

Cypress Trails Homeowners Association, Inc.

Board Meeting | February 25, 2020 | 6:30 PM | Crosswater Hall

Meeting Minutes

Board Members

Rich Horvath | Demere Mason

CALL TO ORDER	Meeting called to order at 6:38 PM.
ESTABLISH QUORUM	A quorum was established, both Board members were present.
HOMEOWNERS PRESENT	55 of 295 homes were represented at the meeting.
PROOF OF NOTICE	<ul style="list-style-type: none"> • Notification of meeting in compliance; 219 emails sent to 164 households and 132 letters sent to 131 households. All 295 households were sent the meeting notice. • If you did not receive the notice, contact BCM to ensure they have your correct address. • In addition signs were put up at the entrance and the meeting was posted on Facebook.
APPROVAL OF PRIOR MEETING MINUTES	Rich motioned to approve minutes from the July 31, 2019 board meeting, seconded by Demere, passed 2-0
BOARD UPDATE	
Appreciation	<p>Rich thanked all the people that lead or participated in some event in the last year:</p> <ul style="list-style-type: none"> • Eddie and Michael – ARC Board members • Keeley – Chili and rib cookoff • Jerry and Jenny – Holiday lights at entrance • Lori – Holiday golf cart parade • Ashley, Beth, and Kelly – Facebook page administrators <p>We only took advantage of one free usage of the pavilion in 2019. Need a plan to use both in 2020.</p>
Nocatee HOA Presidents Committee	<ul style="list-style-type: none"> • At a CDD meeting in 2019 Rich learned that a friend was a member of a different Nocatee HOA Board. They discussed the benefit of getting a number of board members together to share lessons learned. • With BCM's help, Rich was able to get in contact with a number of other Nocatee HOA Board members. • In September members from eight boards met. • Main areas of discussion were architectural issues • Group agreed to meet every six months • They helped Rich develop an ARC Manual variance approval process to present to the HOA board.
Citizens Planning Advisory Committee (CPAC)	<ul style="list-style-type: none"> • Terri had mentioned the CPAC in several prior meetings, but was not able to join. Rich has started to attend the meetings. • CPAC is a Duval County wide effort to get citizens more involved in interfacing with government officials. There are six CPAC districts – We are in District 3 Southeast. • Important things to share so far: <ul style="list-style-type: none"> ➢ Much discussion on the upcoming census – each person not counted results in a loss of \$1000 in federal government grants. ➢ Lot of emphasis on volunteer effort for litter cleanup – makes the area look better, reduces crime, and saves the city money.

	<p>➤ Ways to get help from the city: 630-CITY or a new web-based system myjax.custhelp.com</p>
Architectural Review Board	<ul style="list-style-type: none"> • Architectural Review Manual Revision 1 was approved in 2017, but not fully published. The full revision has now been added to the website. • Architectural Review Manual Revision 2 was approved at the July 2019 meeting; it can be found on our website: cypresstrailshoa.info • In the last four months the ARC team has reviewed 33 items. Some require a return visit due to a request for more information, but most are approved. • These reviews identified the need for a variance approval process. Most other Nocatee HOA Boards had a process, but we did not. Rich leveraged what he learned from other boards to develop a process for Cypress Trails and presented the process. Rich motioned that it be approved, Demere seconded, passed 2-0. • Four variances have been proposed for approval: two are proposed for inclusion in the next revision and the other two are for a specific homeowner only. Rich reviewed all four variances and motioned that they be approved, Demere seconded, passed 2-0. • Rich then reviewed the proposed Revision 3. It includes five changes; three resulted from the variances and two for other reasons. Rich motioned that the revision be approved, Demere seconded, passed 2-0. The Revision will be added to our website in the next few weeks.
Year to date Financials	<ul style="list-style-type: none"> • Eleven residents have not yet paid their 2020 HOA dues. • Our financial position is very good. We have a reserve of \$59,000 which well exceeds our goal.
Neighborhood review process and findings	<ul style="list-style-type: none"> • Matthew reviewed the monthly inspection process with the membership and discussed how involved the board is with even riding on the inspections sometimes. There are two homes on White Marsh Drive that will be turned over to attorney in the spring if the yards aren't corrected for further action.
Preserve – dead trees and water in backyard	<ul style="list-style-type: none"> • At the last Board meeting a resident on Aspen Leaf commented about excessive water in his backyard after heavy rain. • The layout of Aspen Leaf leaves very little preserve behind the homes with odd number addresses. • Rich believes this may lead to lack of proper drainage and contributes to the number of dead trees in this area. • He has started to gather data and requested anyone with a drainage problem to come up after the meeting to provide their information. • If the data supports his theory, Rich will take the data to the SJRWMD to ask for their advice and help.
Landscape maintenance	<ul style="list-style-type: none"> • The sod in the Grey Wolf cul-de-sac looks bad and will be replaced this spring at a cost of \$5,500 based on a motion from Rich, seconded by Demere, passed 2-0. • There has been a problem in past years with the ornamental grasses by the pond behind the lots on Stony Ford not being cut down in the spring as they should. Matt is already reminding the CDD to make sure they take care of this by the end of March.

	<ul style="list-style-type: none"> • A homeowner thought there were some additional common areas that needed resodding and that the Board should do them all at the same time. • Another homeowner noted that the grass around the JEA lift station did not look good. Matt commented that this was not St. Augustine grass and there was not much we could do about it. • Another resident stated that a section of curbing on Aspen Leaf in front of about four homes looked bad. Rich reminded them that this was city responsibility and that all four should report the damage. • Another resident told us that a tree in the preserve had fallen near Stony Ford. Matt asked them to see him after the meeting for more details so he could take care of it.
Misc.	<ul style="list-style-type: none"> • The resident directory was last updated in December 2018. Only about six residents have provided updates since then. A copy is on the back table for review and addition of any changes. • There has been some complaint about the meeting start time. Rich asked for a show of hands for preferring a start time of 7:00 pm and preferring it remain at 6:30 pm. More people preferred 6:30 pm. • A resident commented that a few years ago the Board considered putting a message board near the entrance; this could be used to communicate events and meetings. Another resident stated that these boards take effort to maintain. No action was taken.
Open Forum	<ul style="list-style-type: none"> • No items were brought up
ELECTION OF NEW BOARD	<ul style="list-style-type: none"> • Matt went through the formal process of having each of the four candidates nominated. • Each candidate then introduced themselves and provided a short description of their background and why they wanted to be a board member. • Matt then requested that all final ballots be cast and asked for two volunteers from the audience to count them.
ADJOURNMENT	The meeting adjourned at 8:07 PM
Election results	<ul style="list-style-type: none"> • A total of 93 ballots were cast which exceeded the required 30% (89) for a quorum. • The three candidates with the most votes were Rich, Flo, and Marie. Rich will remain president, Flo Chiarotto the new VP, and Marie Fulop the new treasurer. • The board thanked Demere for his three years of service as treasurer.