**Cypress Point HOA Board Meeting**

**September 7, 2016**

**Roll Call – Quorum**

The Cypress Point HOA Board of Directors meeting was held on Wednesday, September 7, 2016, at the home of Brenda Williams and Nick Felton, 8582 E. Cypress Point Court, Baton Rouge, LA. A quorum of directors was present. In attendance were Andrea Cassidy, Rosemary Bickford, Silvia Carboni, Sidney Vallon, Whitney Jordan, and Brenda Williams.

The meeting was called to order at 6:01 p.m. by B. Williams.

**Approval of Minutes**

A motion was made by R. Bickford to approve with multiple corrections the minutes from the Board of Directors meeting held on August 3, 2016. W. Jordan seconded the motion and all were in favor. Corrections to the minutes will be made by B. Williams and forwarded to K. Gutierrez for recording.

**New Business**

**Email**

An email was received from previous owners of 8658 stating that after selling their home in October 2014 they have tried on multiple occasions to have the billing for monthly dues transferred to the new owner. The owner summary provided to the board by Lewis Companies shows that a lien has been filed against this property. B. Williams will contact Valerie to discuss the removal of the lien. The Board feels the cost of the removal and the outstanding dues should be covered by Lewis Companies. Also, the Board wants a copy of the ledger for this account covering the last two years.

**Old Business**

**Fence at 8535**

It is not clear to the Board if a letter with the requirements of the Board discussed at the August meeting was sent to the owner. If it was not, it needs to be sent immediately. B. Williams will contact K. Gutierrez.

**Architectural Control Committee**

There was discussion concerning the formation of an Architectural Control Committee to deal with situations like the one mentioned above. S. Vallon volunteered to head the committee. She will obtain paint samples to use as approved colors for fences. Additional members will be added to the committee at a later date.

**8566**

Neglect of the house and yard at this address are obvious and there have been complaints from the neighbors. K. Gutierrez will send a letter to the owner addressing the necessity to 1) pick up after the dog, 2) replace the screen and 3) power wash the exterior of the house.

**Missing Siding--Townhouses**

The owners were given until September 1, 2016, to have the siding replaced or the HOA would have the work done and bill the owners. Work should be scheduled if the owners have not complied with our request.

**Post Office**

It was reported to K. Gutierrez that the Post Office does not give refunds and they cannot do anything except talk to the branch about improving service. The Board agreed that a letter of complaint should be sent to our Congressman and B. Williams will work on it.

**Bylaws Committee**

The Bylaws Committee has completed the proposed Restrictions and Bylaws. The Board will receive copies of the documents prior to a special meeting of the Board of Directors on Monday, September 19, 2016, at 6:00. If the full Board approves the documents, copies will be mailed to each owner for review prior to the annual meeting. R. Bickford will create a synopsis of the changes which will be included in the mailing.

**Annual Meeting**

There was a discussion about the voting process for the annual meeting. As members sign in for the meeting, they will be issued a card to hold up when voting takes place. This will ensure that the votes are counted correctly.

All members of the current board are interested in continuing to serve. There is one empty seat which can be filled. This information needs to be included in the meeting packet so if anyone is interested in joining the board they can submit their names for the ballot. Nominations will still be taken from the floor.

**Financials**

Due to the meeting being held so early in the month and preceded by a holiday, hardly anything had been posted to the financials which made it difficult to review. There was discussion of holding our meetings later in the month in order to have a clearer picture. This will be implemented at the beginning of 2017. The Board is still concerned that statements are not being sent to owners who have balances. B. Williams called about her account and was told that a payment was not received in December 2015, yet she has never received a statement.

**Next Meeting**

The next regular meeting of the board will be held on Thursday, October 6, 2016, at the home of Brenda Williams at 6:00 p.m.

**Adjournment**

There being no further business, a motion to adjourn was made by A. Cassidy and seconded by R. Bickford at 8:15 p.m.