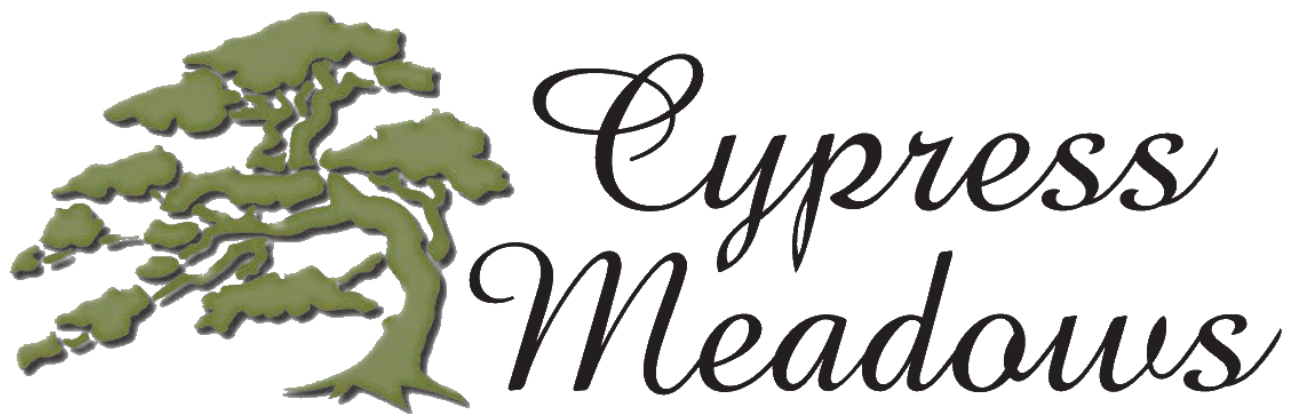




Cypress Meadows

By-Laws

Board of Directors Standard Operating
Procedures

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Authority

The Cypress Meadows Board of Directors exists and operates under the authority of the Articles of Incorporation and Restrictive Covenants filed on December 22, 2011.

The board shall consist of no fewer than one and no more than nine members, as amended in the Articles of Incorporation on January 26, 2022. Members shall serve a term of one year. If a member is unable to complete a term, the remaining board may appoint an association member to fill the term or leave it vacant until the next board election.

Prospective and current members of the board shall not be in violation of any of the covenants or in arrears on any fines or dues owed to the association.

Members are required to uphold the covenants as they are prescribed and filed. Failure to uphold covenants will result in removal from the board.

Members of the general association may be appointed as subcommittee members and may be called upon for advisement in some scenarios where the general association member's area of expertise is needed.

Members are required to sign and hold to the Confidentiality Agreement, which is binding both during and after board membership is terminated. At all costs, confidentiality of general association members who report violations committed by other general association members shall be protected and kept in strictest confidence.

In accordance with ARTICLE XI of the Articles of Incorporation, the Board of Directors shall have authority to make and amend by-laws, and the initial by-laws of the Association shall be adopted by the initial Board of Directors. Thereafter, the Board of Directors shall have continuing authority to make and amend bylaws, subject to the power of the members of this Association to amend or repeal any bylaws so made.

These By-Laws of the Board of Directors may be amended with a unanimous vote by the standing board and submitted for review at the next Open HOA meeting.

Articles of Incorporation

Electronic link available at: <https://tinyurl.com/wjhaee6y>

Covenants

Electronic link available at: <https://tinyurl.com/bbasff6s>

Covenant Amendments

Electronic link available at <https://tinyurl.com/23m3389j>

Conveyances

Electronic link available at <https://tinyurl.com/v8ca668w>

Contact Information for Board

Name and Contact Info	Committees Served On
Chris Andrus 103 Old Road chris.andrus@cypressmeadowssubdivision.com candru98@yahoo.com 337.445.9338	Commons
Amy Deslattes 129 Cane Creek amy.deslattes@cypressmeadowssubdivision.com nadeslattes@yahoo.com 985-519-5222	Communications ACC
Derek Evans 406 Sandy Bay derek.evans@cypressmeadowssubdivision.com devans101178@gmail.com 337-552-6212	ACC
Margi Liberty 402 Sunshine Rise margi.liberty@cypressmeadowssubdivision.com margilib@yahoo.com 760.484.3476	Yard of the Month, Financials
Shani Merchant 612 Birchview shani.merchant@cypressmeadowssubdivision.com shanimerch@gmail.com 337-380-7375	Socials
Tania Mitchell 417 Birchview tania.mitchell@cypressmeadowssubdivision.com tania@blueline.cc 337-277-4892	Socials
Anthony Rogers 105 Autumnbrook anthony.rogers@cypressmeadowssubdivision.com sgtarogers@gmail.com 337-322-1562	Commons Areas

Rob Teal 413 Birchview rob.teal@cypressmeadowssubdivision.com rob_teal_gcec@outlook.com 337-515-8673	ACC
Seth Plaisance 101 Gentle Island seth.plaisance@cypressmeadowssubdivision.com sethmp43@gmail.com 985-859-0234	Capital Improvement, Commons

Past Board Members

Name and Contact Info	Committees Served On	Years Served Unless month indicated, term was full calendar year
Kevin Blackwell 131 Cane Creek kblackwell@precisionsolidscontrol.com 	Commons, Violations	2018
Amy Deslattes 129 Cane Creek Dr. nadeslattes@yahoo.com 	Communication, Socials, ACC	2015-2018
Amanda Duplantis 312 Misty Wind amandaduplantis@yahoo.com 	Violations	Sept 2020- Dec 2020
Trish Fontenot 400 Sunshine Rise triciafontenot74@gmail.com 	Financials	August-December 2024
Ryan Gomez 121 Cane Creek rmgomez22@yahoo.com 	ACC Capital Improvements	2021-July 2022
Marcus Harris 106 Turnmill Dr. mlh3794@yahoo.com	Violations, ACC	2015-2018

[REDACTED]		
Wayne Hebert 104 Silverwood wayne.hebert@gmail.com [REDACTED]	ACC, Communications	2019-June 2020
David Kaplan 507 Easy Rock Landing dkaplan002@gmail.com [REDACTED]	ACC, Socials	Sept. 2019- May 2021
Brandon LeBeouf 103 Majestic Oaks Email [REDACTED]	Violations	Sept 2020- Dec 2020
Louvy LeJeune 101 Silverwood Dr. llejeune01@gmail.com [REDACTED]	ACC, Violations	2017
Ryan LeMaire 405 Old Road ryan.lemaire@gmail.com [REDACTED]	Financials, ACC	Sept. 2019- Feb. 2020
Jeff McLam 121 Turnmill Drive jeff.mclam@gmail.com [REDACTED]	Financials Capital Improvements	2021-2022
Tim Lovell 501 Birchview Dr. tim.lovell@ioenterprisesllc.com [REDACTED]	ACC, Violations	2015-2016
Jarod Moore 603 Birchview Dr jmo6989@gmail.com [REDACTED]	Commons, Violations	2015-2016
Donald Richard 305 Old Cypress donsfauxbois@gmail.com [REDACTED]	Yard of the Month, Socials	May 2022-2024
Erin Romero 120 Cane Creek	Socials	July 2021-March 2022

erinromero05@yahoo.com [REDACTED]		
Felicia Savoie 100 Silverwood Dr. nfsavoie@cox.net [REDACTED]	Commons, Violations	Nov. 2016- June 2020
Bobby Vannoy 607 Birchview Dr Duckless9@yahoo.com [REDACTED]	Commons, Violations	2015-2018
Ryan Wilkins 639 Easy Rock Landing ryan@wilkinsworkwear.com [REDACTED]	Commons Areas ACC	2019-2021

Role of Board Members

The purpose for which the board is organized is to provide maintenance , preservation, control and improvement of the lots, common areas and rights, title and interests. (See Articles pg1)

Board of Directors Duties: participation is required as follows:

1. Attend monthly board meetings, special meetings, and open HOA meetings.
2. Active involvement in projects and board decisions.
3. Sign the standard confidentiality agreement.
4. Chair one committee and participate in at least one other. Committees are as follows:
 - a. Violations
 - b. Architectural Control
 - c. Common Areas
 - d. Socials
 - e. Communications- Emails, Website
 - f. Capital Improvements
 - g. Finance Committee
 - h. Yard of Month
 - i. Welcome Committee

Members of the Board may be dismissed for the following reasons:

1. Lack of participation

2. Breach of Confidentiality/Ethics Agreement
3. Moving from the neighborhood.

- The board must include a minimum of one director and no more than nine . Additionally, each year the board must nominate a President and Secretary/Treasurer appointed and registered with the Secretary of State.

(See Articles Section VIII)

President Duties:

1. Set monthly board meeting dates, prepare agenda, and monitor meetings.
2. Set special session HOA meetings, prepare agenda and oversee the open HOA meetings
3. Serve/sign all legal documents including bank account, taxes, and any other records required by the Secretary of the State, including filing an annual report with the Secretary of State
4. Oversee HOA email accounts
5. Oversee all neighborhood projects

Secretary Duties:

1. Compile minutes and voting log for all meetings.
 - A. Provide copies to BOD within 7 days.
 - B. Once minutes from previous board meeting have been reviewed and approved, post to website within 7 days.
2. Serve/sign all legal documents requiring more than president's signature.

Treasurer Duties:

1. Oversee financial accounting
2. Serve as first point of contact with firm contracted to assess and collect fees on behalf of the board of directors.i

3. Ensure that all expenditures are approved by a quorum
4. Ensure that Board Debit Card purchases receive prior approval from treasurer and emailed receipts are sent to billing within 24 hours of any purchase

Offices may be combined; See Articles of Incorporation Section VIII

CYPRESS MEADOWS SUBDIVISION HOMEOWNERS ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

CODE OF ETHICS & CONFIDENTIALITY AGREEMENT FOR THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of Cypress Meadows Subdivision Homeowners Association, Inc. (CMSHAI) has the authority and the responsibility to make decisions for the entire community, and,

WHEREAS, the leaders of CMSHAI are responsible to set a standard and tone for behavior that is conducive to the best interest of the entire community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of CMSHAI, hereby adopts the following Code of Ethics for its members. The objective of this code is to ensure that members maintain a high standard of ethical conduct in the performance of the Association's business and ensure that the residents maintain confidence in and respect for their Board of Directors. Therefore:

1. Board members shall conduct open and well-publicized elections, which are in accordance with the articles of incorporation, restrictive covenants, and any other statutes required in the State of Louisiana.
2. The Board members will agree to abide by the CMSHAI Board Bylaws, as well as policies established for revising bylaws in accordance with articles of incorporation, restrictive covenants, and any other statutes required in the State of Louisiana.
3. The Board of Directors will strive at all times to serve the best interests of CMSHAI as a whole, regardless of a Board member's personal interest. Members will take into consideration all available information, circumstances, resources, points of view, and thereby make decisions designed to enhance and protect Cypress Meadows property values.
4. No Board member shall solicit or accept, directly or indirectly, anything of monetary value from a person seeking to obtain or continue contractual or other business or financial relations with the CMSHAI. A Board member should disclose personal or professional relationships with anyone who is seeking a business relationship or favor from CMSHAI or the Board of Directors.
5. The Board member will act within the boundaries of their authority as defined by law and the governing documents of the association. Additionally, a Board member shall not advocate or support any action or activity that violates a law or regulatory requirement.
6. No contributions will be made to any political parties or political candidates on behalf of CMSHAI.
7. No Board member shall use unprofessional language in conducting the Board's business, or make personal attacks and defame any colleague, employee, or resident of the community, nor should any board member willfully misrepresent facts to the residents of the community. Further, no board member will harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
8. Board members should voluntarily dedicate their time and resources in an effort to maintain and improve the quality and property value of Cypress Meadows Subdivision Homeowners Association, Inc., and should never relay information from any discussions or meetings in a derogatory manner or speak of or portray any other board member in a defamatory way.
9. No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through the President of the Board or be in accordance with a specific policy.

