



Owners Association, Inc.

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

2012 Annual Meeting March 20, 2012

Meeting Agenda

- 1. Welcome**
- 2. Introduction of the Board of Directors**
- 3. Annual Report for FY 2011**
- 4. Treasurer's Report**
 - a. Statement**
 - b. Budget for FY 2012**
- 5. Goals for FY 2012**
- 6. Election of Directors (two to be elected)**
 - a. Procedures**
 - b. Nominating Committee Report**
 - c. Nominations from Floor**
 - d. Election**
- 7. Recent Property Transaction Analysis Presentation**
- 8. Discussion**
- 9. Adjournment**

2011 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 2011 Annual Report. The report covers activities and accomplishments of the board and the association for the period beginning with January 2011 through the end of December 2011 (FY 2011).

Major activities and accomplishments for this reporting period include:

Administration

- Board of Directors held seven formal meetings in 2011
- Elected officers for the Board of Directors
- Renewed corporation documents for the upcoming year
- Monitored bank accounts—checking and money market
- Sent numerous correspondence to property owners through U.S. mail, e-mail, website, and flyers
- Renewed Directors and Officers Insurance for the Association
- Obtained general liability insurance for the park
- Expanded, updated and monitored website for the association (www.cypresslakesowners.org)
- Added a FaceBook page for the association
- Verified mailing addresses through frequent survey of tax records
- Collected and deposited funds for FY 2011 Annual Assessment
- Worked with the Association Attorney to collect delinquent assessments from non-paying owners
- Negotiated with Panizzi Development Corporation for transfer of ownership of the park to the Association
- Included listing realtors in correspondence for uncollected assessments
- Planned and issued assessments for FY 2011
- Retained service of professional accountant to maintain records and accounting procedures for the organization
- Began planning the 2012 Annual meeting

Beautification and Conservation

- Issued Request for Bids for a landscape service to clean and systematically maintain the boat ramp areas, neighborhood entrances, and the park. Contract was given to First Choice Lawn and Mosquito Services
- Installed water well and irrigation system in park
- Met regularly with representatives of Panizzi Development Corporation to discuss issues related to neighborhood beautification and development

Social Activities

- 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
- Organized and implemented the inaugural Holiday in the Park
- Collected dozens of toys for Toys for Tots and the Holiday in the Park
- Used the website and FaceBook page to inform residents about social activities and to share photos of events and decorating contest winners

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.
- Issued new keys to residents for the boat ramp locks

Cypress Lakes HOA 2012 Budget

Proposed

Income	Budget	Actual	Variance
Annual Homeowner Dues	16,950		
Penalty&Late Fees	220		
Bank Interest	25		
Developer Contribution			
Total Income	17,195	0	0
Expenses			
Accounting Fees	1,050		
Social Activities	3,500		
Dues & Subscriptions	200		
Insurance	1,250		
Landscaping	9,600		
Legal Fees	400		
Meeting Expense	275		
Neighborhood Yard Sale	200		
Neighborhood Decorating Contest	425		
Office Expense	425		
Property Taxes	50		
Supplies	120		
Utilities	855		
Write-off/Uncollectible	645		
Total Operating Expenses	18,995	0	0
Net Income / (Loss)	(1,800)	0	0
Beginning Cash at Jan 1st, 2012	23,976		
Change in Cash during 2012	(1,800)		
Ending Cash at Dec 31st, 2012	22,176	0	

2012 Goals for the Cypress Lakes Owners Association Board of Directors

Participation Goal

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

Indicators

- Include non-board members in the planning and implementation of activities such as AutumnFest, Holiday in the Park, and other activities
- Increase attendance at neighborhood events through frequent promotion and awareness campaigns

Beautification Goal

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

Indicators

- Review and issue contract for cleaning and mowing boat ramp areas, entrance areas, park, and other common areas
- Continue seeking ways to improve fish stocks and environmental conditions in the lake through a systematic management plan and cooperation with stakeholders
- Continue to enhance the park with new features and landscaping

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
- Renew signage and provide new signage as needed at parks and ramp areas

Administration Goal

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

Indicators

- Continue to develop policy statements 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 and FaceBook page