



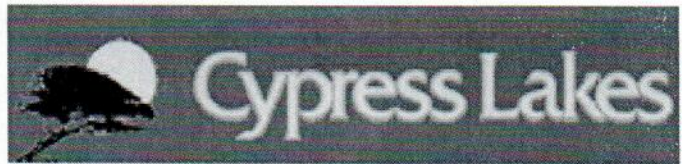
Owners Association, Inc.

P.O. Box 751 Lake Park Georgia 31626

2009 Annual Meeting March 24, 2009

Meeting Agenda

- 1. Welcome**
- 2. Introduction of the Board of Directors**
- 3. Annual Report for FY 2008**
- 4. Treasurer's Report**
 - a. Statement**
 - b. Annual Review**
 - c. Budget for FY 2009**
- 5. Goals for FY 2009**
- 6. Association Committees**
- 7. Election of Directors (three to be elected)**
 - a. Procedures**
 - b. Nominating Committee Report**
 - c. Nominations from Floor**
 - d. Election**
- 8. Presentation by Lowndes County Fire and Rescue**
- 9. Discussion**
- 10. Adjournment**



Owners Association, Inc.

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

2009 Annual Meeting March 24, 2009 Francis Lake Baptist Church Fellowship Hall

Meeting Minutes

1. **Welcome- Meeting called to order at 6:30 PM by Charles Backes.** Prior to the meeting, during check in, new keys to the boat ramps were given to all members in attendance.
2. **Introduction of the Board of Directors-** Charles Backes introduced board members including Claudia Holliway, Vice President (absent); Spencer Dawkins, Treasurer; Chris Sanders, Treasurer; and Kelly McGeehan (absent), 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 2008- Charles Backes-**Charles Backes presented the FY 2008 Annual Report and discussed major accomplishments of the association. Copies of the Annual Report were given to all attendees.
4. **Treasurer's Report- Spencer Dawkins-** Spencer Dawkins reviewed the report and explained the procedures used for accounting for all expenditures and funds. Spencer also discussed the FY 2009 budget and shared copies with attendees.
5. **Goals for FY 2009- Charles Backes-** 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**-Charles Backes reviewed the committee structure for the organization and briefly discussed needs for the upcoming year. Signup sheets were used to collect the names of association members interested in serving on committees.
7. **Election of Directors (three to be elected)**- Claudia Holliway served as chair of the nomination committee, along with members Dewayne Carson and Robert McGeehan. In Claudia's absence, committee member Dewayne Carson explained the nomination and election procedures and introduced the other committee members. Nominations from the floor were opened by Dewayne. No nominations were made from the floor. Election was held by secret ballot with the following nominees: Russ Davis, Chris Sanders, and Rhonda Miller. After votes were tallied Chris Sanders was reelected and Russ Davis and Rhonda Miller were elected to fill the additional seats. All terms were for two years. The board will meet in April to determine officers for the Board of Directors.
8. **Presentation by Lowndes County Fire and Rescue**-Officer Chris Lankford delivered a brief presentation on fire safety issues including the need to obtain a burning permit from the county prior to burning. He also discussed the county regulations for burning.
9. **Discussion**- A few topics were raised during discussions, including: boat ramp chains being too heavy for some users to replace, the possibility of installing hand rails on docks, vacant lots needs to be cleaned and maintained, litter by children on golf carts, and the need for stocking the lake with fish. These items will be placed under consideration by committee and the Board of Directors over the upcoming year.
10. **Adjournment- Meeting Adjourned at 8:30 PM**



Cypress Lakes

Owners Association, Inc.

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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 January 2008 through the end of December 2008 (FY 2008).