10. Board members shall respect the authority of the Board of Directors by not undermining majority actions and enacted policy.
11. Board members should provide opportunities for residents to comment on decisions facing the association.
12. No Board member will use their positions or decision-making authority for personal gain or to seek an advantage over another owner or non-owner resident.
13. Through this Agreement, the board member agrees and acknowledges that during the course of his/her service on the Board, he/she shall have access to and be entrusted with certain confidential and non-public information concerning CMSHAI. The board member shall not allow confidential information to be divulged, communicated, or disclosed in any manner, directly or indirectly, to any third party, unless approved in writing in advance by the CMSHAI. Such confidential and non-public information may include but are not limited to sources of evidence, i.e. photographs, testimony, etc., of potential violations of residents, discussions and records of votes on ACC requests or potential violations of residents, any bank account or credit card account numbers, bank account or payment records of any residents, or the delinquent accounts or liens of any residents.
14. The board member is free to discuss the results of any Board action items as they are reported out in the approved minutes of a meeting. However, he/she is prohibited from disclosing any information concerning the discussion of such items in relation to other board members' stated opinions regarding the discussion. Communications held by board members outside of the board meetings, with other board members, while acting in connection with their authorized role as board member, and in relation to items of concern for the board, shall be recognized as confidential. These methods of communication shall include email, text, and phone communication.

Violation of the Code of Ethics:

Violations of this Code of Ethics should be submitted in writing to the Board President (or Secretary if it regards the President). An Executive Session will be called as soon as reasonably possible to discuss the allegations. In such a case, the accused will have the option of a hearing with the Board in order to present all relevant facts in support of their case.

Any Board member found to have violated this code will be instructed by their peers to refrain from future unethical conduct and they must agree to do so in writing. The Board of Directors may consider additional sanctions within the scope of the board's written authority.

Through this Agreement, the Member agrees and acknowledges that Breach of this Agreement shall be determined by a majority vote of the Members and in accordance with Article VII of the Articles of Incorporation, dated December 22, 2011. A vote to remove the breaching member from the Board may be made by the Board or by a majority vote of the Members.

Code of Ethics and Confidentiality – Acknowledgement

I hereby acknowledge that I have read this document, and as a condition of serving as a Director of Cypress Meadows Subdivision Homeowners Association, Inc. or standing for election thereto, I acknowledge that I intend to be bound by the CMSHA code.

Board Member Signature

Date _____

Printed Name

Witness Signature

Date _____

Printed Name

Conducting Board Meetings

Monthly Board Meetings

Board meetings should be held monthly to discuss pertinent issues, vote on action items, document board decisions, and review committee reports. The following guidelines will help to establish consistency and transparency of meetings.

- Agendas should be prepared in advance of the meeting and shared for input from BoD members.
- Standard rules of order should be followed.
 - Meetings should be in person when appropriate; virtual meetings can be held when necessary
 - President presides over the meeting and follows the stated agenda order.
 - New items should be presented for discussion in advance of taking action, preferably in prior month.
 - Committee chairs should report out on prior month activity and upcoming actions.
 - Committee reports should provide budget line item updates as they apply to current spending
 - Action items require a majority of attending board members to vote in approval of the item and are recorded as motions and seconds to motions in minutes.
 - A quorum of 50% +1 or more members in attendance at a meeting, either in person or virtually, is needed for any action items to be voted on (4 of 6, 4 of 7, 5 of 8, 5 of 9, etc.).
- Minutes should be taken by the secretary and shared with BoD within 7 days for notes on revision.
- Minutes should be finalized and accepted at the next BoD meeting and posted to the HOA website within 2 days of approval.

Open HOA Meetings

There are two types of Open HOA Meetings, the Annual Financial Meeting and other quarterly HOA Meetings.

Annual Financial Meeting requires physical mail out of meeting date, time, agenda, and annual budget. State law requires an annual financial accounting of funds and also requires official notice of meetings via USPS mail. Other information may be presented at an annual financial meeting.

Quarterly Open HOA Meetings are generally information giving/receiving meetings and do not require physical mail out of meeting information UNLESS the meeting is being held for association members to vote on an action item. In this case, the quarterly meeting is no longer an information meeting, but is a Special Meeting and falls under state guidelines for meeting notice. Action Items should follow BoD procedures for motions, seconds of motions, and call for vote. See covenants regarding meeting attendance and voting percentages needed to pass a motion at a Special Meeting.

Annual Elections

Elections for board positions shall be held annually to coincide with end of the year and budget preparations for the next year. Recognizing that different scenarios may override ability for all conceived voting situations, the board shall establish an agreed upon process that meets the required voting components prior to distributing nomination forms and adopt that process into amendments of these Bylaws.

Required Process:

1. Self-nomination process; prospective candidates must be homeowners within the subdivision and be in good standing with the association (current on dues, no outstanding fines or unrectified violations).
2. Notification of open nominations, voting process, and voting dates must be advertised via mail to meet Louisiana statutes for non-profit and corporation boards.
3. Voting is considered a special meeting and must be advertised according to all state statutes; regular business does not need to occur at the special meeting, and the meeting may be closed immediately following ballot submission.
4. Candidacy statements for candidates will be printed on ballots.
5. All shareholders must be allowed to vote; dues, violations, liens cannot remove a homeowner's right to cast a vote.
6. Verification of legal home ownership is required. Renters are not allowed to vote unless they have written verification of proxy vote from the legal homeowner. Electronic voting is discouraged unless ownership can be verified and integrity of each individual ballot be protected.
7. Only one vote may be submitted per lot. In cases where a homeowner owns multiple lots which are recognized by the Association as a composite lot, that owner will only be allowed to cast one vote for the composite lot.

Special situations:

1. In the case where a self-nominated candidate withdraws before voting begins, their name will be removed from the ballot prior to ballots being cast.
2. In the case where a self-nominated candidate withdraws after voting has begun but before voting ends, any votes cast in that candidate's favor will not be counted.
3. In the case where a self-nominated candidate withdraws after voting has ended, it is considered an empty seat and the board may appoint someone to fill the seat.

Committees

The following committees are hereby established by this document and/or previous board action:

1. Architectural Control Committee
2. Capital Improvements Committee
3. Common Areas Committee
4. Communications Committee
5. Financial Committee
6. Social Committee
7. Violations Committee
8. Welcome Committee
9. Yard of the Month

Each committee shall be chaired by an elected board member or volunteer association member who agrees to follow committee duties, policies, and procedures as indicated in this document. Committees that are applicable to budgetary restrictions or have flexible spending within the annual adopted budget shall be chaired by an elected board member who assumes fiscal responsibility. Applicable committees at this time are Capital Improvements, Financials, and Socials.

Committees who oversee pre-negotiated contracts or adherence to covenant guidelines may be chaired by a volunteer association member, with the caveat that any monetary decisions for such committee be determined by the Board of Directors (i.e., Common Areas Committee has a pre-negotiated annual contract approved by the board but the service of common areas may be overseen by a volunteer chair). Applicable committees at this time are ACC, Common Areas, and Violations.

Committee designations and duties are listed on subsequent pages.

Architectural Control Committee

Policies and Procedures

In accordance with Restrictive Covenants Articles 4 and 5, the Architectural Control Committee shall oversee all requests for improvement of any lot and respond to resident requests within 14 days of an ACC submission. Duties of the Architectural Control Committee shall be:

5.02 Committee Duties and Authority.

- A. The Architectural Control Committee shall approve, disapprove, or require modification of Plans and Specifications for improvements in the subdivision.
- B. The Architectural Control Committee shall review and inspect construction and other improvements in the subdivision to assure general adherence to approved Plans and Specifications.
- C. The Architectural Control Committee shall strive to aesthetically control the spacing and orientation of dwelling units, buildings, and other Improvements, especially in relation to front, side and rear yard orientation.
- D. The Architectural Control Committee, in its discretion may grant variances in order to comply with the intent and spirit of these covenants.

The purpose of the ACC is to ensure that any and all improvements made to residences are done so in compliance with the Cypress Meadows Restrictive Covenants. This is to ensure that the beauty, integrity, and value of the subdivision as a whole is protected. For this reason, no improvement may be made without the prior notification and approval of the ACC. In extreme cases, variances may be granted but shall require the approval of the BOD. All records of approvals and denials shall be maintained by committee members.

ACC Responsibilities:

1. Be knowledgeable in all covenants and restrictions.
2. Acknowledge, review, and reply to all ACC requests within 14 days.
3. Bring request to BOD if compliance to covenants is not clear.
4. Report to Violations committee if homeowner does not comply with ACC's response to resident requests.

Requests

Residents are to be directed to www.cypressmeadowssubdivision.com to download the Architectural Request form. A fillable version is available via [this link](#). This must be filled out and emailed to acc@cypressmeadowssubdivision.com. No requests will be reviewed without the submission of an ACC form.

In order to provide guidance to residents as they plan their projects and submit requests, the ACC has created a series of FAQ documents that can be consulted prior to submitting an ACC request. FAQ documents are available via these hyperlinks:

- [Concealment Fences-Barriers](#)
- [French Drainage](#)

- Gutters
- In-Ground Pool
- Patio Covers
- Storage Sheds

Once approved, an ACC request is valid for six months from the date of approval, and any extension of that six month period, will need to be approved by the ACC. If, upon start of the project, any changes to the approved plan should be desired, a new ACC request must be submitted and the approval process will begin again. No changes to an existing ACC request will be allowed without prior approval of the ACC.

ACC Violations shall be handled in accordance with the following guidelines:

- A. If a resident constructs an improvement without prior consent of the ACC, a one time fine of \$200 shall immediately apply. The resident may follow the appeals policy to submit an ACC request and request removal of the fine.
- B. However, if the improvement is found to be in conflict with the Restrictive Covenants, the homeowner shall be required to make necessary changes to meet the requirements set forth in the Restrictive Covenants. At that point, the homeowner will be subject to the following fine schedule until the property is brought into compliance.
 - i. Homeowner shall have 30 days to resolve the violation.
 - ii. Day 31: \$200.00 fine shall be sent to the homeowner.
 - iii. Day 60: \$200.00 fine shall be sent to the homeowner.
 - iv. Day 90: \$200.00 fine will be assessed and a lien will be filed with the Lafayette Parish Courthouse if the fines have not been previously paid. If all fees are up to date, a letter will be sent to neighbors advising that improvements were made without ACC Committee approval and advising that any concerns should be civilly handled. Both the filing and removal fee shall be paid by the homeowner.

Appeals Policy –

Tier 1 Appeals are handled at the committee level according to the following:

- A resident may request a formal review of the ACC violation within 10 days of the invoice date, providing any further information the homeowner may want the committee to consider.
- The committee will send a response to the resident within seven (7) days of receiving an appeal.
- The committee's appeal decision will be presented to the board of directors to be entered into minutes at the next board meeting.

Tier 2 Appeals are handled at the board of directors level according to the following:

- A resident who has already submitted a Tier 1 Appeal and wishes to further appeal to the board of directors, must submit a written repeal request within 30 days of the Tier 1 Appeal decision.
- The board shall hold an executive session allowing the appeal of the resident to be heard. The board may establish rules/procedures for the appeal session regarding limits of time and number of participants.
- Within seven (7) days of the meeting, the Board shall send or deliver to the Lot owner a written decision regarding the appeal. Such determination shall be final.
- Should the appeal be denied, the fine associated with the violation shall be due immediately and subject to the scheduled late fee penalties listed above.
- Should the Lot Owner decide to withdraw their appeal or revise their request at any time during this process, they will notify the Secretary in writing.

Capital Improvements Committee

The purpose of the Capital Improvements committee is to oversee the bid collection process and groundwork needed before the board commits funding to improvement projects. The committee will seek input from residents for project ideas, but final decisions will be at the discretion of the board of directors, in alignment with budgeting priorities for the year.

Capital Improvements Committee Responsibilities:

1. Gather information from residents to establish a list of goals for future expansion of our development.
2. Research suggested improvements and establish a plan.
3. Work with the financial committee to establish a funding plan.
4. Work with vendors in preparation to facilitate bids.
5. Protect the integrity of existing structures, amenities, fences, etc.

Common Areas Committee

The purpose of the Common Areas Committee is to ensure that all common areas are maintained in a manner which meets or surpasses the standards set forth in the Restrictive Covenants regarding residents' individual landscaping requirements. This also includes any functional equipment such as fountains, lights, plumbing, etc.

Common Areas Committee Responsibilities:

Vendor Management-

1. Ensure vendors provide services as per contract
2. Researching new vendors when necessary
3. Collecting three bids minimum for new services
4. Review contracts at least every two years

Landscaping & Lawncare-

1. Work with Landscaper on all flowerbeds
 - a. Spring & Fall flower changes
 - b. Maintain functional irrigation
 - c. Maintain signage and lighting
2. Ensure proper grass cutting schedule
3. Replace dead plants
4. Maintain proper mulching around trees

Pond Maintenance-

1. Keep all fountains in working order.
2. Disable sprinkler systems and backflow preventers during hard freezes.
3. Maintain pond water quality and algae levels.

