

Owners Association, Inc.

P.O. Box 751, Lake Park, Georgia 31636

2008 Annual Meeting March 20, 2008

Meeting Agenda

- 1. Welcome**
- 2. Introduction of the Board of Directors**
- 3. Annual Report for FY 2007**
- 4. Treasurer's Report**
 - a. Statement**
 - b. Annual Review**
 - c. Budget for FY 2008**
- 5. Goals for FY 2008**
- 6. Association Committees**
- 7. Election of Directors (two to be elected)**
 - a. Procedures**
 - b. Nominating Committee Report**
 - c. Nominations from Floor**
 - d. Election**
- 8. Discussion**
- 9. Adjournment**



Owners Association, Inc.

P.O. Box 751, Lake Park, Georgia 31636

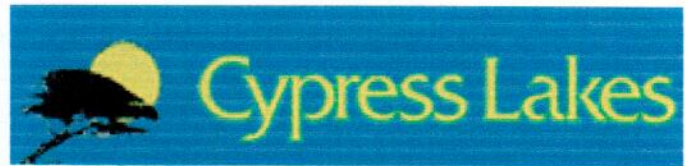
2008 Annual Meeting March 20, 2008

Meeting Minutes Meeting started at 6:40 PM All board members were present

1. **Welcome-** opening remarks were made by Charles Backes
2. **Introduction of the Board of Directors-** Charles Backes introduced board members including Claudia Holliway, Vice President; Spencer Dawkins, Treasurer; Chris Sanders, Treasurer; and Eleanor Davis, At Large. Trent Parkerson, accountant for the association and Gerry Peters, who provides the lawn maintenance services for the boat ramp areas were also introduced. Both received commendations and appreciation from the board and members in attendance.
3. **Annual Report for FY 2007 (see Attachment A)-** Charles Backes presented the FY 2007 Annual Report and discussed major accomplishments of the association. Copies of the Annual Report were given to all attendees.
4. **Treasurer's Report (see Attachment B)-** Spencer Dawkins reviewed the report and explained the procedures used for accounting for all expenditures and funds. He reported that an annual review was conducted by an independent CPA. No irregularities were found. A copy of the review letter is on file. Spencer also discussed the FY 2008 budget and shared copies with attendees.
5. **Goals for FY 2008 (see Attachment C)-** Charles Backes shared the organizational goals that have been adopted for the organization. The goals will be used to develop programs and to prioritize activities for the upcoming year by the board of directors and association committees.
6. **Association Committees-** Charles Backes presented a newly adopted committee structure for the organization. Sign-up sheets were passed

around. Board members will call the initial meeting of each committee during the spring. Committees will then elect a chair to continue with the work of the committee. All organization members who wish to help on a committee are urged to contact a board member to be put in touch with the committee chair.

7. **Election of Directors (two to be elected)**-Claudia Holliway served as chair of the nomination committee. Claudia explained the nomination and election procedures and introduced the other committee members. Nominations from the floor were opened by Claudia. No nominations were made from the floor. Election was held by secret ballot with the following nominees: Charles Backes, Eleanor Davis, Jody Platt and Kelly McGeehan. After votes were tallied Charles Backes was reelected and Kelly McGeehan was elected to fill the additional seat. Both terms were for two years. The board will meet in April to determine officers for the Board of Directors.
8. **Commendation**-Charles Backes commended Eleanor Davis for her service on the board.
9. **Discussion**- A few topics were raised during discussions, including the process for tree removal, as well as the condition of the entrance signs. The signs are being replaced as we speak and the tree removal still falls under Giovannis' judgment. The lake access was another topic. The board will encourage the Neighborhood Beautification and Conservation Committee to discuss the process of possible issuing new keys as well as requiring stickers on all boats.
10. **Adjournment**- The meeting adjourned at 8:30 PM



Owners Association, Inc.

P.O. Box 751, Lake Park, Georgia 31636

2008 Annual Report of the Cypress Lakes Owners Association Board of Directors

The Board of Directors for the Cypress Lakes Owners Association is pleased to provide this 2008 Annual Report. The report covers activities and accomplishments of the board and the association for the period beginning with March 2007 through the end of December 2007 (FY 2007).

