



## ***Owners Association, Inc.***

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

### **2010 Annual Meeting March 23, 2010**

#### **Meeting Agenda**

- 1. Welcome**
- 2. Introduction of the Board of Directors**
- 3. Annual Report for FY 2009**
- 4. Treasurer's Report**
  - a. Statement**
  - b. Annual Review**
  - c. Budget for FY 2010**
- 5. Goals for FY 2010**
- 6. Association Committees**
- 7. Election of Directors (two to be elected)**
  - a. Procedures**
  - b. Nominating Committee Report**
  - c. Nominations from Floor**
  - d. Election**
- 8. Lowndes County Sheriff's Office Presentation**
- 9. Lake Maintenance Presentation and Discussion**
- 10. Recent Property Transaction Analysis Presentation**
- 11. Discussion**
- 12. Adjournment**

# Owners Association, Inc

P.O. Box 751, Lake Park, Georgia 31633

**2010 Annual Meeting**

**March 23, 2010**

**Meeting Minute**

**Meeting started at 6:30 PM**

**At Francis Lake Baptist Church**

1. **Welcome** – Charles Backes
2. **Introduction of the Board of Directors**- Charles Backes
3. **Annual Report for FY 2009** –Charles Backes
4. **Treasurer's Report** – Russ Davis
  - a. **Statement**
  - b. **Annual Review**
  - c. **Budget for FY 2010**
5. **Goals for FY 2010**- Charles Backes
6. **Association Committees**- Charles Backes
7. **Election of Directors (two to be elected)**- Rhonda Miller & Dwayne Carson
  - a. **Procedures**
  - b. **Nominating Committee Report**- Mike Williams & Robert McGeehan was nominated
  - c. **Nominations from Floor** – Claudia Holliway was nominated from the floor
  - d. **Election**- Runoff election: Tie between Robert McGeehan and Mike Williams  
Two new board members were elected: Mike Williams and Claudia Holliway
8. **Lowndes County Sheriff's Office Presentation**- Two detective members discussed theft an unsecured vehicles
9. **Lake Maintenance Presentation and Discussion**- Charles Backes & Russ Davis
10. **Recent Property Transaction Analysis Presentation**- Mike Williams
11. **Discussion**- Charles Backes- closing statements
12. **Adjournment**- Meeting over at 8:30 PM

*Michelle Smith*

Notary Public, Lowndes County, Georgia  
My Commission Expires Oct. 3, 2011

*Russ Davis*

# **2009 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 2009 Annual Report. The report covers activities and accomplishments of the board and the association for the period beginning with January 2009 through the end of December 2009 (FY 2009).

*Major activities and accomplishments for this reporting period include:*

### **Administration**

- Board of Directors held six formal meetings in 2009
- 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
- Renewed Directors and Officers Insurance for the Association
- Expanded, updated and monitored website for the association ([www.cypresslakesowners.org](http://www.cypresslakesowners.org))
- Verified mailing addresses through frequent survey of tax records
- Collected and deposited funds for FY 2009 Annual Assessment
- Worked with the Association Attorney to collect delinquent assessments from non-paying owners
- Included listing realtors in correspondence for uncollected assessments
- Planned and issued assessments for FY 2010
- Retained service of professional accountant to maintain records and accounting procedures for the organization
- Began planning the 2010 Annual meeting

## **Beautification and Conservation**

- Retained service of individual to clean and systematically maintain the boat ramp areas
- Members of the Beautification and Conservation Committee provided input 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
- Retained services of a professional biologist to provide weed control on lake and to begin working on a lake management plan

## **Social Activities**

- Members of the Social Activities Committee made recommendations to the Board of Directors and assisted with the planning and implementation of neighborhood activities including AutumnFest, neighborhood yard sales, and decorating contests
- Conducted two Neighborhood Yard Sales for residents and placed signs 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
- Contacted realtors of vacant properties and worked with them to secure properties and to improve the curbside appearance of the property.

# Cypress Lakes HOA 2010 Budget

Approved

Income	Budget	Actual	Variance
Annual Homeowner Dues	16,400		
Penalty&Late Fees	75		
Bank Interest	48		
<b>Total Income</b>	<b>16,523</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>			
Office Expense	725		
Accounting Fees	1,050		
Meeting Expense	400		
Dues & Subscriptions	225		
Insurance Expense for BOD	600		
Legal Fees	500		
Supplies	200		
Association Dues-Writeoffs	600		
Landscaping	4,800		
Taxes	0		
Re-Keying Locks	0		
AutumnFest	2,200		
Neighborhood Decorating Contest	300		
Lake Treatment	1,000		
Get to know your Neighbor	300		
Neighborhood Yard Sale	200		
Neighborhood Brochure	500		
<b>Total Operating Expenses</b>	<b>13,600</b>	<b>0</b>	<b>0</b>
<b>Net Income / (Loss)</b>	<b>2,923</b>	<b>0</b>	<b>0</b>
<b>Beginning Cash at Jan 1st, 2010</b>	<b>18,278</b>		
<b>Change in Cash during 2010</b>	<b>2,500</b>		
<b>Ending Cash at Dec 31st, 2010</b>	<b>20,778</b>	<b>0</b>	

**Cypress Lakes HOA  
2009 Actual**

	Budget	Actual	Variance
<b>Income</b>			
Annual Homeowner Dues	16,400	16,275	(125)
Penalty & Late Fees	125	224	99
Bank Interest	48	60	12
Contribution by Developer	2,500	2,500	0
<b>Total Income</b>	<b>19,073</b>	<b>19,059</b>	<b>(14)</b>
<b>Expenses</b>			
Office Expense	900	517	383
Accounting Fees	764	588	176
Meeting Expense	550	222	328
Dues & Subscriptions	250	172	78
Insurance Expense for BOD	600	278	322
Legal Fees	500	403	97
Supplies	200	201	(1)
Association Dues-Writeoffs	800	406	394
Landscaping	3,000	2,400	600
Taxes	48	0	48
Re-Keying Locks	500	325	175
AutumnFest	1,500	2,008	(508)
Neighborhood Decorating Contest	550	405	145
Front Entrances Upgrade	5,000	7,003	(2,003)
Get to know your Neighbor	500	0	500
<b>Total Operating Expenses</b>	<b>15,662</b>	<b>14,928</b>	<b>734</b>
<b>Net Income / (Loss)</b>	<b>3,411</b>	<b>4,131</b>	<b>720</b>
<b>Beginning Cash at Jan 1st, 2009</b>		<b>14,013</b>	
<b>Change in Cash during 2009</b>		<b>4,265</b>	
<b>Ending Cash at Dec 31st, 2009</b>		<b>18,278</b>	
	1 of 1		

**2010 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
- Continue contract for upkeep and landscaping at entrance areas
- Continue seeking ways to improve fish stocks and environmental conditions in the lake through a systematic management plan and cooperation with stakeholders.

**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 listserve and website
- Provide visual monitoring of unoccupied properties and work with realtors and other agencies to provide a safe and secure environment

**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



## **Owners Association, Inc.**

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### **2010 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 2010. 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 2009 and 2010. Committees will operate on an "as-needed" basis and will fall under the direction of one or more board members.

#### **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.