Communications Committee

The purpose of the Communications Committee is to ensure that all residents are continually up to date on neighborhood activities, projects, and upcoming events. All notices, emails, newsletters, etc must be approved by either the President or Secretary prior to release to the association membership.

Communications Committee Responsibilities:

1. Email
 - a. Prepare all emails for general HOA communication and seek approval of President for mail out.
 - b. Utilize the MailChimp account for monthly newsletters
2. Website
 - a. www.cypressmeadowssubdivision.com
3. Paperless Communications, except for legal requirements for annual meeting and financial update
4. Survey on website homepage for inputting resident contact info. Link is <https://us14.list-manage.com/subscribe?u=274ee8fc4b9b51da7b8a70f56&id=6d20582820>

Financial Committee

Purpose of the Financial Committee

The Committee will serve the Board of Directors (BoD) by collecting and reviewing information pertaining to HOA procedures, policies, capital investments, asset management, and fiscal needs as it pertains to the financial stability for the Association. The Committee is intended as a resource for the Board of Directors and the HOA Committees.

Authority of the Financial Committee

The Financial Committee shall be expected to provide the HOA with sound financial advice so that the Board and other Committees can make better decisions and be more efficient at meeting their goals. This Committee does not have the power to execute changes to the CC&Rs or Bi laws. This committee will not have access to any confidential information managed by the BoD, the ACC Committee, or the Violations Committee. All Financial Committee meetings shall be open to Board member visitation. Individuals from the General membership may be allowed to attend the committee meetings at the invitation of the Committee Chairman. Financial Committee meeting minutes shall be open to the general membership as requested.

Expectations

The Committee is expected to review and provide advice on the following items:

1. Complete a review of lot assessment adjustments once every year.
2. Complete a Reserve Study every three years.
3. Complete reviews and make recommendations of financial institutions upon request
4. of the BoD.
5. Complete a review of vendor bid processes and policy once a year.
6. Complete a review of lot assessment collection methods once a year.
7. Provide the BoD with policy options to strengthen the CC&Rs.
8. Assist the BoD with any request concerning the financial stability of the Association.

Meetings and membership

Membership to the committee shall be appointed by the Committee Chairman. The Board of Directors maintain the right to remove any committee member by majority vote of the Board. Eligibility to serve on the committee shall not be limited to HOA members. Meetings are to be held no less than four times a year. Meeting minutes shall be reported to the Association Secretary within 7 days of conclusion of a meeting.

Social Committee

The purpose of the Social Committee is to promote community relationships amongst Cypress Meadows residents. The committee is encouraged to promote resident participation in planning to foster relationship building amongst association members.

Social Committee Responsibilities:

1. Solicit donations when possible
2. Advertise via flyers on community Facebook and via direct email to residents
3. Review resident participation to make wise decisions regarding future socials
4. Socials suggested: Easter and Christmas
5. Maintain accurate financial records and receipts of spending for each social event and complete budget report following each event
6. Support resident fireworks display by sending emails but do not provide monetary support for insurance purposes.

Violations Committee

Policies and Procedures

The Purpose of the Violations Committee is to ensure resident compliance to the Cypress Meadows Restrictive Covenants. The committee shall operate in accordance with the policies and procedures listed herein.

Violation Anonymity:

1. Board members shall not disclose to residents who is on the Violation Committee or who submitted a violation or photo.
2. Violation Committee members shall not be required to handle disputes. These are to be scheduled within the next closed board meeting and to be handled by the BOD.
3. Residents' violation reports are to remain anonymous and should be directed to:
 - A. Violations@cypressmeadowssubdivision.com
 - B. Mail complaints to:
Violations Committee
PO Box 1377
Broussard, LA 70518
4. Violations chairman shall maintain the violation spreadsheet and document date of violation as well as any fines charged.
5. In cases where a resident has surpassed a year or more since a previous warning or fine, the violation chair may seek counsel from other board members to re-issue an additional warning without incurring a fine. However, the resident must be notified they are on the next "step" of the violation schedule. Note: In cases where it is unclear if the vehicle is owned and operated by a homeowner and to establish "regularly parked at a residence," documentation should include at least three occurrences in a 30-day time span for initial parking on the street warnings. Parking on grass warnings are considered immediate responses.

Violations Procedure

1. Via mailed notice on January 1, 2016 and included in all new resident Welcome Packets, all residents shall receive notice of common violations that have occurred and this shall serve as warning for these violations: garbage cans, basketball goals, satellite antenna, parking, recreational vehicles, and boats.
2. Prior to issuing of a fine, violations shall be documented as follows:
 - A. Photo emailed to violations@cypressmeadowssubdivision.com
 - B. Violations requiring proof of duration will require photos on two days.
3. Fines will be issued as follows:

4. Collections of Fines

- A. Invoice is sent on confirmation of violation.
- B. 30 days- late notice is mailed
- C. 60 days- \$15 late fee assessed
- D. 90 days- Lien is filed (\$360 total lien fee is applied)

Appeals Process

In alignment with Cypress Meadows Bylaws, there are two tiers of the appeals process. Tier 1 appeals may be made to the committee from which the notice was received (violations or ACC). If, after an appeal has been made and denied, Tier 2 appeals may be appealed to the HOA Board of Directors. The right to appeal shall be waived if the written request is not received within ten (10) days of the date of the issuance of the fine, or in the case of Tier 2 appeals, ten (10) days of the date of Tier 1 appeal denial.

Common Violations- Upon verification, fines are issued for these common violations:

- A. Vehicles parked on grass.
- B. Vehicles regularly parked on the street.
- C. Garbage cans left out after pick up day. Fined no more than once per month.
- D. Landscaping- To be handled as outlined in Restrictive Covenants. Written notice (fine) sent to owner. After 10 days, the board may have the yard addressed and the home liened for payment by the homeowner. This may also be referred to the city for enforcement.
 - a. Long grass- Use ruler in photo when possible and use judgment, especially during clover season.
- E. Unkempt landscaping.
- F. Boats/Trailers/Recreational Vehicles not kept behind fence or within garage.

Yard of the Month Committee

Policies and Procedures

Purpose of the Yard of the Month Committee

The purpose of the Cypress Meadows Subdivision's Yard of the Month (YOM) Committee is to promote good will and reward exemplary Lawn and Property maintenance within the Cypress Meadows Subdivision. The Program will recognize and support Cypress Meadows neighbors who demonstrate exceptional efforts to maintain and improve their property in a manner that contributes to the overall appearance of the community at large.

Authority of the Yard of the Month Committee

The YOM Committee shall be expected to manage and execute a CMSHAI Yard of the Month Awards Program. The Committee's primary task will be to collect the nominations and to select a qualified winner for each eligible monthly period. The Committee is to be made up of volunteers and led by a chairperson. The Chairperson will be a homeowner who has been appointed to that position by the HOA Board of Directors (BOD). The HOA BOD will function as oversight for the Committee.

General Guidance

The Yard of the Month candidates will be judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount. All eligible properties are judged over a twelve-month period, January through December.

Guidelines:

1. All member lots are eligible with the following exceptions:
 - a) Properties which are not currently in Good Standing with the HOA. This includes any lot with delinquent dues and or late charges.
 - b) Lots owned by the Developer or Builder, which has not yet been transferred to a residential homeowner.
 - c) Cypress Meadows Subdivision HOA Board Members and Yard of the Month Committee members can be selected as recipients of this award; however, they are not eligible for the monetary portion of the award.
2. Monetary prizes are awarded to the owners of the property. In the event a leased or rental property is chosen for the award, the board may choose an alternate award.
3. Award winners are selected based on the judging criteria, factors, and guidelines listed within this Policy.

4. The upkeep of the yard can reflect the efforts of the residents themselves or that of a professional landscaper or groundskeeper.
5. An award duration term is approximately one calendar month and runs until the following month's winner has been notified.
6. Recipients receiving awards will be asked to surrender the "Yard of the Month" Sign once the following winner has been selected.
7. The same lot cannot receive more than one award in the same rolling twelve-month calendar period. At least 12 months must elapse between awards for the same yard.
8. No more than one Yard of the Month recipient will be selected in a single month. An exception to this rule will be the Holiday Months of October and December. In each of those two months a yard may be "spotlighted" each week of the month. At the end of the month one of those four yards will be selected for the Yard of the Month monetary prize.
9. Winners may be disqualified if their property is in violation of any HOA covenants or city regulations.
10. While an individual's home is being recognized as Cypress Meadows's "Yard of the Month," they are expected to maintain their yard in the same manner that allowed them to win the title.
11. Winners must be willing to have photos of their yard taken and published on the Yard of the Month page of the HOA website.
12. Any member of the Association may submit a nomination. All nominations shall be forwarded to the YOM Committee Chair for Committee consideration.

General Judging Factors

Factors include the overall appearance, tidiness, and neatness of the front of the property evidenced by pruned, trimmed, and shaped foliage, edged and defined lawn, and a visually appealing façade. Judges will utilize the following factors when selecting Yard of the Month candidates.

1. Yard Maintenance
 - a) Healthy lawn, neatly mowed and edged
 - b) Pruned and trimmed shrubs and trees
 - c) Healthy, living plants
 - d) Minimum weeds in flower beds
 - e) Yard free of debris and clutter
 - f) Driveway free of oil and other stains
 - g) Fences and porches on the property are in good repair

- h) House numbers, if present, are displayed attractively
- 2. Design and Landscaping
 - a) Use of décor
 - b) Creative, unique curb appeal
 - c) Balance appropriate to house and lot size
 - d) Overall aesthetic appeal
 - e) Pleasing appearance making the property an asset to the community

Halloween (October) and Christmas (December) Judging Factors

Factors for October and December include the overall appearance of the decorations on the front of the property with overall level of holiday enthusiasm, aesthetic layout and balance, degree of incorporation of the property and structure, and the use of appropriate holiday display items. Announcements will be made for timelines of holiday YOM voting to ensure residents have ample time to complete holiday displays prior to award decisions.

Disclaimer

All decisions of the Yard of the Month Committee and Cypress Meadows Subdivision HOA Board of Directors are final. Any disagreement with The Yard of the Month Committee's decision should be brought to the Board of Directors. The Board of Directors will not attempt to sway the Committee's decision in any manner, other than confirming eligibility as listed in the Guidelines.

Awards

All Award winners receive an official "Yard of the Month" lawn sign to be temporarily placed on their property for the duration of the award. The HOA will award a credit in the amount of Fifty Dollars(\$50) to the lot owner's assessment account by December 31 of that same calendar year. Alternate means of award may be approved by the BOD, at the discretion of the BOD, if the award recipient moved away from Cypress Meadows Subdivision that same calendar year or in the case of the awarded property being occupied by a renter.

The Holiday Spotlight Award is simply a weekly acknowledgement and does not guarantee the honor of Yard of the Month.

Judging

Judges are members of the HOA Yard of the Month Committee. Within the first 10 days of each month the Chairperson of the Committee will provide the HOA Treasurer with the top three nominations, in order of preference. The Treasurer will validate that the top nominee is in good standing with the HOA and meets the requirements listed in the Guidelines above. The Chairman will be notified of the top qualifying awardee and will then be authorized to start the notification process.

Policies

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

RESERVE FUND

It is the responsibility of the Board of Directors (BOD) to ensure that a Reserve Fund is established for the purpose of saving money for the future expense of repairing and replacing Association assets. The security of a Reserve Fund is to take precedence over any Discretionary Spending or Capital Improvement. Monies from the Reserve Fund are not to be used to support any Discretionary Spending.

Any changes to this Policy or any use of the funds outside of the guidance of this policy may only be allowed by unanimous vote of the Board of Directors and that vote must be recorded in meeting minutes. The Fund must be maintained in one or more interest bearing accounts or securities. A minimum of 30% of the Fund must be liquid at any given time.

The BOD will ensure the health of the Reserve Fund by establishing a schedule for routine Reserve Studies to be conducted. The Reserve Study analysis should be reviewed by the BOD prior to any Reserve Fund modifications. At a minimum, the Reserve Study should be conducted every three (3) years.

