

## **Cypress Lakes Owners Association, Inc.**

Board of Directors Regular Meeting

Minutes

April 11, 2007

5:00 p.m.

5255 Cypress Drive

Lake Park, GA 31636

Present:

Charles Backes

Spencer Dawkins

Claudia Holliway

Chris Sanders

Charles Backes called the meeting to order at 5:00 p.m.

-Officers were elected  
and terms were set

President Charles Backes 1 year term  
Vice- Pres Claudia Holliway 2 year term  
Secretary Chris Sanders 2 year term  
Treasurer Spencer Dawkins 2 year term  
Eleanor Davis 1 year term

- It was recommended to have Trent Parkerson be the accountant for the association.
- Funds are needed to get insurance and a fidelity bond.
- We discussed at length the collection of funds and the amounts collected.
- We need to set up a PO Box for mail in Lake Park.
- After lengthy discussion we decided to send a letter with introduction of officers  
As well as a survey with these 6 points of interest:

1. Maintenance of common areas such as signs and boat ramps.
2. Mosquito spraying.
3. Stocking the lake.
4. Special interest programs. Ex. Landscaping, kayaking
5. Block Social to meet residents.
6. Neighborhood watch.

- A second letter to follow with prorated dues of \$50.00 the results of the first survey using the Delphi process.
- Next meeting to be determined at a later time

The meeting was adjourned at 7:00 p.m.



**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Agenda  
May 14, 2007**

Approval of Minutes of April 11, 2007 Meeting

**Old Business**

1. Post Office Box
2. Letter and Survey
3. Liability Insurance—Directors and Officers
4. Bank Accounts—Checking and Savings

**New Business**

1. Tax ID Number
2. Upcoming Assessment
  - a. Letter
  - b. Invoice
  - c. Labels
  - d. Envelopes
  - e. Responsibilities
3. Association Website
4. Future Meeting Dates
5. Other Items

**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Minutes from Meeting  
May 14, 2007**

**Meeting was held at: Chris Sanders  
5545 Acacia Place  
Lake Park, GA. 31636**

**Meeting began at 6:00 PM**

**Members Present: Charles Backes, Chris Sanders, Eleanor Davis,  
Claudia Holliway, Trent Parkerson**

**Approval of Minutes of April 11, 2007 Meeting**

**- Minutes were approved.**

**Old Business**

1. Post Office Box
  - P.O. Box 751, Lake Park, GA. 31636
  - Keys will be given to Charles Backes, Spencer Dawkins and Claudia Holliway.
2. Letter and Survey
  - Around 25% of surveys have been returned.
  - Preliminary numbers show that improvements to the common areas being the most popular.
  - Eleanor Davis is tabulating the surveys.
3. Liability Insurance—Directors and Officers
  - Liability Insurance was approved by the board.
4. Bank Accounts—Checking and Savings
  - Board decided to use First State Bank in Lake Park for the checking and interest bearing accounts. Claudia Holliway will finalize the details. It will be set up to require two signatures on any checks written or for any withdrawals directly from the account. Those authorized to sign checks or make withdrawals will include the president, vice president, and treasurer. At this point, these authorized positions are held by Charles Backes, Claudia Holliway, and Spencer Dawkins, respectively.





## New Business

### 1. Tax ID Number

- Trent Parkerson will be in charge of applying and processing the required paperwork for the Tax ID.

### 2. Upcoming Assessment

- a. Letter- Charles Backes will be writing this letter for approval.
- b. Invoice- Trent Parkerson will be designing invoice.
- c. Labels- Chris Sanders will be in charge of printing labels.
- d. Envelopes- Board approved envelopes to be printed with logo.
- e. Responsibilities- To be determined at a later date.

### 3. Association Website

- Board approved the website and domain- cypresslakesowners.org
- Cost would be around \$100.00 a year.
- We would post minutes from the meetings as well as financial statements. We would also be able to post important updates.

### 4. Future Meeting Dates

- Postponed due to other actions that have to be completed first.

### 5. Other Items

- Chris Sanders is in charge of going to the Tax Assessors Office to get current mailing addresses for all lot owners.
- The By-Laws do state that the word developer only refers to Giovanni Panizzi, therefore all persons owning lots will be assessed the Association dues. This information is contained in the By-Laws which are posted on the current website.

