

Cypress Trails Homeowners Association, Inc.

Board Meeting | February 15, 2023 | 6:30 pm | Crosswater Hall

Meeting Minutes

Board Members

Rich Horvath / Marie Fulop / Paul Naranjo

CALL TO ORDER	Meeting called to order at 6:32 pm
ESTABLISH QUORUM	A quorum was established, two Board members were present.
HOMEOWNERS PRESENT	32 homeowners were represented in person. 15 proxies were mailed in to BCM.
PROOF OF NOTICE	<ul style="list-style-type: none"> Notification of meeting in compliance: 178 emails sent and a letter was mailed to 117 households. In addition, signs were put up at the entrance February 9.
APPROVAL OF PRIOR MEETING MINUTES	Rich motioned to approve minutes from the August 27, 2022 Board meeting, seconded by Paul, and the motion was approved 2-0.
BOARD UPDATE	
Architectural Review Committee	<p>The Committee has been meeting regularly as planned with a continuing significant number of submittals.</p> <p>The vast majority of residents do a great job of maintaining their property and following the guidelines as defined in the Covenants and Architectural Review Manual, however there are some times exceptions. Rich reviewed two of them:</p> <ul style="list-style-type: none"> Two residents requested and received approval to paint their house a different color scheme, but for some reason did not follow the approved scheme. This creates work to resolve. One resident requested approval for a fairly major improvement. The ARC requested a change and further information. We did not hear back from them, but a few months later noticed construction material in their driveway. Turns out they believed the contractor had taken care of resolving the issues and obtaining approval; this never happens. It is the homeowner's responsibility to make sure you have approval before starting your project. <p>A resident asked what was the process to resolve issues like not following the approved paint scheme. First BCM sends a courtesy letter to notify the resident of the issue. If there is no response after a few weeks a first warning letter is sent; this is followed by a second warning letter if still no response. The next step is for the Board to take the issue to the Fining Committee (see below). If the issue is still not resolved, the Board can initiate a lawsuit against the resident.</p> <p>The Covenants and Architectural Review Manual can be found on the HOA website – cypresstrailshoa.com.</p>
Fining Committee	The Covenants have a provision to allow the Board to assess a fine against residents that do not abide by the Covenants or Architectural Review Manual. However, this requires establishment of a fining committee. At the last Board meeting

	<p>we requested volunteers to be on the fining committee, the Board met with them, and three residents were selected. We had our attorney put together the charter for the fining committee and need to approve it to put the committee in place.</p> <p>If the Fining Committee agrees with the Board that a fine should be placed on the resident, per the Covenants the fine is \$100 / day for 10 days resulting in a maximum fine of \$1000. A resident stated that this was pretty small for a large infraction; the Board agrees, but the maximum fine is limited by the Covenants. The Board always has the option of taking legal action if the fine does not result in resolution of the issue.</p> <p>A resident asked if we would provide the names of the people on the fining committee. Rich noted that most residents would never have any interaction with them. BCM stated that some HOAs provide the names; others do not. Rich said that he would need to ask the members if they were agreeable to having their names shared.</p> <p>Rich motioned to approve the fining committee charter, seconded by Paul, and the motioned was approved 2-0.</p>
Nocatee HOA Officers Group	<p>This group had two meetings since the last HOA Board meeting, with the last one in January. Thirteen of the 30 HOAs that are now members were represented at the most recent meeting. The major subjects discussed that affect residents are:</p> <ul style="list-style-type: none"> • July 4th fireworks – Planning for the 2023 show is underway. A total of nine HOAs provided financial support for the 2022 show: our contribution was \$1500. The organizer is determining which HOAs will provide support for 2023. • For the last few months we have been discussing amongst ourselves and with the CDD about the lack of a golf cart path from the west side of Nocatee to the east side north of the Parkway. Nocatee did not foresee this need; they expected that all traffic would be to and from Town Center. No solution has yet been identified, but we will continue to discuss with the CDD.
Citizens Planning Advisory Committee (CPAC)	<p>Interesting things learned in the recent meetings:</p> <ul style="list-style-type: none"> • Our current city councilmember is term limited so we will be electing a new one. Three people are running for this position so please take time to vote on March 21. • We had an interesting presentation from K9 for Warriors in November. They have placed 805 dogs with veterans. • The main library has a free service to convert photos to digital files.
Financial Update	<p>The community continues to be in great financial shape. We voted to increase the dues by 10% at the last meeting; this was the first dues increase since the neighborhood was established. Of the 30 Nocatee neighborhoods for which Rich has the information only 3 have dues lower than ours. Homeowner equity increased by \$5,600 from the end of 2021 to the end of 2022; end of 2022 value was \$55,981.</p> <p>The CDD recently raised the monthly fee they charge the HOA for maintaining the landscaping from the entrance to Cypress</p>