The Fund shall be contributed to in accordance with a schedule established by the Board of Directors. The BOD may use any number of methods for obtaining the contribution payments. The contributions may come from standard member assessments as a percentage of fixed dollar amount, as a special assessment, as a line item in the annual budget, or any other means deemed appropriate by the BOD. Below is the current thirty-year Contribution Schedule:

Contribution Schedule – revised Oct 25 2022

(minimum contribution to Reserve Fund per year)

Year		Year		Year	
2023	\$15,000	2033	\$20,159	2043	\$27,092
2024	\$15,450	2034	\$20,764	2044	\$27,904
2025	\$15,914	2035	\$21,386	2045	\$28,742
2026	\$16,391	2036	\$22,028	2046	\$29,604
2027	\$16,883	2037	\$22,689	2047	\$30,492
2028	\$17,389	2038	\$23,370	2048	\$31,407
2029	\$17,911	2039	\$24,071	2049	\$32,349
2030	\$18,448	2040	\$24,793	2050	\$33,319
2031	\$19,002	2041	\$25,536	2051	\$34,319
2032	\$19,572	2042	\$26,303	2052	\$35,348

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

COMBINING AND SUBDIVIDING LOTS

Purpose of this Policy and Procedure

Section 3.02 of the Covenants, titled "Composite Lot" grants lot owners the ability to combine owned adjacent lots. This section will provide guidance to the BOD, membership, and Owner as to the process, privileges, and restrictions of combining and dividing lots within Cypress Meadows Subdivision.

It shall be recognized that each lot owner shall have a designated vote as clarified in Article VI of the Articles of Incorporation. It shall be recognized that each lot is subject to the annual assessment per Article VIII of the Covenants. For the purpose of this policy the term "lot" shall be any parcel of land designated, numbered, and recorded as an individual lot at the Parish Records office of Lafayette Parish.

Builders owning multiple lots for the purpose of improving and selling each lot individually are excluded from this policy.

Combining two or more lots

Listed below are the steps and requirements which the lot owner and BOD are expected to abide by for the process of combining a lot within the Cypress Meadows Subdivision. Any financial cost for the requirements listed below is the responsibility of the Lot owner.

1. All lots to be combined must be adjacent to each other.
2. Lots to be combined must share the same owner or owners as recorded on record.
3. No more than one single family residence may be constructed on the combined lots.
4. The residence is used in accordance with 3.18 of the Covenants.
5. The Owner has no outstanding assessments, fine, or liens on any lot.

6. A formal letter of intent shall be mailed to the Secretary of the Association. The letter of intent should include the owner's names and lot addresses.

7. Board of Directors will vote to recognize the lot combination and the result of such vote shall be recorded in the meeting minutes.

A vote on lot combination by the Board of Directors shall be to ensure that the owner has met the requirements of this policy. No other reason outside of the requirements listed above may be used for refusal to authorize the lot combination. A letter of approval or denial from the Association will be mailed to the owner within 14 days of the receipt of the owner's letter of intent to combine lots. An approval letter will identify any changes to the member's privileges and/or obligations as an owner of a recognized Composite lot. The approval letter will be signed by both parties and considered a letter of agreement.

Changes to Owner privileges shall include:

1. Only one membership vote will be recognized for the Composite lot.
2. Only one annual assessment will be required for the newly combined lot. In the case that the multiple lots had different dollar value assessments, the higher of the assessment values will become the new annual assessment value for the Composite lot.
3. No secondary residence may be built on the combined lot.
4. Set back lines shall be measured from the resulting side property lines.
5. For purposes of building or making improvements across center boundary lines between the composite lots, composite lot owner must abide by city/parish and tax assessor guidelines for combining lots, which may include surveying and filing plat adjustments with the courthouse.

Subdividing a Composite Lot

This policy is only for subdividing a lot recognized by the HOA as a Composite lot. If an owner wishes to subdivide a Composite lot, he/she must comply with the following requirements:

1. Property must be recognized by the Association as a Composite lot.

2. The subdivided property dimensions and setbacks must return to the original dimensions of the lot as described by the Developer's Engineer's survey description.
3. The Owner must send a letter of intent to the Secretary of the Association.
4. Board of Directors will vote on the recognition of the Lot division within 14 days of the Secretary receiving the letter of intent from the owner.
5. Board of Directors records the Divided lot in its meeting minutes and sends a letter of recognition to the owner. Such letter will also serve as notification to the owner of the changes to their Owner privileges.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

APPEAL PROCESS

Purpose: This Policy is created to provide each individual Association Member a reasonable means to appeal any decisions made by the Association which are binding for that individual member. There are two tiers in the appeals process. The first tier of the appealing process is the review of the appeal by the Committee which issued the violation. The Second tier of the appeals process involves a hearing facilitated by the Board of Directors.

Binding Decisions which may be appealed include but are not limited to fines issued by the Violations Committee, Architectural Control Committee (ACC), Commons Committee, and BOD; Dues, fees, interest, and penalties associated with Annual dues; liens placed on a lot; and Architectural Control Approvals or Denials issued by the ACC. This policy is not intended to be used as a mechanism to add, alter, revise, or remove any rule located in the Article, Covenants, Bylaws, or other Association Policy.

Tier One Violation Appeal

Tier One Appeals are handled at the Committee level by the Committee which issued the violation. It is the responsibility of the Lot Owner to initiate the appeal with the Committee by sending an email or letter to the Association Secretary or Committee Chairman. The right to appeal shall be waived if the written request is not received within ten (10) days of the date of the issuance of the fine.

Upon receipt of an appeal request the Committee will initiate a review of the violation. It is the responsibility of the Lot Owner to include with the appeal request any evidence which the Lot owner wishes the Committee to take into consideration. The Committee will send notification of its decision to the lot owner within seven (7) days of receiving the appeal request.

The Committee Chairman will submit a record of the completed tier one review to the Association Secretary for its addition to the Association's Appeals Record. The result of the Tier One Appeal will be reported to the BOD at the next BOD meeting and its result entered into the minutes.

Tier Two Violation Appeal

Any appeal by a Lot Owner which has already completed the Tier One process may be elevated to a Tier Two Appeal at the request of the Lot Owner or a Director of the Board. The eligibility for an Appeal to be elevated to Tier Two Appeal status expires thirty (30) days from the date that the Tier One Appeal decision was recorded with the Association Secretary. The Board shall hold in executive session a hearing affording the Lot Owner a reasonable opportunity to be heard. The request for a tier Two Appeal hearing shall be sent to the Association Secretary and the hearing shall take place within thirty (30) days of the request being received by the Secretary. The Secretary will send written notification to the Lot Owner specifying when and where the appeal will be heard by the Board.

The Board may establish rules of conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time. Within (7) days after the date of the hearing, the Board shall send or deliver to the Lot owner a written decision regarding the appeal. Such determination shall be final.

Should the Lot Owner decide to withdraw their appeal or revise their request at any time during this process, they will notify the Secretary in writing.

Appeals of all other Architectural Control Decisions Not Related to Violations.

Lot Owners have the right to appeal any Architectural Control Committee (ACC) decision related to General Requirements. The Lot owner's written appeal must be addressed to the Board of Directors and received by the Association Secretary within thirty (30) days from the date of the ACC's written notice to the Lot Owner of its decision. Relevant documents and materials, including the original request and samples, must accompany the written appeal.

Within ten (10) days of receipt of the written appeal, the Secretary will send a written response to the Lot Owner, with a copy to the ACC Chairman, specifying when and where the appeal will be heard by the Board. The Board shall hold the hearing in executive session, affording the Property Owner a reasonable opportunity to be heard. The ACC or its designated representative will submit copies of their documents related to their decision to all the Board Members at least five (5) days prior to the hearing date.

The Board may establish rules of conduct for such hearing, which may include limits on time and on the number of participants who may be present at one time. Within seven days (7) after the date of the hearing, the Board shall send or deliver to the Lot Owner a written decision regarding the appeal. Such determination shall be final.

Should the Lot Owner decide to withdraw their appeal or revise their request at any time during this process, they will notify the Board and the ACC in writing.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

BID PROCEDURE

Bids will be solicited for purchases of materials, goods, equipment, and services to ensure Cypress Meadows Subdivision receives optimum value for money spent on such purchases. It is the responsibility of the Board of Directors to ensure that this policy is enforced.

Individual Purchases

Individual purchases of equipment and/or supplies that are expected to cost \$1000 or more must be preceded by at least three (3) documented quotes from qualified vendors.

Lease or Rental

Lease or rental of equipment and/or supplies which are repeated over the course of a year and which combined annual cost exceeds \$2500 annually must be preceded by at least three (3) documented solicited bids from qualified vendors.

Service and Supply Contracts

Contracting with an outside contractor for termed services and products shall require at least three (3) documented bids from separate Vendors prior to Vendor selection. Individual purchases made through a Vendor who is facilitating a current Contract with the HOA do not require any further quote or bid process during their contracted term.

A Bid Tracking file will be created and managed by the Secretary for the purpose of maintaining a historical record. The following guidelines will apply.

A. REQUEST FOR QUOTE

1. Request for Quotes may be brought to the BOD by any Committee Chairman, Board member, or Officer. The Request for Quote will include adequate specifications of the item or services, quantity, and special features, if any.
2. Specifications and response date will be the same for all suppliers and will be drawn in a manner that will preclude the advantage of one vendor's products and/or services.
3. The Request for Quote will require total price to Cypress Meadows Subdivision including taxes, shipping, handling, etc. and any price breaks for quantity.
4. The Request for Quote will include delivery schedule, terms and condition, warranty requirements, and quality standards as applicable.
5. Requests for Quotes must be approved by the Board of Directors. The Approval will be recorded in meeting minutes. An announcement of the Bid Solicitation will be placed on the HOA website and disclosed at the following Open membership HOA meeting.
6. If fewer than three (3) supplies are contacted the Bid Tracking file will be documented to show the reason.

B. BID REQUIREMENTS

1. At Least Three (3) bids are required for all individual purchases exceeding \$1000. If fewer than three (3) bids are submitted, the board may opt to extend the bid timeline or re-solicit a minimum of two (2) weeks. IF fewer than (3) are received the file will be documented to show the reason.
2. Purchases over \$10,000 require formal sealed bids.
3. When time is of the essence, fax or email bids may be considered. The Bid Tracking file will be documented to show the nature of the urgency.
4. Telephone quotes are not permitted except in the case of an extreme emergency where time and conditions will not permit the normal bidding procedure to be followed. The Bid Tracking file will be so documented to show the nature of the emergency, supplier(s) contacted, dates and time of call, and the pricing information received.

5. All solicitations requiring formal sealed bids will be preceded by a notice posted at the Cypress Meadows Subdivision Website at least 14 days prior to closing date for acceptance of formal bids.
6. No Board Member, or candidate for the Board, their spouses, family members, or companies that employ such individuals will be solicited or considered for bids without full disclosure of their relationships with CMSHA.
7. Components that are part of an approved project or where continuity, commonality, spares, matching, etc. are required or beneficial may be excluded from these bidding guidelines at the discretion of the Board of Directors and so documented.

C. AWARD SELECTION

1. All bids will go to the Financial Committee for qualification and clarification. The Committee will be expected to measure the Vendor's Bid against the specifications set in the Association's solicited bid request. The Committee will also review the insurance coverage and references submitted by the Applying Vendor. The Financial Committee will create a synopsis of the bids which will be presented as part of the Treasurer's Report at the next Board Meeting.
2. All formal bids will be opened in the presence of the Secretary and at least one other Board member prior to the Financial Committee's review.
3. Bids which exceed the approved budget amount for the purchase will require formal CMSHA Board of Directors approval prior to being considered a qualified bid.
4. Selection will be based on the information and documentation received in the bid responses and will be selected by at least an 80% vote of the Board of Directors.
5. The lowest qualified bidder will generally be selected. If the lowest qualified bidder is not selected, the reason for such an exception shall be documented in the Bid Tracking file.
6. When services are a critical component of a purchase, selection of a vendor may not necessarily be based on the lowest bid. The President is authorized to negotiate with one or more qualified bidders to ensure that the best quality, price, schedule, and results are

obtained. The bid packages for such services will contain appropriate notices that selection of a supplier is subject to negotiation.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

COMMON AREA RESERVATIONS

The Cypress Meadows Subdivision Homeowners Association has designated certain Common Areas in the neighborhood as reservable properties for scheduled events. The existence of these properties is for the benefit and pleasure of the owners, residents, and their guests. This policy has been created to provide rules for the reserving and proper use of those properties.