Meeting adjourned at 7:35 PM



**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Agenda  
July 23, 2007**

Affirmation of Approval of Minutes of May 14, 2007 Meeting (Note: The minutes of the May 14, 2007 BOD meeting were approved by e-mail and telephone vote on June 15, 2007)

**Old Business**

1. Update on assessment
  - a. amount collected
  - b. percentage of responses
  - c. number of returned as undeliverable
  - d. plan to deal with non-payments
2. Update on Association Website
3. Liability Insurance—Directors and Officers
4. Bank Accounts—Checking and Savings

**New Business**

1. Appropriate response for dealing with uncut lawns
2. Purchase of signs to announce important website notices and meetings
3. Neighborhood activity for the fall
4. Future Meeting Date
5. Other Items

**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Minutes from Meeting**

**July 23, 2007**

**Meeting was held at: Claudia Holliway  
5109 Cypress Lake Drive  
Lake Park, GA. 31636**

**Meeting began at 6:30 PM**

**Members Present: Charles Backes, Claudia Holliway, Spencer Dawkins,  
Chris Sanders, Eleanor Davis, Trent Parkerson.  
Giovanni and Guy Pannizzi were present as well.**

**Affirmation of Approval of Minutes of May 14, 2007 Meeting (Note: The minutes of the May 14, 2007 BOD meeting were approved by e-mail and telephone vote on June 15, 2007)**

**- Confirmed approval of minutes from May 14<sup>th</sup>, 2007**

**Old Business**

1. Update on assessment
  - a. amount collected
    - Spencer Dawkins speculated around \$2500.00 had been collected, all the deposits have not been made yet.
  - b. percentage of responses
    - Response has been good, positive as well.
  - c. number of returned as undeliverable
    - There was only about 5 letters returned, Chris Sanders is working on these letters.
  - d. plan to deal with non-payments
    - Board decided to send a second letter to non-payments around September 1<sup>st</sup>, 2007. Chris Sanders is updating the mailing list.
2. Update on Association Website
  - Website is doing well; Giovanni is going to link his site to ours.
3. Insurance—Directors and Officers
  - Charles Backes is working on this. He has applications from State Farm as well as Valdosta Insurance Services.
4. Bank Accounts—Checking and Savings



- We have not set up a savings account yet due to funds; the checking account is set up with First State. Susan Brill helped us set up the account and has been the contact person. It was discussed in the meeting for any withdrawal it requires two signatures to be processed.

## **New Business**

1. Appropriate response for dealing with uncut lawns
  - Giovanni is forwarding a copy of the letter that he has used in the past.
  - Board decided that if a lawn is uncut and one board member is notified then that person will seek another member for a second opinion. At that time we will start out with a courtesy phone call and second action will be a letter offering to have their lawn cut for a fee. The covenants state that the grass cannot be taller than 4 inches.
  - We also had a lengthy discussion about tree removal on vacant lots and Giovanni offered to help with this issue.
  - We discussed some barricades in the neighborhood that some residents did not like, Giovanni offered to move them as long as residents did not drive on other lots and common areas. He did claim that if residents did abide by these rules he would not put the barriers back up.
2. Purchase of signs to announce important website notices and meetings
  - The board did approve the purchase of the signs to announce meetings and important events such as announcements, meetings and gatherings.
3. Neighborhood activity for the fall
  - The idea for a fall activity is to have a cook out at one of the common areas; we would have this area professionally cleaned. Michael Doss, a neighborhood resident agreed to provide tents and a super cooker. Claudia Holliway and Eleanor Davis volunteered for the planning of this event.
4. Future Meeting Date
  - Date was set for September 6<sup>th</sup>, 2007
5. Other Items- Giovanni Pannizzi addressed the board on a few topics.

- He has been trying to find someone to rebuild the entrance signs and is having a tough time locating someone due to the size.
- He is also in the process of having the engineering approved for the new entrance which will be past Grassy Pond.
- Giovanni also mentioned donating acreage as well as funds for a common area such as a club house and play ground.
- Giovanni is also going to let the board put a letter in his welcome packet for new homeowners.