Major activities and accomplishments for this reporting period include:

Activities and Participation

- Organized and implemented AutumnFest in Cypress Lakes
- Purchased signs to be placed at entrances to subdivision to alert residents about changes and announcements on the association website
- Sent numerous correspondence to property owners through U.S. mail, e-mail, website, and flyers

Neighborhood Beautification

- Retained service of individual to clean and systematically maintain the boat ramp areas
- Met regularly with representatives of Panizzi Development Corporation to discuss issues related to neighborhood beautification and development

Safety and Security

- Assisted residents with issues related to nuisances, hazards, and other issues



Administrative

- Board of Directors held six formal meetings in 2007
- Elected officers for the Board of Directors
- Renewed corporation documents for the upcoming year
- Set up bank accounts—checking and money market
- Obtained a legal mailing address-P O Box for the Association
- Surveyed property owners to establish priorities for the association
- Obtained Internal Revenue Service Tax ID number for the association
- Obtained internet domain and set up website for the association
- Approved a logo for the association
- Verified mailing addresses through frequent survey of tax records
- Collected and deposited funds for FY 2007 Interim Assessment
- Planned and issued assessments for FY 2008
- Retained service of professional accountant to set up accounting system and maintain records and accounting procedures for the organization
- Developed policy related to association management and implementation of responsibilities
- Purchased a printer for printing association mailouts and correspondence
- Began planning the 2008 Annual meeting



Attachment B

Hold for Treasurer's Report



Attachment C

2008 Goals for the Cypress Lakes Owners Association Board of Directors

Participation Goal

- **Increase member participation in the planning and implementation of Association activities**

Indicators

- Set up structure for desired committees
- Recruit membership for committees

Beautification Goal

- **Improve and maintain commons areas and neighborhood amenities**

Indicators

- Continue contract for cleaning and mowing boat ramp areas
- Repair and improve upkeep and landscaping at entrance areas
- Solicit expert opinion of a fisheries biologist on ways to improve fish stocks in the lake and set up a management plan for the lake

Safety and Security Goal

- **Take measures to improve the safety and security of the subdivision and surrounding areas.**

Indicators

- Encourage vigilance through the e-mail listserv and website
- Investigate the formation of a formal Neighborhood Watch through the Lowndes County Sheriff's Department

Administration Goal

- **Continue to improve the administrative procedures of the association.**

Indicators

- Develop policy statements/operating manual to efficiently guide the association's activities
- Continue retaining the services of a professional accountant
- Continue the use and maintenance of the official association website

Approved by the Board of Directors—January 6, 2008



Attachment D



Owners Association, Inc.

P.O. Box 751, Lake Park, Georgia 31636

2008 Committee Structure

In order to more fully involve residents in the planning and implementation of Cypress Lakes Owners Association activities, the following committees will become active in the Spring of 2008. Residents are urged to volunteer their service on a committee and to become active participants in the program of work of the committee. A sign-up sheet is available at the annual meeting or residents can volunteer by contacting any of the members of the board of directors.

The primary purpose of each committee was agreed upon by the association's board of directors on March 17, 2008. It was further agreed that each committee will meet and elect a chair for the committee from the committee's regular membership. The committee will also discuss and formalize the statement of purpose and develop a program of work for the current fiscal year, working within the budget guidelines set forth by the board of directors. Each committee will contain a permanent representative from the board of directors who will be responsible for oversight of the committee and to serve as a liaison between the committee and the board of directors.

Neighborhood Beautification and Conservation Committee

Primary Purpose—Responsible to make recommendations concerning the oversight of the maintenance of common areas, plant flowers (if desired), arrange for education to residents about lawn care and maintenance. This committee will also make recommendations for enhancement, conservation, and policies regarding Cypress Lake.

Social Activities Committee

Primary Purpose—Responsible for planning and executing neighborhood events such as AutumnFest and other events, as desired and approved by the board of directors.

Neighborhood Watch and Safety

Primary Purpose—Responsible for recommending, planning, and implementing safety and security programs to make the neighborhood more secure.

Assessment and Finance Committee

Primary Purpose—Responsible for assisting the board with sending out assessments and reviewing financial issues.