General Expectations: These Common Areas are under the control of the CMSHA. All persons shall conduct themselves so as not to jeopardize or interfere with the rights and privileges of others. All persons shall avoid any noxious or offensive activity that might cause embarrassment, discomfort, annoyance, or constitute a nuisance to others. All persons shall follow rules established for individual amenities, individual events, and other individual parts of the common property. All persons must follow established safety rules and otherwise avoid any actions that endanger the health or safety of others. All persons shall avoid interfering with and shall follow instructions given by CMSHA board members, homeowner granted permission to use common area (hereafter known as "Event Leader"), and amenity vendors engaged in the performance of their duties. Any comments or complaints regarding Event Leaders or vendors should be reported to the designated CMSHA representative assigned to that event or the Board of Directors.

Responsibility: Event Leaders are responsible for their own conduct and for the conduct of their family members, tenants, guests, and pets. Guests must be accompanied by owner when using common areas.

Enforcement: If unacceptable behavior or conduct occurs, CMSHA and designated Event Leaders have the authority to request individuals or groups to conduct themselves in accordance with the general expectations above. If unacceptable behavior or conduct continues, the City of Broussard Police Department may be called to correct the situation.

Violations: Violations of the provisions of these rules and regulations will subject the Event Leader to fines and sanctions. In addition, the Event Leader will be responsible for the costs of the repair for damage to CMSHA property. Guests who engage in misconduct as defined in these rules may be subject to loss of rights to enter CMSHA common areas.

Scheduling: The CMSHA will allow the reservation of portions of the common areas in the following priority: (1) for CMSHA-sponsored events and (2) by residents and their guests. Reservations are to be made through the CMSHA Secretary via the established reservation request form no earlier than 90 days of the requested event. The general availability for a common area to be utilized for a reserved event is daylight hours from 6:00am CT to 6:00pm CT. Alternate beginning and ending times for an event must be approved in advance by the BOD.

Termination of Event: The Event Leader shall notify the CMSHA secretary at the conclusion or cancellation of the event. The BOD has the authority to cancel any event or reservation with no less than a two day notice to the owner of the reservation. The BOD may terminate the event without any notice if a violation is witnessed.

Reservable Common Areas: The following are the portions of common areas which are eligible for reservation.

- A. Small Walking Trail Area
 - a. Location – northwest corner of subdivision, adjacent to Fairfield Dr and Larriviere Dr, and behind Cane Creek Drive
 - b. Amenity - Contains field, benches, and walking path.
 - c. Utilities – None
- B. Larger Walking Trail Area
 - a. Location – north of Subdivision, Old Road Drive to west of front pond bank, and behind Turnmill Drive
 - b. Amenity – Contains field, benches, walking path.
 - c. Utilities – None
- C. Triangle Area
 - a. Location – between the Phase I pond and Phase III pond
 - b. Amenity – triangular shaped field inside of walking paths
 - c. Utilities – None
- D. Mailbox Area East
 - a. Location – half of lot from Old Cypress Drive to White Sky Dr
 - b. Amenity – Mail House Pavilion, Field, (playground may be used but may not be reserved in its entirety)
 - c. Utilities – water and electricity
- E. Mailbox Area West
 - a. Location – half of lot from Old Cypress Drive to Lost Bridge Dr
 - b. Amenity – Mail House Pavilion, Field
 - c. Utilities – water and electricity

Reservation Application: [Reservation form](#) may be found on the HOA website. Form must be submitted in its entirety a minimum of 14 days prior to the event date. The name, contact, and insurance information of any outside vendor may also be requested. The BOD will approve reasonable requests that do not have any other conflicting events within 5 days via email. For any requests that require additional information or insurance coverage, the BOD will reply via email within 5 days. The BOD will assign a representative to act as a single point of contact between the Board and the Event Leader. Approved reservations will be added to the Reservation Schedule on the HOA website.

Noise Levels: Live bands and Disc Jockeys must be pre approved by the BOD. The Event Leader may provide personal sound equipment for event use; however, due to the proximity of common areas near residences, reasonable noise levels and family-friendly music choices must be used. If, at any time during an event, a resident living in close proximity to a commons area may request lowering of volume levels. The HOA is unable to approve decimal levels above that restricted by the City of Broussard.

Alcohol Use: At this time, alcohol use in the commons area requires a separate alcohol policy secured through DJW Insurance, regardless of the alcohol being provided by the Event Leader or through a BYOB invitation. This policy must be requested and paid in full 14 days prior to the event. In the event of cancellation, refunds of extended alcohol policy are not available.

Clean-up: Event Leaders will be held responsible for the clean-up of the event. All waste generated by the event must be removed; no trash may be left in common area trash cans. Clean-up must occur immediately following an event; extensions of clean up times must be pre-approved by the BOD.

Utility Usage: Electricity and water shall be available upon advance approval. The HOA does not supply hoses or electrical cords. Utility usage and associated fees may be amended as deemed necessary.

Confirmation: The Secretary shall confirm availability of common area and provide a policy reminder via email template, to be delivered three (3) days prior to the event.

Hi _____,

Confirming that you are scheduled for use of the mailbox common area on _____. Please note the following common area policies:

- *Parking on the grass is not permitted. If you need to request an exception to this policy, please do so by emailing commonareas@cypressmeadowssubdivision within 24 hrs of the event so our team can confirm that the ground is sufficiently dry to allow a vehicle, trailer, etc. to drive and/or park on the grass.*
- *Bring your own trash bags to collect waste. Do not use the trashcan at the park for waste collection. After the event, tied bags may be placed in a green garbage can and wheeled to the curb for the next trash pickup.*
- *Water and electrical usage is available upon advance request. Any water usage above \$25 will be charged back to the homeowner's account.*
- *Playground is not reservable and must be shared with any residents who wish to use during the time of the event.*
- *Mailbox kiosk area must be left in its original condition at the end of the event. No nails, screws, duck tape may be used on painted surfaces. Please ensure that Little Libraries and any decor, yard art, etc. that is placed at the common areas has not been tampered with.*
- *Any music played at the event should be appropriate for family audiences and not louder than allowed by the City of Broussard sound ordinance. Live bands and DJs must be preapproved by the board.*
- *Any vendors you contract with must have their own insurance and you must provide any supplemental insurance required by vendors for use of their equipment in a public location.*

Any violation of this policy may result in fines applied to your account. Should you have any questions about these policies, or if your event has been canceled or needs to be postponed, please contact us as soon as possible. Acknowledgment of receipt of this email is required prior to your event.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC

BOARD RESOLUTION AND POLICY

ANNUAL LOT ASSESSMENTS

Purpose of the Annual Assessment

The uses of the annual Assessments levied by the Association shall be to maintain, preserve, and operate the Association Property for the benefit of the Members and to carry out the powers, duties, and functions of the Association as set forth in its Covenants. Such purposes shall also include, but not be limited to, providing utility services to the Association Property, paying Parish Property taxes, paying Federal Income Taxes, and maintaining and preserving said property, as well as for the creation of reasonable reserves for future maintenance, preservation, operation and/or capital improvements or expansion of said property.

Special Consideration

This Policy only addresses the HOA's primary Annual Assessment. Any other form of assessment, such as a special assessment is to be managed by rules separate from this policy. This Bylaw policy does not apply to the Developer, Sugar Mills LLC. This Policy is intended to work in conjunction with other HOA policies, to include but not limited to the Combining and Subdividing Policy.

Responsibility of the Board of Directors

Prior to the beginning of each new calendar year, the Board shall estimate the expenses to be incurred by the Association during such year in performing its functions as authorized by the Covenants, including a provision for contingencies and appropriate replacement reserves. Then, the Board shall levy the annual Assessment pursuant to article VIII of the Covenants in order to pay such estimated expenses.

The amount of the Annual assessment shall be fixed by the Board thirty (30) days prior to the Annual Assessment due date. In the fourth quarter of the calendar year the Board is to update this policy to reflect both the current year's assessment rates as well as the upcoming year's assessment rate.

During the fourth quarter the Board is also expected to review and modify as needed the rules of this Policy. Upon Dec 31 of every year the requirements of this policy placed on the Board and Lot Owners shall be considered unchangeable for the enforcement of the following year's assessments. Changes to this policy may not take effect until the calendar year following the change.

General Guidance

Each calendar year the Board will decide on the approved payment methods for the general annual assessments. Each year the Board will declare the use of any surcharges for particular

methods of payment. Such surcharges will be established to cover costs of the payment method and shall be declared in this Policy below.

The Board shall send notification of the annual assessment to every Owner at least thirty (30) days in advance of each annual assessment due date. This notification must, at a minimum, be a written notice delivered to the Owner via the United States Postal Service.

The Board should endeavor to enforce the two-tier assessment system, late fees, and associated liens equally amongst the membership. If special circumstances arise the Board of Directors, on a case-by-case basis, does have the power to negotiate and/or waive any outstanding debt balance related to this Policy. The result and rationale for any such special considerations and/or negotiations must be recorded in Board Meeting Minutes.

Annual Assessments are to be deposited into the General Fund. From there the Board can define the use of the funds within the authority granted by the HOA's Articles of Incorporation, Covenants and Bylaws.

The Board of Directors may contract with an outside vendor to administer the bookkeeping process. The Board of Directors may contract with an outside vendor to administer the filing and canceling of liens in relation to delinquent assessments. The Board of Directors does have the authority to waive/renege late fees or fines associated with the assessed dues, but the Board does not have the authority to waive or renegotiate the principal amount of the assessment

Lot Owner Responsibility

Homeowner dues are not optional and are required for most builders and all individuals by Article VIII of the HOA Covenants. Each and every year, after Lot purchase, the owner is required to pay their annual assessment by one of the two payment schedules listed below.

If a lot's assessment is not paid by the due date a 10% late fee will be applied to the lot's account each month until paid in full. If the lot account is not paid in full in ninety (90) days, a lien may be filed against the Property at an additional charge to the homeowner of \$360. Once the lien is filled the Lot owner will not be able to settle this matter without paying the delinquent association fees, the late charges, attorney's fees, recording fees, and any other expenses related to the collection. At a minimum, unpaid accounts will be moved through the lien process starting in September of each assessment year.

Lot Owner Payment Schedule

1. Option One: The Lot owner will pay the full annual assessment by January 15 of the calendar year for which the assessment is levied.
2. Option Two: The lot owner may divide the assessment into two equal semi-annual payments. The first semi-annual payment will be due January 15 of the calendar year for which the assessment is levied, and the second semi-annual payment will be due June 15 of the calendar year for which the assessment is levied.

Tier System

Assessments shall be fixed by the Board on a two-tier basis. Lots having frontage on Community Lakes and/or retention ponds will be included in the second tier and are to be referred to as Lake Lots. All other non-lake Lots will be included in the first tier.

Lots which were sold by the original Developer as Corner lots are included in the first tier. Lots which are recognized by the HOA as Composite Lots will be assessed for the highest tier applicable to that lot, per the Combining and Subdividing Lots Policy.

The difference between these two tiers shall be a minimum of \$100 but no more than \$200, the Second tier being assigned the greater amount. The rationale for the two-tier system is due to the restrictions and privileges placed on the Lake Lots by the HOA Covenants and Bylaws which are not placed on non-lake lots.

Payment Methods

The Association allows payment for these annual assessments in the following methods:

1. Personal check, business check, or money order. These forms of payment may be delivered through the USPS or at the Association Drop Box located at the Mail Kiosk.
2. Credit Card. This form of payment will require an emailed invoice sent by the Association Bookkeeper.

Annual Assessment rate – updated Nov. 28, 2023

	First Tier	Second Tier
2022	\$375	\$475
2023	\$405	\$513
2024	\$445	\$564
2025	\$445	\$564

Surcharge rate for Payment Method - updated Oct 26, 2022

Credit Card will have a **\$15** surcharge on regular annual assessments (\$7.50 on semi-annual installments). Invoices that include multiple year assessments or additional fines will incur a surcharge of up to 5% of the invoice total.

Second Tier Lots as recognized by Cypress Meadows Subdivision HOA

Phase I: Lots 9 thru 15, 85, 86, 90 thru 92.

