



**Cypress Meadows Subdivision  
Homeowners Association**

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**Meeting Information**

**Meeting:** Board Meeting  
**Date:** Jan 8, 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

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**Agenda**

1. Open Meeting
2. Approve minutes December 20, 2023 [action item] Shani motions to accept, Derek seconds
3. 2023 Secretary/Treasurer Report: EOY Budget report; 30/70 rollover; Amy and Stephenie will finalize over the next week
4. Election of 2024 Officers- Derek nominated for president, Amy nominated secretary/treasurer  
Derek motions to have bookkeeper file 2024 annual business report with Sec. of State, Shani seconds. Appointment of committee chairs for 2024:  
ACC- Rob Teal  
Capital Improvements- Derek  
Commons- Anthony  
Socials- Shani & Tania  
YOM- Donny
5. Old Business:
  - A. Birchview Roundabout- open bid window January 12-26; Amy to contact Financial Committee
6. New Business
  - A. 2024 Budget- review and discussion of line items. Due to consistent record of timely payments, the net income will be based on a 93% collectible income. Anthony motions to approve budget, Tania seconds
  - B. Publishing of budget on website discussion; financial documents are private to members of the association, until such a time that a password protected document file can be made available to homeowners, board will continue to mail out budget annually and distribute quarterly updates at open HOA meetings
  - C. Annual Report Letter - to be finalized with bookkeeper when 2023 is closed out

D. Reserve Study- Anthony motions to approve funds for formal study, Derek seconds

7. Committee Reports

A. ACC

1. New Submissions
  - a. NONE
2. Under Review- N/A

B. Capital Improvements- Derek

1. Tree planting- Ponds along Sandy Bay and the Larriviere lateral pond. Quote provided by Cane Row Landscaping. Next steps include development of scope of work and moving to financial committee
2. Lighting and Landscaping at Sandy Bay- \$13176 rolled over from 2023 for this project; still waiting on developer to finish sign and landscape install

C. Commons Areas- Anthony

1. Maintenance contract for nutria abatement is underway.
2. RCI contract renewal was activated at 3% increase

D. Communications- Amy

1. Common Area Reservation response template and scheduled reminders added to Common Area Reservation Policy in Bylaws. Shani motions to approve Bylaws adjustment, Derek seconds

E. Socials- Shani

1. Will have "Plan Ahead" ready for open meeting at end of month
  - a. Easter Social and Spring Vendor Pop-Up: Saturday, March 23
  - b. Kids Fishing Tournament: April? (look at opening day for baseball)
  - c. Spring Garage Sale: April/May
  - d. Bubble Bus Back to School Bash: August (look at first days of school)
  - e. Fall Garage Sale: October
  - f. Halloween Social and Fall Vendor Pop-Up: Saturday, October 26
  - g. Christmas Social: Saturday, December 7
  - h. Could add another event - add in Family Fun Fest (could be at the end of school but may be hot); or beef up other events

F. Welcome Committee- Amy

1. 87 packets for 2023; will review contents and update social calendar for February distribution

G. Violations- trailer parked in driveway over six months now receiving weekly violations

8. Adjourn- Derek motions and Rob seconds

9. Schedule next board meeting- Open meeting Jan 25 at Broussard Community Center