

# MINUTES

Cypress Trails Homeowners Association, Inc.

*Board Meeting* | October 24, 2017 | 6:00 PM | Cypress Trail Pool Pavilion

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## Board Members

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| Terri Toth | James Mason

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### Item:

<b>CALL TO ORDER</b>	Meeting called to order at 6:00 PM
<b>ESTABLISH QUORUM</b>	A quorum was established.
<b>HOMEOWNERS PRESENT</b>	34 homes were present at the meeting.
<b>PROOF OF NOTICE</b>	Notification of meeting in compliance; signs placed at entrance.

### ITEMS:

- |   |  |
|---|--|
| <b>Approval of July 26, 2017 Minutes</b>                | <ul style="list-style-type: none"><li>James motioned to approve minutes, second by Terri, passed 2-0.</li></ul>  |
| <b>Board Resignation</b>                                | <ul style="list-style-type: none"><li>John Baldwin resigned recently, the existing board thanked him for his service to the HOA. At the February 2018 election, his vacancy will be filed if a quorum is established. Terri will be the acting president until that time.</li></ul>  |
| <b>ARB Committee</b>                                    | <ul style="list-style-type: none"><li>Terri thanked all ARC committee volunteers for giving up their time every two weeks to review any submissions for the HOA. She also thanked the homeowners who continue to submit for any exterior changes they would like to do. Finally, if a homeowner would like to install flower bed curbing, they do not have to get the HOAs approval as long as it is either the red or tan color and is being done to existing flowerbeds only.</li></ul>  |
| <b>Financial Update/ 2018 Budget/ Collection Policy</b> | <ul style="list-style-type: none"><li>James reviewed the year to date financials, the HOA is currently under budget. There will be an expense to repair the main entrance sign but it will not exceed the surplus that was built throughout this calendar year. One homeowner remains outstanding for 2017 assessments, attorney will send an additional letter.</li><li>2018 budget was presented and approved based on a made by James, seconded by Terri, passed 2-0.</li><li>Collection policy- The board reviewed the existing collection policy and agreed to stay proactive by reaffirming the following policy:<ul style="list-style-type: none"><li><b>Step 1:</b> Invoices to be sent a minimum of 15 days prior to due date.</li><li><b>Step 2:</b> Reminders to be sent out between due date and 10 days from end of grace period.</li></ul></li></ul> |

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**Item:**

- **Step 3:** Late notices to be sent out with funds due within 10 days or further action will be taken after end of grace period. Owner will incur additional charges.
- **Step 4:** Intent to Lien certified letter to be mailed beginning 10 days from termination date in Step 3 Notice. Owner will have 45 days to pay before account is turned over to legal and collections. Owner will incur additional charges.
- **Step 5:** After 45 days from mailing of letter in step 4, account will be sent for placement of a lien and collection efforts, including foreclosure action if necessary. Owner will incur additional charges.

James moved to approve, seconded by Terri, passed 2-0

**No  
Soliciting Sign**

- Terri will get with one homeowner who volunteered at the meeting to help form a committee to execute the City of Jacksonville's petition for a No Soliciting Sign at the front of the neighborhood.

**Boars**

- Matthew spoke about the wild boars throughout Nocatee. The CDD for Nocatee has deemed this an issue for all of Nocatee so they are hiring and paying the trappers not the HOA.

**2018 Annual Meeting**

- The 2018 Annual meeting date will be set for mid-February. At this time an election will be held if a quorum is present.

## OPEN FORMUM

- Garbage Cans- please keep garbage cans out of view from the street. Also, the garbage company will not pick up the cans if the lid isn't completely shut.
- Venue- a homeowner would like all board meetings to be held at the Crosswater Hall.
- Capital improvements- with member's equity continuing to grow, the board will review some capital improvement ideas in the summer of 2018. Possibly even doing some on CDD property if the CDD will allow this. A few preliminary ideas were to add a "small dog only" section of the dog park and add new playground equipment.
- Decorating of the front entrance for the Holiday time-. A homeowner will send out a Facebook invite requesting volunteers and donations for anyone who would like to

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decorate the front entrance. This is not a sanctioned HOA program.

**ADJOURNMENT**

Meeting adjourned at 7:03 PM