Phase III-A: Lots 226 thru 245

Phase III-B: Lots 441, 442, 445 thru 449, 458, 459

Phase III-C2: Lots 504 thru 510

Note: Phase II: Lots 140, 141 were never meant to be adjacent to Lake common area property and thus are not recognized as second tier properties; however, Lot 140 has agreed to be assessed at the Tier 2 rate in perpetuity in agreement with pond access request.

Late Fee Mediation (adopted 4/29/2024)

Certain mitigating circumstances may allow for pausing and/or waiving of late fees. Homeowners who have entered into a payment agreement to address severely delinquent assessments may be granted a pause on incurring additional late fees as long as agreed upon monthly payments are submitted. Homeowners who are not yet under a lien and feel they may have mitigating circumstances that should be considered must submit a written request for pausing or waiving of late fees, indicating their applicable circumstances for board consideration. Late fees, fines, and assessments that have already been processed through a lien filing may not be removed from an account.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC

BOARD RESOLUTION AND POLICY

LAKE LOT POLICY

Purpose and Rationale for this Lake Lot Policy

This policy is intended to provide guidance for the Board and the membership on how the HOA views and handles the lots adjacent to Community lakes and ponds. Lots within Cypress Meadows subdivision receive an annual assessment based on a two-tier system. The two-tier system was originally placed into Article VIII of the Covenants by the Developer. An Amendment to the Covenants identifies 48 lots by lot number as Lake Lots. The Covenants further separate the lake lots from other lots through specific setback and fence height restrictions on those properties. The restrictions on fence height and transparency are intended to increase the aesthetic pleasure of the community spaces. The restrictions also present a decrease in privacy and security for the Lake lot owner. Thus, the HOA recognizes special privileges for the Lake Lots in regard to the Common area which their property is adjacent to.

Responsibility of the Board of Directors

The Board is responsible to ensure that the Common area between the water and the Lake lot property line is maintained and insured. The Board will see to the segregation of the common areas which are directly adjacent to Lake lots. Access to these portions of the Common area is to be reserved for agencies who have been conveyed right of way to the servitudes and to the agencies acting on the behalf of the HOA to provide maintenance to the common area. Special Access for the Lake lot owner and lake Lot owner guests are to be granted for the area between each individual lake lot's property line and the water and within the limits of each individual lake lot property lines as they would run to the water. In reference to the general membership and public, these areas are reserved for the individual lake lot owners and access is denied. The HOA is responsible for the posting of signage to identify these reserved areas as having reserved use. The HOA is not required to create any physical barriers to these reserved areas.

Developmental Control

All improvements planned for these areas by a lake lot owner or group of owners must follow the ACC process and then be additionally approved by the Board of Directors. Any landscaping or alteration to the common area must be approved by the Board of Directors. Any improvements may not prevent reasonable access to the servitude areas. A requirement of at least a 60-inch-wide access point must be provided.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

Capital Improvement Loan Policy

This Policy specifically pertains to Financing acquired for the purchase and development of new Capital Improvement projects.

This Policy does not address, authorize, or restrict loans acquired for the purpose of rebuilding damaged association assets or Unexpected Liabilities. For loans acquired to meet the needs of rebuilding damaged assets see Section 6.03 of the Covenants. For loans acquired to meet the needs of funding unexpected liabilities see Section 8.08 of the Covenants.

The signing for a loan by the Board of Directors and/or any Officer for a new Capital Improvement purchase for the Association will require a vote of the membership. This vote shall take place by written ballot during a special meeting where a quorum of 50%+1 of the membership is present in person or by proxy. The motion authorizing the signing of the loan will require a 2/3 vote in favor. An announcement to the membership shall be made 30 - 60 days prior to the date of the Vote. Such announcement must include the following information:

1. The specific item or project for which the loan is intended to fund.
2. The maximum Dollar amount of the Loan.
3. The number of months and years expected for Loan repayment.
4. Planned method and schedule of raising the funds to pay off the Loan.
5. Estimated loan cost per lot.

The Board shall ensure that the banking institution which is providing the loan is selected in accordance with the Bid Policy. The Board shall ensure that the funds secured by the loan are distributed for the specified purpose and/or project for which the loan was intended.

The Loan funds must be placed in a Savings Account owned by the Association until such time as the funds are drafted for project payments. If the project is delayed for an extended period of time, it is up to the Board to decide whether to hold the funds for that project or to pay the funds back to the loan. If for any reason the project is terminated the Board must record the termination in the minutes and pay the funds back to the loan within fifteen days (15) of that recording.

CYPRESS MEADOWS HOMEOWNER ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

Community Information Board Policy

This policy pertains to the information board located at the mail kiosk at 200 Easy Rock Landing Dr. The purpose of this policy is to establish guidelines for advertising community events via the information board.

1. Each flier will be event-specific; there will be no general advertising in the bulletin board.
2. Fliers for events can be posted up to 30 calendar days before the event and will be removed within 7 days of the event occurrence.
3. Flier space on the bulletin board is first come, first serve.
4. A hard copy of the flier must be delivered to the drop box or hand delivered to the designated HOA member that is managing the bulletin board. CMHOA is not responsible for printing fliers for posting
5. CMHOA board will retain sole discretion as to what content is allowed to be presented in flier
6. Last minute requests may not be honored, depending on availability of designated board members to update signage

CYPRESS MEADOWS SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

Anti-Harassment

Purpose of the Policy

The purpose of this policy is to establish guidelines and consequences for the prohibition of harassment, threats, use of obscene language, or any other form of inappropriate behavior towards Homeowners Association (HOA) Board Members by homeowners and/or residents.

Definitions

Harassment- Any unwanted conduct, communication, or behavior intended to disturb or intimidate a Board Member.

Threats- Expressions of intent to cause harm, damage, or loss to a Board Member, either explicitly or implicitly.

Obscene Language- Use of vulgar, offensive, or abusive language towards a Board Member.

Prohibited Conduct

Residents shall refrain from engaging in any form of harassment, threats, use of obscene language, or any other behavior that creates an unsafe or hostile environment for HOA Board Members to complete their volunteer duties of managing association affairs.

Reporting Procedure

Residents who witness or experience harassment, threats, or the use of obscene language by another resident towards a Board Member are encouraged to report the incident promptly to the board of directors. Reports may be submitted in writing, via email, or through any official communication channels established by the board of directors. Occurrences of harassment, threats, or use of obscene language made directly to or in the presence of a board member will be recorded in email notification to all board members.

Investigation

The board of directors shall conduct a thorough and impartial investigation into reported incidents, ensuring the confidentiality of the parties involved to the extent permitted by law.

Consequences

Violation of this bylaw may result in disciplinary actions, including but not limited to warning letters, fines, suspension of privileges, or, in severe cases, legal action. The severity of consequences will be determined based on the nature and frequency of the offense. Suspension of privileges may include blocking of email communications and requiring the offending party to communicate in writing only via the association's chosen Agent.

Legal Recourse

If the harassment, threats, or obscene language escalate to criminal behavior, the affected Board Member may pursue legal action against the offending resident.

Responsibility of the Board of Directors

As per the Code of Ethics and Confidentiality, all board members agree to the following:

No Board member shall use unprofessional language in conducting the Board's business, or make personal attacks and defame any colleague, employee, or resident of the community, nor should any board member willfully misrepresent facts to the residents of the community. Further, no board member will harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.

CYPRESS MEADOWS SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

Request for Association Records

Purpose of the Association Records

Official records of Cypress Meadows Subdivision Homeowners' Association, Inc (CMSHA) are maintained to record official acts of the board of directors, track individual membership financial accountability (annual assessments, late fees, liens, fines, etc.), track submission and actions taken regarding violations of the restrictive covenants, record and monitor association expenses, and other administrative records required for managing the operations of CMSHA.

Responsibility of the Board of Directors

All acts of governance conducted by the CMSHA Board of Directors shall be recorded in official minutes of board meetings. Where necessary to expedite actions or meet deadlines required by vendors, board discussion may take place via official communication channels of CMSHA, the individually assigned G+Suite emails and WhatsApp encrypted group message. Any actions resulting from email or text group communications must be officially recorded in board minutes.

Access to Association Records

According to Louisiana Business Corporation statutes, the Board of Directors must maintain sufficient association records to manage the daily operations of the association. Access to association records must be available upon written request to members of the association or their authorized agents to ensure transparency of the operations of the association. As directors serve in voluntary roles and there are no official business hours for the association, access to records shall be granted within 14 business days of a records request. Released records that are specific to association members will only reference lot numbers and not physical addresses. Any records that are distributed upon request must contain the following confidentiality disclaimer: *Records for Cypress Meadows Subdivision Homeowners' Association are for the use of registered association members only. The recipient of this document takes ownership of the privacy therein and agrees not to distribute outside of the association membership.*

Minutes of the Board of Directors Meetings

Minutes of Board of Directors meetings, usually held monthly, shall be published on the association website after they have been reviewed and approved at the following meeting. Individually identifiable information shall be redacted as a courtesy for publication on the public-facing website, but will not be permanently redacted from the official minutes stored in the association's official file storage system.

Confidentiality of Violation Submissions

In accordance with the Violations Committee procedures, submissions of violations, whether via email or in person to a member of the Board of Directors, are considered anonymous and will not be recorded in minutes or provided in records requests. All violations that are submitted by residents will be verified by a board member to confirm a violation did take place.

CYPRESS MEADOWS SUBDIVISION HOMEOWNERS' ASSOCIATION, INC.

BOARD RESOLUTION AND POLICY

Financial Strategy

Purpose

The purpose of this document is to establish a strategy for the financial management of the HOA, and it should be considered by the Board of Directors whenever alterations are made to any of the HOA's governing documents. This document may be attached to the Bylaws; however, it is subservient in authority to all other governing documents and policies.

Goals

The HOA, its Board of Directors, and its Officers are obligated to practice good fiscal responsibility both legally and ethically. Directors and Officers will strive to act within the Federal and State regulation as well as acting within the restraints of the Articles, Restrictive Covenants, and Bylaws of Cypress Meadows Subdivision. This strategy guide is intended to share with the membership some general expectation which the Board of Directors will adhere to in the effort to facilitate the following goals:

- To ensure that the HOA is run as a going concern
- To ensure that it remains solvent
- To ensure appropriate steps to exercise fiscal responsibility
- To ensure that the value of its amenities, assets, and properties are not diminished
- To detour misallocation of funds or abuse
- To ensure that it is adaptable to change in the marketplace

Value

The HOA's primary interest is in the success of the subdivision and its homeowners. The HOA recognizes that each property is a substantial financial investment for the owner and that HOA management efforts should support and encourage property values within the residential marketplace. The home and community living should meet a substantial level of quality of life for each resident to include enjoyment, safety, and social development. All members, their families, and their guests are respected by the HOA and expect clear communication, a fair process, and due attention from the Board.

The Going Concern:

It is necessary that the HOA is structured and run as a going concern as it is expected to be relevant and a sustainable institution forever. Financial responsibilities of the HOA management and membership shall be determined via the Articles of Incorporation, Restrictive Covenants, Bylaws, and other pertinent documents. These documents, policies, and rules shall be available to the HOA management and membership. Changes to such documents must follow all applicable procedures, be announced, and be retrievable. Maintaining

proper records at the State, Parish, and internal level is crucial to the legal legitimacy of the HOA executing its financial objectives.

The HOA currently relies on volunteers to oversee its management. To further ensure that financial objectives are met over time it is necessary to involve outside professional accounting services. Outside accounting services will provide consistency and support that the membership and the HOA will require long term. Services outsourced by the Board may include Bookkeeping (A/R, A/P, legers), Tax filing, Audits, Reserve Study, Lien filings, Insurance brokerage, Investment brokerage, and legal advice/action.

Behaviors for maintaining Solvency:

Our members are not just investors in their homes and/or properties, they are also investors in this community. The amenities and services which the HOA provides directly affects the values of all lots within the subdivision. Each lot and owner are tied to the Covenants of the HOA and should expect proper management from its Board. Each member contributes monetarily, and it is the Board's legal responsibility to ensure proper fiscal management. General fiscal behaviors should be passed on to each new board member with a consistency to forge trust and strength. The following are some behaviors which shall be followed.

