

CYPRESS HEAD MASTER HOA, INC.  
C/O TOUT MANAGEMENT, LLC.  
1326 S. RIDGEWOOD AVENUE, SUITE 14  
DAYTONA BEACH, FL 32114

**BOARD OF DIRECTORS MEETING MINUTES**  
SEPTEMBER 17, 2024 – 6:00PM

**CALL TO ORDER/DETERMINATION OF QUORUM:** The meeting was called to order at 6:01PM by President J. Taylor. The quorum was established by the presence of: Jane Taylor, President, Tom Campion, Vice President, Mitch Pietras, Treasurer, Kevin Walters, Secretary, and Directors Rich Lee and Keith Saunders. Those present rose for the Pledge of Allegiance.

**RESIDENT PARTICIPATION:**

- 1231 SK: Inquired regarding cleaning of entrance sidewalks (on the agenda) due to potential safety concerns. The city owned sidewalks are not the responsibility of the HOA, however, due to the concerns, they are being cleaned 9/26/2024.
- 1168 SK: Concerns regarding Lake 19 (on agenda) due to various growth if algae & vegetation growth. The site is being treated by Solitude and monitored weekly by Management and K. Walters. Due to the large amount of rain in the area, limits on the frequency of chemical treatments permitted by law, and the storm drain issue just discovered, it is taking longer to resolve. The storm drain work that should be approved later in the meeting has a specific plan for clearing out of the area to allow for better flow. The combination of all the above should yield positive results.

**APPROVAL OF AGENDA:** Motion made by K. Walters, seconded by T. Campion, to approve the agenda as presented; motion carried.

**READING OF MINUTES:** Motion made by M. Pietras, seconded by K. Saunders, to waive the reading & approve minutes from the 8/14/24 Board Meeting & Budget Workshop; motion carried.

**STATUS OF ACCOUNTS:**

- **TREASURERS REPORT:** Written report provided (attached) by M. Pietras and written balance sheet showing total reserve and operating balance(s) of \$1,111,324.06. Detailed report provided of CDs showing all rates, amounts, and maturity dates. Customer balance summary provided showing all delinquent account(s) along with balance sheet. Motion made by T. Campion, seconded by K. Walters, to approve the financials as presented; motion carried.

**ASSOCIATION MANAGEMENT REPORT:** Management provided verbal overview of pending/completed tasks from August meeting.

**UNFINISHED BUSINESS:**

- **LANDSCAPING:** Contract renewal completed as outlined in minutes from 8/14/24 meeting. Regular on-site meetings are continuing with Verdego & everything is progressing smoothly.
- **STORM DRAINS:**
  - o **REPAIRS – CRYSTAL CREEK REPAIRS:** Completed.
  - o **CITY REPAIRS:** Was sent to the city & acknowledgement received. Management will continue to monitor and report accordingly.

- o NEW – CONDITION OF LAKE 19: Discussed under resident participation, proposal provided by C&C Enterprises to complete the necessary storm drain work in the area to help with the flow of the lake. Between the storm drain work needed & on-going treatments by Solitude, significant improvement is expected. Management will continue to monitor.
- o NEW – C&C PROPOSALS: C&C Enterprises provided a proposal to complete the necessary repairs to multiple storms drain structures throughout some of the lakes within the community that are owned by the association. Every proposal was verbally presented & reviewed in terms of scope and costs. Motion made by K. Saunders, seconded by K. Walters, to approve all repairs as presented in proposal; motion carried. Management to coordinate project flow and ensure any areas of concern get addressed first, then lake 19, and then remaining items.
- ARC COMPLIANCE – UPDATE, IF ANY: Management and work group need to schedule a meeting to discuss the matter further and determine next steps.
- FOUNTAIN – UPDATE, IF ANY: M. Keesee absent but provided written update for the board. The power source in mind is at full capacity, and alternative options are prohibitive in terms of costs. Board to potentially consider a different lake in the future that may not have as many expenses for establishment.

