

CYPRESS HEAD MASTER HOA  
c/o Tout Management, LLC.  
1326 S. Ridgewood Avenue, Suite 14  
Daytona Beach, FL 32114

### **BOARD OF DIRECTORS' MEETING MINUTES**

Cypress Head Master HOA  
October 17, 2023 – 6PM

**CALL TO ORDER/DETERMINATION OF QUORUM:** The meeting was called to order at 6:00PM by Vice President T. Campion. The quorum was established by the presence of: Jane Taylor, President, Tom Campion, Vice President, Mitch Pietras, Treasurer, Kevin Walters, Secretary. Those present rose for the Pledge of Allegiance.

**RESIDENT PARTICIPATION:** None.

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

**READING OF THE MINUTES:** Motion made by M. Pietras, seconded by K. Walters, to waive the reading and approve minutes from the 9/19/23 and 9/28/23 Board meeting; motion carried.

#### **STATUS OF ACCOUNTS:**

- **TREASURERS REPORT:** Written report provided (attached) by M. Pietras and written balance sheet showing total reserve and operating balance(s) of \$1,035,646.36. Detailed report provided of CDs. Customer balance summary and balance sheet as of 9/30/23. Motion made by K. Walters, seconded by T. Campion, to approve the financials as presented; motion carried.

**MANAGER'S REPORT:** Written (9/23-Present) report was provided to the Board of items completed or in progress.

#### **UNFINISHED BUSINESS:**

- **LANDSCAPING:** T. Campion provided updates on recently completed items. Weekly meetings with Verdego are still happening for maintenance/projects and all areas are being maintained properly. They will begin moving every other week starting in November.
- **POWER WASHING:** To be completed after tree and parking lot projects.
- **RESEALING AND REPAINTING OF CLUBHOUSE PARKING LOT:** To be completed after tree project.
- **STORM DRAIN/CULVERT REPAIRS:** Awaiting schedule.

#### **NEW BUSINESS:**

- **ADOPTION OF 2024 PROPOSED BUDGET:** Motion made by T. Campion, seconded by K. Walters, to adopt the proposed budget as presented; motion carried. Dues will remain at \$135.00 per quarter.
- **SOLITUDE LAKE MANAGEMENT CONTRACT:** Proposed contract provided and reviewed; reflecting a new rate of \$990.00 per month. Motion made by K. Walters, seconded by M. Pietras, to approve the contract renewal as presented; motion carried.
- **HOLIDAY DECORATIONS:** Volunteers needed for all holiday decorations. K. Walters volunteered and it was suggested to coordinate with M. Keesee as well. Management to coordinate with Board and Volunteers.

#### **COMMITTEE REPORTS:**

- **ARC:** 13 requests received and approved.
- **Welcome:** Nothing to report.

- Newsletter: Going well.
- Social: T. Nass present and provided review of 2023 events. Holiday event canceled due to costs.
- Clubhouse Rentals: Four recent reservations.
- Granny's Attic: owners and residents are thankful.
- Annual Garage Sale: Scheduled for 11/11/2023; police presence requested; signs will go up soon; 28 applications received so far.
- Tennis/Pickle Ball Courts: Light repair completed.

**BOARD MEMBER REMARKS:**

- K. Walters reported kids have been spotted chasing turkeys; kids also seen with "weapons" – management advise to contact the police immediately anytime this is a concern.
- M. Pietras thanked Frank Cocuzzo for flag replacement; asked owners to stop feeding turkeys as it is a safety concern for all residents; suggestion to gather any retired or active policemen who are residents to come together and come up with potential solutions for speeding issues; appreciation to Tout Management again for easy and efficient budget preparations.

**ADJOURNMENT:** Motion made by M. Pietras, seconded by K. Walters, to adjourn the meeting (6:53PM); motion carried.