1) Separation of Funds

There are three separate Funds managed by the HOA. The General Fund which is used for the day-to-day business of collecting income and paying debt. The Reserve Fund which is used to save for and pay for the repair and replacement of assets. Finally, the Capital Improvement Fund which is used to fund new amenities for the subdivision. The order of priority for the Board to ensure adequate funding will be General Fund first followed by the Reserve Fund second and then lastly the Capital Improvement Fund. All financial institution accounts used by these three funds must be accessible by at least one HOA officer but will typically utilize the President and Treasurer as authorized account holder/signatories. Any change of financial institutions needs to be recorded in Board minutes.

General Fund – will be a checking account at a local bank. The HOA Bookkeeper will be the primary drafter of all outgoing checks and depositor of all income. The President and the Treasurer are authorized to sign the checks. The account is to be FDIC insured. The account should maintain an operating expense cushion that accounts for operational spending in the month of January as annual assessments are collected and in case of unforeseen hardship where a significant portion of assessments are not paid timely. That cushion is assumed, and it is not necessary to recognize it in any annual budget other than to document as startup cash. Each December, the bookkeeper shall provide the board with the anticipated cushion need to cover all January expenses to determine this operating expense for the budget preparation.

Reserve Fund – will be maintained in interest bearing accounts. These funds will be used to pay for the expenses recognized in the Reserve Study. The funds should be invested so that the entire portfolio earns greater than 2.1% interest (after the 30% Fed Tax). This requirement is to meet the 50-year average annual inflation rate. All accounts used must be interest bearing. Investments should be low risk: FDIC accounts, Certificates of Deposits, Money Market Funds (vested in Gov. Bonds). As a best practice at least 30% of the Fund needs to be liquid and available for emergency use.

Capital Improvement Fund – (held within the general fund checking account but earmarked for capital improvements only) will be used to create financial value for the community. These are tangible investments such as the purchase/installation/legal filing costs of: land, playsets, parking lots, buildings, structures, fences

etc. All investments purchased with Capital Improvement funds will be owned solely by the association. All investments paid for by this fund will be approved by the Board of Directors. Any funds that are encumbered for capital improvements at the end of the year will not be calculated into the end-of-the-year reserve fund allocations.

2) Annual Budget

It is the Board of Directors responsibility to maintain an annual spending budget. That document will be the HOA's guidance on how much can be spent on any regular expense. The budget will cover January 1 thru December 31. Any amendment to the Budget, voted upon by the Board, must be recorded in the minutes. This budget shall not spend more than the forecasted income. The forecasted income in this document shall be calculated in the following method:

Total number of lots at each tier minus composited lots minus annual YOM deduction multiplied by 93% (estimated 7% uncollectable). Forecasted interest earned, late fees, interest fees, lien fees, or other income will not be included in this calculation of income.

The annual reserve fund contributions happen in two installments: the rollover of excess funds from the previous year (see #4 below) AND the annual contribution accounted for in the budget which varies annually based on the reserve fund schedule. The prior year excess roll-over is processed in January of each year. The annual contribution based on the reserve fund schedule occurs after Quarter 3 or when 90% of association dues have been collected.

3) Federal Tax Filing

The Association will file an 1120H Federal Tax form each year with the IRS. This filing status will allow the association to have a very low corporate tax burden. To remain eligible for this status the association must ensure that at least 60% of its gross annual income originates from the dues, fees, and assessments of the owners. Donations, interest earned on investments, service charges, and other non-exempt income must not exceed 40% of gross annual income. The HOA's discretionary spending for the year must not exceed 10%. No member of the association may profit from the association's net earnings. The Tax forms should be completed by a professional for accuracy and compliance. It is important that the Board considers the above limitations when deciding on future budgets and income streams.

4) End of Year Fund Balances

The annual budget ends on December 31 of each year. Any excess funds in the general checking account at the end of that day (less the amount determined to be roll-over operating expenses) will be considered gross annual profit. Any excess funds shall be split 30/70 unless there is a special case year where a majority vote of the financial committee and a majority vote of the board determines that there is a need to adjust this percentage. Thirty percent of those profits will be assigned to the Reserve Fund. Seventy percent of those profits will be assigned to the Capital Improvement Fund. Any committed Capital Improvement funds that are pending a project's completion should be deducted from the cash-on-hand balance prior to the 30/70 calculation. Warning, If for any reason gross profits are assigned to a discretionary purpose it may jeopardize the HOA's ability to file a 1120H with the IRS causing a high tax burden.

Ongoing Fiscal Responsibilities Best Practices:

1) Accounts Receivable

Legal Obligation - The HOA shall maintain and enforce its Articles, Covenants, and Bylaws equally among its members. All assessments, fees, liens, or fines will be pursued. Failure to proactively follow and uniformly enforce the association rules places the association's legal right to monies owed in jeopardy. When the situation arises where the Board decides to waive or forgive money owed, the Board must ensure that the decision is documented and can be justified to the membership.

Communication - All invoice notifications will be delivered by USPS. All notifications of filing of liens will be sent to the member by certified mail. Phone calls and in person conversation is not an authorized form of notification to a member. Any lien reaching its fifth year shall be referred to legal counsel for the filing of Judgment against the delinquent member.

Reconciliation - All income to the HOA, except investment interest earned, will be initially received in the primary checking account. This will allow for an easier reconciliation process. To avoid accountability and tracking issues the HOA should not accept cash due as payment.

Modification – It is expected that over the years the HOA will find it necessary to alter its requirements and/or methods of collection. The Board will ensure that policies are updated and available to the membership regarding the communication between the Board and membership, terms of all types of payments demanded by the association, acceptable process for making payments, process involving non-payments and available resolutions.

2) Accounts Payable

It is the Board's responsibility to ensure that the approved annual budget is not exceeded. The primary method for making payments on behalf of the HOA will be executed by check issued from the primary checking account. The secondary method of payment is by a debit card attached to the primary checking account. These two methods will allow for a proper reconciliation process. All transactions and receipts shall be delivered to the Treasurer and the contracted bookkeeping service.

Maintaining Asset Value

All assets of the HOA shall be inventoried, monitored, and valued by the Board. It is the Board's responsibility to protect all assets with proper security, maintenance, insurance, and replacement.

Maintenance - The Board's annual budget should provide appropriate funding for the standard maintenance of assets. Having regular servicing of items should lead to a longer life for the item and should promote adequate availability of that item to the community. The annual budget line items are paid for by money in the General Fund. Examples of annual budget line items would be insurance premium, Landscape maintenance, utility bills, etc.

Replacement – Assets may become unusable for many reasons such as mechanical failure, weather damage, theft, etc. Replacement costs can be covered in one of two ways. Insurance coverage and Reserve Funds. These two tools should be utilized in conjunction to give the HOA a balanced protection plan. The Insurance would be used for the unforeseen event. The Reserve Funds would be used for scheduled replacement.

Vendor – The HOA is a corporation and as such should be operated as a business. The membership pays assessments so that the HOA obligations are handled correctly. This means that most services and purchases should be professional, and the HOA should not get into a practice of over relying on

community volunteer workers. A professional product often provides more reliable warranties, accountability, quality, and liability assurance.

The HOA should adhere to a defined process for the selecting vendors and products. Policies in the Bylaws created to support this should be utilized by our Board and Committees to reach the best combination of price, warranty, liability exposure, and quality. Professional services will be contracted with professional vendors to provide services. Financial activity and record keeping will use a bookkeeper service to ensure consistent and accurate accounting.

Current Vendors

All vendors must be licensed and insured as required by law.

Landscape and Lawncare

Cajun Cultivation	dwayne@cajuncultivation.com
Dwayne Dailey	337-628-2288
405 River Road	
Lafayette, LA 70501	

J&J Quality Pool (Rock Waterfall)

Tom or Jason	337-316-0786
P.O. 62922	
Lafayette, LA. 70596	

Pond Fountains

Troy LeBlanc	337-654-8349
Pat Hebert	337-298-7982
MidSouth Pond Supply	
102 Red Cedar Lane	
Youngsville, LA 70592	

Botanist

Aquatic & Wetland Consulting	337-322-2980
Ron Boustany, M.S.	rgboustany@cox.net
1006 Roselawn Dr	
Lafayette, LA	

Signage

Lowry's	337-261-0139
2004 W. Pinhook Road	337-233-4412
Lafayette, LA 70508	

Website/Email

1and1.com

Book Keeper

Stephenie Scelfo	337-288-1608
111 Cane Creek Dr	geigersm@yahoo.com
Broussard LA, 70518	

DJW Insurance

207 E. Main Street	337- 839-9690
Broussard, LA 70518	

Exterior Cleaning

Happy Houses Softwashing	985-253-1414
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129 Cane Creek Dr
Broussard, LA 70518

nick@happyhousesoftware.com

Sprinkler and Lighting Systems

Doucet's Lawncare and Landscape
August Doucet
PO Box 112
Milton, LA 70558

337-654-5274
august@doucetsllc.com

Previous Vendors

All vendors must be licensed and insured as required by law.

Landscaping

Charles Billeaud
Ambassador Landscape, LLC
700 W. Monroe
Broussard, LA 70518

337-772-9666 (Grass Cutting)

Lawncare

Charles Billeaud
Ambassador Landscape, LLC
700 W. Monroe
Broussard, LA 70518

337-772-9666 (Grass Cutting)

Lawncare ended 12/31/21

Jarod Moore
Outdoor Services and Moore
603 Birchview
Broussard, LA 70518

337-658-6356

Landscaping ended Fall 2021

Jarod Moore
Outdoor Services and Moore
603 Birchview
Broussard, LA 70518

337-658-6356

Landscaping and Lawncare ended 12/31/24

Rotolo Consultants, Inc
Brad Breaux
abreaux@rotoloconsultants.com
38001 Brownsvillage Rd.,
Slidell, LA 70460

337-316-1042

Bookkeeper

Beth Gray

225-291-7980, ext 3

Select Properties, LTD Realty bgray@selectpropertiesltd.com
2644 S. Sherwood Forest, Suite 107
Baton Rouge, LA 70816

Landscaping (roundabout initial landscape install)

NatureScapes
Mark Romero (337) 319-6943
P O Box 38
Youngsville LA 70592

Landscaping (2016 contract)

Kyle Mhire 337-288-6125
A Better Cut LawnCare
100 Barolo Drive
Youngsville, LA 70592

Rain, Drain & Illuminate, Inc.
(dba Oliviers, dba Brothers)

Dustin Hebert (844)797-4463
125 Villa Park Ln.
Lafayette, LA, 70508-8078
Raindrainandilluminate@yahoo.com

New Resident Welcome Packets

Welcome Packets are distributed by committee members and contain the following information documents



**CYPRESS MEADOWS SUBDIVISION
HOMEOWNERS ASSOCIATION, INC.**

200 Easy Rock Landing Dr.
Broussard, LA 70518

Dear New Resident:

The Cypress Meadows Homeowners' Association Board of Directors welcomes you to your new home. We hope that you had a successful move and are ready to start enjoying the benefits of our great community. We wish to extend a warm welcome to you as a new resident and hope we can help make your adjustment to your new subdivision as trouble-free as possible.

Our association is governed by written documents known as Articles of Incorporation and Restrictive Covenants, which set forth your rights and obligations as a homeowner, and our board of directors is governed by our Board Bylaws, which layout the processes and procedures that are used to ensure consistent management of our association. These documents should have been provided by your closing attorney, but you may also access them through our digital links below or on our website, www.cypressmeadowssubdivision.com.

Articles of Incorporation	https://tinyurl.com/CMSHAArticles
Amendment to Articles of Incorporation	https://tinyurl.com/CMSHAArticleAmend
Restrictive Covenants	https://tinyurl.com/CHSHACovenants
Amendments to the Restrictive Covenants	https://tinyurl.com/CHSHACovenantAmend
Board Bylaws	https://tinyurl.com/CMHSABylaws

Our association has up to a nine-member Board of Directors consisting of residents who volunteer to manage the everyday business of the Association. Open neighborhood meetings of the association are held throughout the year, and all homeowners are invited and encouraged to attend, meet other homeowners, and provide input on important community issues at these meetings. Meetings are announced via email and our website. All official communication will be delivered via USPS for annual statements and notifications of elections, or email for regular announcements, newsletters, and social updates. Please visit our website to complete the resident survey and sign up for emails. On the website you can also find minutes of past meetings, forms needed to request improvements to your property, and billing information for annual dues.

Please note, the neighborhood also has a private Facebook group that is managed by residents for the purpose of internal communication and community building. The board does not monitor or manage Facebook communication, and we encourage any requests for information regarding association management be addressed through our email account in order to provide you a timely, accurate response.