Major activities and accomplishments for this reporting period include:

Administration

- Board of Directors held six formal meetings in 2008
- Elected officers for the Board of Directors
- Renewed corporation documents for the upcoming year
- Monitored bank accounts—checking and money market
- Secured Financial Review letter of approval from independent Certified Public Accountant
- Sent numerous correspondence to property owners through U.S. mail, e-mail, website, and flyers
- Purchased Directors and Officers Insurance for the Association
- Expanded, updated and monitored website for the association (www.cypresslakesowners.org)
- Verified mailing addresses through frequent survey of tax records
- Collected and deposited funds for FY 2008 Interim Assessment
- Worked with the Association Attorney to collect delinquent assessments from non-paying owners
- Planned and issued assessments for FY 2009
- Retained service of professional accountant to maintain records and accounting procedures for the organization
- Began planning the 2009 Annual meeting



Beautification and Conservation

- Retained service of individual to clean and systematically maintain the boat ramp areas
- Beautification and Conservation Committee met and recommended action to the Board of Directors
- Worked with county and Colquitt EMC to repair potholes and replace blown street lamps
- Met regularly with representatives of Panizzi Development Corporation to discuss issues related to neighborhood beautification and development

Social Activities

- Surveyed property owners to establish priorities for the Social Activities Committee
- Social Activities Committee met and made recommendations to the Board of Directors, as well as assisting with the planning and implementation of neighborhood activities
- Conducted the first Neighborhood Yard Sale for residents and purchased signs to be placed at entrances to subdivision to alert residents about the Neighborhood Yard Sale
- Conducted Fall Decorating Contests and Holiday Season Decorating Contests and awarded prizes to winners
- Organized and implemented AutumnFest in Cypress Lakes

Safety and Security

- Assisted residents with issues related to nuisances, hazards, and other issues
- Sent out e-mail notices informing residents of issues related to safety and security



**Cypress Lakes HOA
2008 Budget to Actual**

Approved

	Actual	Budget	Variance
Income			
Annual Homeowner Dues	16,295	16,400	(105)
Penalty&Late Fees	191	-	191
Bank Interest	84	-	84
Total Income	16,570	16,400	170
Expenses			
Landscaping-Boat Ramps	2,300	2,350	50
Supplies/Signs	129	200	71
Miscellaneous	30	0	(30)
Write off/ Bad Debt	103	1,200	1,098
Office Expense	699	1,170	471
Accounting Fees	688	688	0
Meeting Expense	114	550	436
Dues & Subscriptions	231	250	19
Insurance	568	600	33
Professional/Legal	406	450	44
Special Programs	1,464	4,400	2,936
Total Operating Expenses	6,732	11,858	5,126
Net Income / (Loss)	9,838	4,542	5,296

Cypress Lakes HOA 2009 Budget

Approved

Income	Budget
Annual Homeowner Dues	16,400
Penalty & Late Fees	125
Bank Interest	48
Contribution by Developer	2,500
Total Income	19,073
Expenses	
Office Expense	900
Accounting Fees	764
Meeting Expense	550
Dues & Subscriptions	250
Insurance Expense for BOD	600
Legal Fees	500
Supplies	200
Association Dues-Writeoffs	800
Landscaping	3,000
Taxes	48
Re-Keying Locks	500
Autumn Fest	1,500
Neighborhood Decorating Contest	550
Front Entrances Upgrade	5,000
Get to know your Neighbor	500
Total Operating Expenses	15,662
Net Income / (Loss)	3,411

**2009 Goals for the Cypress Lakes Owners Association
Board of Directors**

Participation Goal

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

Indicators

- Review 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
- Reinvestigate adoption of section of Loch Laurel Road for litter pickup.

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

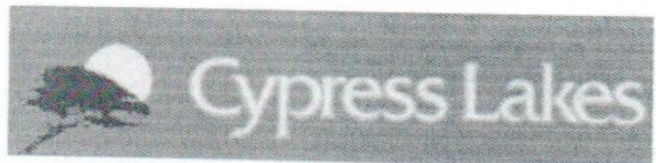
Administration Goal

- **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





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2009 Committee Structure

In order to more fully involve residents in the planning and implementation of Cypress Lakes Owners Association activities, the following committees will continue to be in place for 2009. 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, a form is available on the association website, 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 and was modified in March 2009. 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, 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.

