



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** November 28, 2023  
**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

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**Agenda**

1. Open Meeting
2. Approve minutes October 16, 2023 [action item] Rob motions, Shani seconds
3. Financials: 2nd half dues complete; 14 liens scheduled for filing
  - A. Financial Committee Report: Oct. 26, 2023
    1. Reviewed 2023 budget, contract increases, utilities increase, and shortfalls of reserve fund estimations. Funds have already been shifted from other line items to account for utilities increase mid-year, contracts increasing by at least 3% and some will be higher as new rates are set, necessary capital improvements are needed to maintain current assets; keeping dues the same is not a viable option. FC recommendation is to raise dues by 10%
    2. Reviewed proposals for formal reserve study. Professional reserve study has never been completed, and while volunteer reserve study is fairly thorough, recent repairs of breaker panels and future reconstruction of roundabout indicate that there are missing and/or inaccurate predictions in the study. FC recommendation is to select Reserve Data Analysis to complete a thorough reserve study with site visit at a cost of \$2480. Study will examine all association property and assets to determine remaining use life and replacement cost and provide guidance for how association assessments should be applied to the fund the reserve.
    3. Determined scope of work for Birchview/Old Cypress roundabout reconstruction to include 3 options for submitting bids: removing all existing plants and dirt to construct a 3'6" high retaining wall using current sidewalk as footing, removing all existing plants and dirt to construct a 2' high retaining wall using sidewalk as footing, or any other construction and configuration that would maintain at least a 2' retaining wall. To note, one bidder has since

indicated that stability of the structure is not possible without additional poured footing. FC will collect sealed bids through Dec. 15 and open bids on Dec. 19 to make a recommendation to the board. Board will award winning bid by Jan. 19

4. Old Business:

- A. Birchview Roundabout- Dec 15 bids due; financial meeting to open bids Dec 19, board to award by Jan 15.
- B. Sandy Bay Entrance Update- sent developer email offering to take over management of project to complete. Developer indicated that lettering for sign was in the office and would be installed next week and landscaping would follow shortly

5. New Business

- A. Hardship considerations to be entered into minutes [action item] Shani motions to approve, Tania seconds
  - 1. Lot 454. First time late fee removal due to hardship; vote taken via text. Late fee removed and payment plan established to be paid in full by Nov. 30
  - 2. Lot 169. First time late fee removal due to hardship; vote taken via email. Late fee removed and 2nd half dues and lien fee to be paid via e-invoice
- B. Set board nomination form and schedule for submission [Action Item] Anthony motions to approve, Rob seconds.
  - 1. Draft nomination form sets Dec. 1-15 as nomination period and Dec. 27th-29th as voting period if more than 9 nomination forms are submitted
  - 2. Draft ballot (if needed) will be mailed if necessary
- C. Set 2024 assessment schedule (see 3.A.1.) [Action Item]
  - 1. Financial committee recommendation is an increase of approx 10% (Pond lot \$564, NonPond lot \$445)
  - 2. Pros: accounts for the 3% increase in the landscape and lawn care budget; provides for doubling the utilities budget as the last six months has indicated; allows for aligning reserve fund contributions with accurate use of life and cost projections; allows for capital improvement contributions to address trees and bank work around phase 3 ponds, lighting and irrigation at Sandy Bay entrance, and other improvements as suggested by resident polling
  - 3. Cons: dues were increased last year by 8%; not increasing will require extreme measures to keep utility costs within the budget; not increasing would limit the reserve fund contributions when we know the current volunteer study already has shortfalls
  - 4. Update bylaws assessment policy to align with 2024 assessments
  - 5. Rob motions to approve increase per the financial committee's suggestion, Derek seconds, Tania, Shani, Amy, Anthony, Donny also vote in the affirmative.
- D. Formal reserve study- Financial committee recommendation is to create a 2024 budget item and hire Reserve Data Analysis at an approximate cost of \$2480 [action item]
  - 1. Discussion: current study is fairly thorough; cost of replacing roundabout structure severely underestimated, breaker panel replacement not accounted for, and, with projected replacements in the next two years, would require

depleting all savings by 2025; would prefer a professional who deals with HOA reserves on a daily basis to evaluate and provide guidance on reserve fund contributions to minimize future shortfalls and special assessments for replacing assets as they reach their maximum use life; those familiar with the commons area should be able to make predictions about use life through contracted maintenance services—there might not be anything else that a professional would add.

2. Derek motions to recommend the 2024 budget (set by 2024 board members), include a line item for formal review study with site visit. Shani seconds. Anthony will offer dissenting opinion at January meeting to make sure the topic is looked at from all angles before investing the \$2480.

- E. Louisiana Secretary of State report comes due in December, but there is ample grace period to file after 2024 officers are elected

## 6. Committee Reports

### A. ACC

#### 1. New Submissions

- a. [REDACTED] - Pool Installation along with French Drain Installation. Neighbor approval for variance to setback received.

#### 2. Under Review

- a. [REDACTED] – Ample catch basins were not included in initial drainage done without ACC approval, and resident was asked to add a side catch basin to account for setback encroachments. Resident submitted closeup picture of a catch basin and was asked for a wider picture to indicate where the catch basin is installed in relation to the pool and side fence. Update: 11/25 - Picture of basin provided. Late fees are suspended. Collection of administrative costs in the process.

### B. Capital Improvements- Derek

1. Lighting and Irrigation for Sandy Bay Entrance will be the next project since these were not planned in the original development of the entrance area; awaiting developer completion of entrance sign and landscaping
2. Purchased four new holiday decorations for Sandy Bay entrance; one was stolen on the second day so remaining will be placed in a more centralized location until houses and entrance sign are fully built out

### C. Commons Areas- Anthony

1. Repair of main water line at Birchview entrance; \$1000 remaining in sprinkler line item; if needed will pull funds from reserve
2. Nutria trapping has started at common area ponds; will continue for several weeks
3. Main panel replacement at fountain #1; not accounted for in reserve fund considerations

### D. Communications- Amy

1. Board nomination forms will be sent via email as well as mailed to homeowners with rental property
2. December newsletter topics - Include updates for Christmas social, YOM Christmas spotlight, nutria trap reminder, annual assessments

#### E. Socials- Shani

1. Christmas Passport Event on Saturday, December 9
2. Sections - some still need leaders
  - Candy Cane Forest (candy cane activity) - Amy & Nicole
  - Gingerbread Village (gingerbread cookies) - Mandi Hendee & Elves
  - Winter Wonderland (hot chocolate) - Birchview Cul de Sac
  - Santa's Workshop (reindeer food)
  - Whoville (Santa & Grinch pictures)- Donny & Derek
  - Toyland (ornament craft)
3. To do this week: revise passport and have printed at Office Depot (QR code revise), check storage for supplies and distribute to leaders,
4. Santa is confirmed for pictures, Mrs. Claus may or may not be there; Grinch is confirmed
6. Add reminder to newsletter email with info for event

#### F. Welcome Committee- Amy

1. 7 new packets for November total of 78 for 2023

#### G. Violations-

1. Consideration for street parking during holidays

7. Adjourn- Rob motions to adjourn, Anthony seconds
8. Schedule next board meeting- Derek will send a Doodle poll for December after the 12th to review nomination forms and determine if vote is needed.