## **NEW BUSINESS:**

- PRESSURE WASHING OF ENTRY SIDEWALKS: Discussed also in resident participation section the matter continued regarding management not proceeding immediately with the work. Management did not proceed due to the question of payment for services for a matter not directly in the responsibility of the HOA, since HOA does not own sidewalks. Additionally, other board members had the same question, which caused the delay in the work being scheduled for completion. Since this has been an on-going matter within the community over the years, it was suggested that the sidewalks get inspected and cleaned every six months if needed. Since association may be paying for something that doesn't fall directly within our responsibility for maintenance, but more for safety & protection of residents which is a responsibility, a motion was made by K. Walters, seconded by K. Saunders to approve the proposal from Aways on Time Power Washing for \$495.00 & ask them to inspect & clean every 6 months, if needed; motion carried. Management to coordinate.
- FL STATUTE CHANGES/TOUT ACTION ITEMS: Management re-provided the action items from the HOA Statute changes that went into effect 7/1/2024. Everything was provided for review & further discussion and decision making, all based on required deadlines set forth in the statutes. Management will follow up with the board on incoming items, with deadlines set forth for completion and compliance.
- 2025 PROPOSED BUDGET WORKSHEET: The follow up notes from the 2025 proposed budget worksheet provided for review and discussion. Nearly all contract costs are increasing in the new year, and this can have an impact on the operational increases and reserve allocations. The association has a pooled reserve method & due to the interest being earned, it has allowed for additional reserve funds to be earned. The earnings from the interest allow for the increases from the vendors to be manageable with the current operational budget, as it will offset what does not go into reserves from operating. This allows for the dues to remain at \$135.00 quarterly for one more year, with less being directed to reserves, but due to incoming & on-going interest being earned from reserve investments. A thorough and annual review of the reserve was completed by CPA. A motion was by K. Walters, seconded by K. Saunders, made to present the proposed budget at \$135.00 per quarter to be mailed & voted on by the board at the 10/15/24 Board Meeting; motion carried.

## **COMMITTEE REPORTS:**

- ARC: Nothing to report. Wishing the best to T. Demonte.
- WELCOME: New Chairperson, C. Hood, to visit clubhouse and discuss innovative ideas/plans with management.
- NEWSLETTER: Working on next issue.
- SOCIAL: Recent event was highly successful.
- CLUBHOUSE RENTALS: Averaging 2-3 per month.
- GRANNYS ATTIC: Actively being used by residents. Appreciation given by M. Pietras.
- ANNUAL GARAGE SALE: Scheduled for 11/9/24. Signs will be displayed soon to draw more interest.
- TENNIS/PICKLEBALL COURTS: Management seeking proposals to clean courts.

## **RESIDENT PARTICIPATION:**

- See above.

## **BOARD MEMBER REMARKS:**

- K. Saunders requesting another version of Customer Balance Summary/Collection reporting listing owner names & addresses, management to send via email. No other board members would like to receive these additional emails as they feel the current report is sufficient.
- R. Lee commented regarding the weather conditions & impacts on all lawns. Association asking everyone to be patient as the community does their best to keep up with the extra attention needed to lawns. Additionally, it is a “super chinch bug” season, which makes it even more challenging.
- J. Taylor reported that there had been concerns about the shallowness of certain ponds on Crystal Creek. Discussion occurred and it was determined that the board/management will monitor the area after multiple heavy rainstorms & determine next steps, if any.
- M. Pietras reported leaning sign to management at PC & CSP. Recently, after an event, it was noticed that the microphone was damaged. M. Pietras was able to get it working but concerned about it happening again and potential costs. He suggested that a sign-in sheet be created to track usage, etc. should anything happen again in the future. Management to coordinate.

**ADJOURNMENT:** Motion made by R. Lee, seconded by T. Campion, to adjourn the meeting at 7:25PM; motion carried.

**NEXT MEETING:** OCTOBER 15, 2024 – 6PM – COMMUNITY CLUBHOUSE – BOARD & 2025 BUDGET ADOPTION MEETING