funds are placed into interest-bearing reserve accounts to ensure that future repair and/or reconstruction of existing amenities be provided for, upon their estimated end of use life. To that end, financial decisions regarding budgeting and allocations include this Reserve Strategy as guidance for board members. <https://tinyurl.com/CypressMeadowsReserveStrategy>

### **ACC FAQs**

The Architectural Control Committee reviews all changes made to each property to ensure they are aligned with the aesthetic guidelines set forth in our covenants and further protect the property value of homes in our subdivision. ACC approval is needed for any structural or aesthetic changes to your home, to include paint color

changes, landscaping changes that add new beds or trees to your lot, fencing construction and/or staining, pools, gutters, drainage, patio extensions, whole-home generators, water softener units, or sheds.

You can access individual FAQ sheets for some the most requested improvements:

- Pools <https://tinyurl.com/CypressMeadowsPools>
- Sheds <https://tinyurl.com/CypressMeadowsSheds>
- Gutters <https://tinyurl.com/CypressMeadowsGutters>
- Patio Covers <https://tinyurl.com/CypressMeadowsPatio>
- Concealment Fence: <https://tinyurl.com/CypressMeadowsConcealment>
- French Drains <https://tinyurl.com/CypressMeadowsFrenchDrains>

### Contact Us

As always, the best way of communication is via email. Below is a list of emails and their associated use.

<a href="mailto:info@cypressmeadowssubdivision.com">info@cypressmeadowssubdivision.com</a>	All general HOA questions
<a href="mailto:billing@cypressmeadowssubdivision.com">billing@cypressmeadowssubdivision.com</a>	Any questions regarding dues or your association account
<a href="mailto:acc@cypressmeadowssubdivision.com">acc@cypressmeadowssubdivision.com</a>	Any questions about an improvement to your property or to submit your completed <a href="#">ACC request</a> and drawing
<a href="mailto:violations@cypressmeadowssubdivision.com">violations@cypressmeadowssubdivision.com</a>	Report a violation or ask a question about a violation that occurred on your property; all reports remain anonymous
<a href="mailto:commonareas@cypressmeadowssubdivision.com">commonareas@cypressmeadowssubdivision.com</a>	Report any issues you notice in the common areas
<a href="mailto:social@cypressmeadowssubdivision.com">social@cypressmeadowssubdivision.com</a>	Ask questions about upcoming social events or volunteer to help out
<a href="mailto:yom@cypressmeadowssubdivision.com">yom@cypressmeadowssubdivision.com</a>	Nominate a yard for our yard of the month program

## Cypress Meadows Subdivision HOA

### 2022 Actual Budget

	Actual
<b>Ordinary Income</b>	\$ 200,459
<b>Expense Administrative Expense</b>	
PO Box	\$4.40
Annual Report	\$0.00
Bank Charge	\$55.25
Insurance Expense	\$9,288.74
Lien Expense	\$2,475.00
Legal Counsel	\$5,188.92
Bookkeeper Fee	\$7,200.00
Management Software	\$3,131.07
Postage/Supplies/Copies	\$2,985.66
Property Tax	\$1,840.43
Signs	\$188.21
Tax Return Fee	\$150.00

Property Storage	\$740.00
Website	\$195.20
<b>Total Administrative Expense</b>	<b>\$33,438.48</b>
<b>Maintenance Expense</b>	
Fountain Maintenance	\$6,058.99
Grounds Maintenance	\$44,613.54
Landscaping	\$19,503.72
Miscellaneous Ground Maint	\$10,065.29
Pond Maintenance	\$9,370.00
Waterfall Maintenance	\$3,144.48
Sprinkler Maintenance	\$185.00
<b>Total Maintenance Expense</b>	<b>\$92,941.02</b>
<b>Utilities</b>	
Electricity	\$26,655.82
Water	\$1,451.09
<b>Total Utilities</b>	<b>\$28,106.91</b>
<b>Scheduled Fund Contribution</b>	
Reserve Fund	\$10,300.00
Capital Improvement	\$350.00
<b>Total Operating Expenses</b>	<b>\$165,136.41</b>
<b>Discretionary Spending</b>	
Social Committee	\$2,989.96
Community Relations	\$601.37
<b>Total Discretionary</b>	<b>\$3,591.33</b>
<b>Net Income</b>	<b>\$31,731.26</b>
<b>End of Year Disbursements to 2023 Budget</b>	
<b>Beginning Balance</b>	<b>\$31,731.26</b>
Capital Improvement (70%)	\$22,211.88
Capital Improvement roll-over	\$2,566.18
Reserve Fund (30%)	\$9,519.38

**Cypress Meadows Subdivision HOA**  
**2023 Budget**

Adopted Jan 9, 2023

<b>Estimated Ordinary Income</b>		<b>\$ 194,790</b>
<b>Expense</b>	<b>Administrative Expense</b>	
	Annual Report	\$ 15
	Bank Charge	\$ 200
	Insurance Expense	\$ 11,000
	Lien Expense	\$ 3,700
	Legal Counsel	\$ 4,000
	Bookkeeper Fee	\$ 7,560
	Management Software	\$ 3,700
	Postage/Supplies/Copies	\$ 3,500
	Property Tax	\$ 1,910
	Signs	\$ 200
	Tax Return Fee	\$ 150
	Property Storage	\$ 900
	Website	\$ 250
	<b>Total Administrative Expense</b>	<b>\$ 37,085</b>
	<b>Maintenance Expense</b>	
	Fountain Maintenance	\$ 10,500
	Grounds Maintenance	\$ 54,000
	Landscaping	\$ 20,500
	Miscellaneous Ground Maint	\$ 2,000
	Pond Maintenance	\$ 11,400
	Waterfall Maintenance	\$ 2,800
	Sprinkler Maintenance	\$ 1,000
	<b>Total Maintenance Expense</b>	<b>\$ 102,200</b>
	<b>Utilities</b>	
	Electricity	\$ 31,000
	Water	\$ 1,500
	<b>Total Utilities</b>	<b>\$ 32,500</b>
	<b>Reserve Fund Contribution</b>	
	Scheduled Contribution	\$ 15,000
	Capital Improvement	\$ -
	<b>Total Expenses</b>	<b>\$ 186,785</b>
	<b>Discretionary Spending</b>	
	Social Committee	\$ 4,000
	Community Relations	\$ 1,000
		<b>\$5,000.00</b>

<b>Net Income</b>		\$3,005.00
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<b>Capital Improvement Fund</b>		\$24,778.06
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<b>Reserve Fund</b>	Cash- Savings	\$34,071.38
	Certificate of Deposit (5)	\$10,039.01
	Certificate of Deposit (11)	\$30,000.00
	Bond Fund	\$16,119.89
	<b>Total Reserve Fund</b>	\$90,230.28

\*This budget may be revised by motion periodically as needed to provide for continuing maintenance and operation of association business.