	<p>Park by 25%; this was the first increase since the agreement was signed in 2015. In addition, BCM increased their management fee by 5% for 2023.</p> <p>A resident asked if these fee increases would be passed down to the homeowners. Rich stated that they were already covered by the dues increase so no further action was required.</p> <p>Rich learned from another HOA Officer that they had put a portion of their reserves in short term CDs due to the current low interest rates being paid on savings. He discussed doing this with BCM and learned they had just negotiated with our bank a money market account that has a 2% return. BCM is working to set up the account and will transfer \$50,000 of our reserves into the account.</p> <p>At the last Board meeting we reported that two homeowners were late in paying their HOA dues. The Board approved hiring a collection agency to address this. Good news – both have paid in full. However, as of early February about 20 homeowners had not yet paid their 2023 dues.</p>
Neighborhood Watch Committee	<p>Nothing to report. The neighborhood has been quiet.</p> <p>One of the members of this committee shared that we are required to meet with the sheriff's office at least once a year to maintain our status as an active Sheriff's Watch Neighborhood. The committee needs to set this meeting up.</p>
Communication Committee	<p>Nothing to report. If anyone would like to help support this committee, please talk to a Board member.</p>
Events Committee	<p>Several women in the neighborhood coordinated the Holiday golf cart parade and meet with Santa and his elf on December 10. It was not well attended although we sent out notices on Facebook and by email. We had the same issue with the chili / rib cookoff on Oct. 30. Rich asked if anyone has suggestions on how we can better communicate our events. Several ideas were shared:</p> <ul style="list-style-type: none"> • Put up a temporary sign like we do for the HOA meetings. • Deliver a flyer to each household a few weeks before each event. One person could be assigned to each street to spread out the distribution effort. • Have a bounce house to attract the families with young children. • Put up a permanent sign near the entrance where the message can be updated as required. Several other neighborhoods have these. <p>If anyone has suggestions for other events, please discuss with a Board member.</p> <p>Yard of the month (YOM) – This effort did not go as well as it should have in 2022. Midyear the Board agreed to reduce the award presentation to four times per year as monthly was not working. The four times would be summer yard, fall yard, Halloween decorations, and December holiday decorations. We received some feedback that giving the award for decorations was not appropriate since few people participate.</p>

	<p>We would like to get more input from the community before we set the plan for 2023.</p> <p>A resident stated that we needed to do a better job of putting the award winner on our Facebook page; the Board agreed. Another resident volunteered to help this committee. When we first starting giving the YOM award the Board presented a gift certificate to the winner; we discussed resuming this practice.</p>
Landscaping	<p>We had a few minor issues with the landscaping company last year which Rich discussed with them and they were resolved. Because we know these companies have a large turnover in employees, the Board put together a detailed workscope definition to clarify what we want them to do. This was reviewed with the landscape company in early February and will be put into the contract.</p>
Community Improvements: - JEA Easement Area – Butterfly Path	<p>A handful of residents got together a few times in the fall to do some weeding and pruning. The area looked very good going into the winter, but the hard freeze in late December did some damage. In the coming months we will put together a plan for what needs to be replaced.</p> <p>A resident recommended that no pruning should be done until after the last frost. Another resident asked if our landscape company does any of the care for the new plants in the Butterfly Path; Rich said no – this area is not part of the workscope covered in the section above.</p>
OPEN FORUM	<p>A resident asked what was being done about a resident with a very large yard that was not taking good care of their yard. Rich responded that BCM has been in contact with them and they have committed to do a better job in 2023.</p>
ELECTION OF NEW BOARD	<p>Three residents not currently on the Board had submitted their nomination to be a Board member. They are: Michael Jones, Tom Roberts, and Michael Moore. Rich asked them to come forward to introduce themselves.</p> <p>BCM only received 15 proxies prior to the meeting; this combined with the residents present would only result in 47 votes which is far short of the 89 required for a quorum. Therefore, the present Board remains in place. A resident asked to see where the need for a quorum is defined; it is in the Covenants.</p> <p>Marie has moved a few hours south to be close to her daughter; Rich has talked to her and she has agreed to resign from our Board - we will miss her contributions. Rich and Paul agreed to stay on the Board. Rich selected one of the three residents that had volunteered – Tom Roberts – and motioned for him to be third Board member, seconded by Paul, and the motion passed 2-0.</p> <p>Rich noted that not having a quorum for the election has been a common problem for Cypress Trails. A resident asked if the ballot could be included with the annual notice for payment of HOA dues; this would require pulling it many months forward from the current schedule. Another resident asked if we could go to a five member Board since we now had two people that ran for a seat, but are not getting on the Board; Rich</p>

	responded that we often have a problem getting three people to run and the small size of our community only needs three Board members. The majority of Nocatee HOAs only have three Board members.
ADJOURNMENT	Meeting was adjourned at 7:42 pm