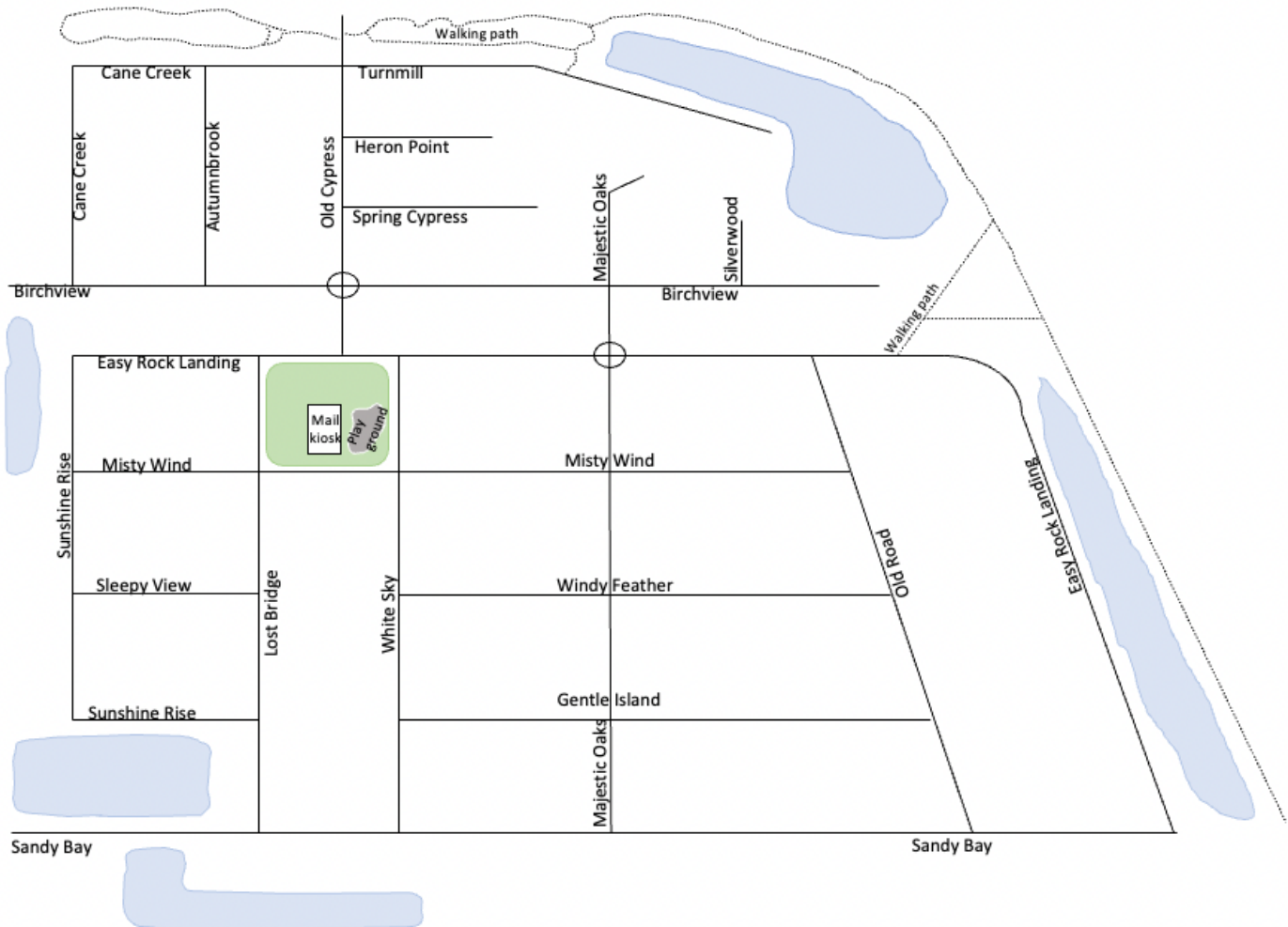
Cypress Meadows offers several amenities which include five ponds with water features (some of which are stocked for fishing), a playground and large commons area located in Phase III for neighborhood and family events, and walkers will enjoy our 1.63 mile paved walking path that connects the neighborhood phases. You'll find that residents in our neighborhood are very social, and we depend on the help of volunteers to plan and carry out the many activities for the neighborhood. There is opportunity for you to meet neighbors through the various volunteer committees that do the behind-the-scenes work of the association. If you are interested in joining one of our committees, you can fill out the interest form here <https://tinyurl.com/cmshacommittee>

It is our sincere hope that this information will help you make a smooth adjustment to living in your neighborhood. If you have a question, a comment, or a problem to report, please contact the association via our email info@cypressmeadowssubdivision.com,

Sincerely,



Cypress Meadows Homeowners' Association
Board of Directors



Note: ponds are only accessible via common areas and may not be accessed via resident back yards

FAQs about CMSHA

How much are assessments and when are they due?

- The association follows a calendar year of January through December. The first year, homeowners/builders are responsible for only the prorated share based on their closing date. Each and every subsequent year, they are required to pay their dues in full (\$475, pond lots or \$375, non-pond lots) by January 15th or elect semi-annual installments with half due by January 15th and the remaining half by June 15th. Homeowner dues are not optional and are required for most builders and all individuals. Please note late fees will be assessed on any delinquent accounts. Assessment amounts will be reviewed annually by the financial committee for any necessary increases.

Where do I send my dues?

- Please make all checks or money orders payable to CYPRESS MEADOWS SUBDIVISION HOA, INC., and mail to CMSHA, Attn: Bookkeeper, 200 Easy Rock Landing Dr., Broussard, LA 70518. For your convenience, you may also drop off association dues payments in a sealed envelope in the dropbox located at the Phase III mail kiosk. If you would like to request an electronic invoice in order to pay with a credit or debit card (for a small service fee), email billing@cypressmeadowssubdivision.com to request an electronic invoice.

What types of improvements do I need to get an ACC approval for?

- 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 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 the individual FAQ sheet for pools at <https://tinyurl.com/CypressMeadowsPools> or sheds at <https://tinyurl.com/CypressMeadowsSheds>

What days is trash picked up?

- Waste Management collects trash on Tuesdays and Fridays. Recycling, if you choose to request a separate can, collects on Wednesdays. Recycling does not accept bottles or plastic bags at this time and your can may be skipped if it has these items.

Where can I store my garbage can if I don't want it in my garage?

- According to restrictive covenants, trash cans must be concealed from view except on collection days. Residents may place cans in their garage, back yard, or behind an ACC approved concealment fence on side of the house.

Why can't I have a basketball goal or my TV satellite in my front yard?

- Restrictive covenants prohibit basketball goals and satellites from being located in the front of your home. Permanent satellite placement should be at the rear of the home, not visible from the street. Portable basketball goals may be pulled out for play and returned to backyard or garage after use. Over weekends and school holidays, enforcement of this restriction is lessened if the goal is in use multiple days in a row. Goals not in use must not be visible from the street.

What is the procedure for extra vehicles parking at my house?

- Each lot must provide enough hard-surface parking for all vehicles that are regularly parked at the residence. On-street parking is not allowed, except in the case of short-term guests or special events. Guests should not park over curbing or block another resident's access to their driveway. Some residents like to post a notification in the Facebook group if they are planning a large event so other residents know who to contact if there is a parking issue.

Can I leave my trailer/boat out if I'm going hunting/fishing tomorrow?

- Trailers, boats, and RVs must not be visible from the street. Short term loading/unloading is permitted. If more than 24 hrs is needed to load, offload, or provide maintenance to trailer/boat/RV, email violations@cypressmeadowssubdivision.com to avoid an unnecessary warning or violation notice.

Can I reserve the commons area for an event?

- Residents may request to reserve a portion of the commons area for an event by completing the Common Area Reservation Request form at <https://tinyurl.com/CMHSAReservation> Residents may not prohibit other residents from general use of playground equipment, but may reserve certain spaces for the event. Residents are responsible for their guests' behavior and cleanup after event

How do I get in touch with board members?

- Email addresses are set up to contact board members in charge of different committees. The chart below provides a brief description of each email and what its purpose is.

info@cypressmeadowssubdivision.com • All general HOA questions
billing@cypressmeadowssubdivision.com • Any questions regarding dues or your association account
acc@cypressmeadowssubdivision.com • Any questions about an improvement to your property or to submit your completed ACC request and drawing
violations@cypressmeadowssubdivision.com • Report a violation or ask a question about a violation that occurred on your property
commonareas@cypressmeadowssubdivision.com • Report any issues you notice in the common areas
social@cypressmeadowssubdivision.com • Ask questions about upcoming social events or volunteer to help out

Plan Ahead

MAY 14



KID'S
FISHING

TOURNAMENT

BLACK POT
COOK- OFF



JULY 4



4TH OF JULY
SOCIAL



SEPTEMBER 24

ANYTHING OVER
RICE COOK- OFF



OCTOBER



FALL GARAGE
SALE

OCTOBER 29

HALLOWEEN
SOCIAL



CHILI
COOK- OFF

NOVEMBER 13



VENDOR POP- UP
MARKET



DECEMBER 10



CHRISTMAS
SOCIAL



Cypress Meadows

*all dates are tentative and
subject to change*

Your Neighbors' Recommendations for Local Eats

Broussard:

BJ's in Broussard (lunch only)- plate lunches and poboys
Ton's Drive In- (breakfast/ lunch) Breakfast, burgers, plate lunches
Shade Tree Cafe- Louisiana Nouveaux cuisine
Nash's- (lunch/dinner) seafood, steaks, Italian
LT's Seafood- (lunch/dinner) boiled, grilled, fried seafood
Trapps Seafood- (lunch/dinner) boiled, grilled, fried seafood, weekend bands
Fat Pat's- (lunch/dinner) hamburgers, hot dogs, nachos, wraps
Baranda's Mexican Grill- (lunch/dinner) Mexican cuisine
The Barrel- (bar)
Emmy's Ice Cream- ice cream and hot dogs
Crawfish Boss- boiled seafood to-go
Market Eatx (opening soon!)
JJ's Pizza (lunch/dinner) home of the JJ's Special

Youngsville:

NamWan- (lunch/dinner) Tai cuisine takeout
Acadiana Bar and Grill- (lunch/dinner) Cajun cuisine
Twins- (lunch/dinner) burgers and dessert
Bourree- (brunch/lunch) breakfast and BBQ
RawZ Bistro- (lunch/dinner) sushi, Thai, Vietnamese
Maybe's Lounge- (dinner) Japanese, Thai, Polynesian, & Caribbean inspired food

Lafayette:

Vestal- (dinner) oysters, small plates, steaks
Pamplona- (dinner) small plates, themed pop-up events
Tchoups Mid City Smokehouse- (lunch/dinner) BBQ and smoke-infused cocktails
Half Shell Oyster House- (weekend brunch, lunch, dinner) seafood, Cajun, Italian
Panda House- (lunch/dinner) takeout Chinese
Scratch Farm Kitchen- (brunch) farm to table

You can also search the Facebook group for "Recommendation list for local places to eat" and see the ongoing recommendations from your neighbors.

Appendix



2017 Board of Director's Nomination Form
Filing Deadline: Postmarked October 28, 2016

Cypress Meadows Homeowners' Association announces the open nomination period for 2017 Board Members. Board members are volunteer members who agree to donate their time to the monthly management of the association. Prospective candidates must be homeowners within the subdivision and be in good standing with the association (current on dues, no outstanding fines or unrectified violations). Eligible candidates must complete this form and return it by the postmark filing deadline of October 28, 2016. Voting will be conducted on November 10 and 11 from 6-7 PM, and only one vote per property is allowed. (Votes will be accepted on either date.) Board members-elect agree to attend and participate in a budget drafting meeting on November 15, 2016 at 6:00 p.m.

Please Print.

Name _____ Cell Phone _____

Address _____

Email _____

By signing this nomination form, I certify that I am 18 years of age or older, a property owner in Cypress Meadows, and a member in good standing with the association (current with dues, no outstanding fines or unrectified violations).

Signature _____ Date _____

Please submit a candidacy statement of NO MORE THAN 50 WORDS. This statement will be printed on the election ballot for voting purposes. If the statement reads more than 50 words, only the first 50 words will appear.

This form must be postmarked Oct. 28, 2016 and sent to:
Cypress Meadows HOA, PO Box 1377, Broussard, LA 70518