Meeting adjourned at 8:00 PM





**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Agenda  
September 6, 2007**

Approval of Minutes of July 23, 2007 Meeting

**Old Business**

1. Update on assessment/delinquent payment plan
2. Purchase of Signs
3. Liability Insurance—Directors and Officers
4. Neighborhood Activity for the Fall

**New Business**

1. Future Meeting Date
2. Other Items

**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Minutes**

**September 6, 2007**

**Meeting was held at: Eleanor Davis  
5517 Ponciana Lane  
Lake Park, GA 31636**

**Meeting began at 7:00 PM**

**Members Present: Charles Backes, Claudia Holliway, Chris Sanders  
Eleanor Davis, Trent Parkerson**

**Approval of Minutes of July 23, 2007 Meeting  
- Minutes Approved**

**Old Business**

1. Update on assessment/delinquent payment plan (see Attachment)
  - Board decided on policy on home/lot purchases made after July 1, 2007. Owners will be exempt from the interim assessment.
  - Discussed follow up letter to be sent to all residents with up coming events as well as reminders about assessment.
  - Chris Sanders went over all new additions to mailing list as well as verification of payments and delinquent assessments.
2. Purchase of Signs
  - Viewed signs. All were in favor.
  - The use of the signs was to begin on Friday, September 07, 2007.
3. Liability Insurance—Directors and Officers
  - Charles Backes is working on getting financials so we can get the insurance processed.
4. Neighborhood Activity for the Fall
  - **Clean up day was set for November 10<sup>th</sup>**
  - **Date was set for November 11<sup>th</sup> for cookout.**



- Decided on Phase 2 boat ramp for location.
- Holliway and Eleanor Davis are in charge of this event, they are having a meeting with volunteers on September 24<sup>th</sup>.
- Decided on having bake off with different categories.
- Name of event is Autumn Fest.
- Posting on website
- Everyone is trying to get donations for door prizes.
- Volunteers needed.

### **New Business**

#### **1. Future Meeting Date**

- Future date set for November 5<sup>th</sup> at Trent Parkersons'

#### **2. Other Items**

- Board authorized Trent Parkerson to purchase a printer and paper.
- The budget for this was set at \$150.00.
- Trent uses this for printing all individual letters as well as invoices for the association.

Meeting adjourned at 8:30 PM





**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Minutes of Meeting  
November 5, 2007**

Approval of Minutes of September 6, 2007 Meeting

**Old Business**

1. AutumnFest Details
  - a. Food
  - b. Children's Events
  - c. Dessert Contest
  - d. Set Up
  - e. Other
2. Liability Insurance—Directors and Officers
3. Maintenance of Boat Ramp Commons Areas and Front Entrances Update
4. Other

**New Business**

1. Accountant Compensation
2. Money Market Account
3. January Work Meeting
4. Next Meeting Date
5. Other Items

**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Agenda  
November 5, 2007**

**Meeting began at 7:10 PM**

**Members Present: Charles Backes, Claudia Holliway, Chris Sanders,  
Eleanor Davis, Spencer Dawkins, Trent Parkerson**

**Guests Present: Giovanni Pannizi, James and Anna Gaskins**

Approval of Minutes of September 6, 2007 Meeting

**- Minutes Approved.**

**Old Business**

1. AutumnFest Details
  - a. Food- went over bids for food decided on Winn Dixie.
  - b. Children's Events- James and Anna Gaskins went over ideas for activities. Board approved acceptable activities.
  - c. Dessert Contest- discussed logistics and guidelines for contest.
  - d. Set Up- discussed roles of board and who is in charge of what.
  - e. Other-. We also discussed trash and recycling for fest.
2. Liability Insurance—Directors and Officers- application has been submitted to State Farm but no response as of yet.
3. Maintenance of Boat Ramp Commons Areas and Front Entrances
  - a. Update- Giovanni announced more concrete is being poured at the Phase II boat ramp.
  - b. Approved the bid for cleaning and maintenance of the Phase One and Two boat ramp areas by Jerry Peters. Bid includes cleanup fees of \$350.00 (Phase II) and \$450.00 (Phase I). Monthly maintenance fees for both ramp areas total \$150/month. This includes twice monthly mowing/cleaning, as needed.
4. Other- Giovanni discussed the status of signs. They are in the works. He is waiting on sample from sign company.



## **New Business**

1. Accountant Compensation- board approved compensation of Trent Parkerson for the amount of \$49.00 monthly, with a back dated payment of \$300.00 for his work for the last 6 months.
2. Money Market Account- this issue was discussed by the board and approved unanimously, a minimum deposit of \$1000.00 will have to be made at First State Bank. We will move ahead on this action.
3. January Work Meeting- we will use this meeting to set up policies such as responsibilities of board members. Vote on budget as well as go over the bylaws. Also use this time to get assessment prepared.
4. Next Meeting Date- no meeting date was set.
5. Other Items- corporate annual renewal was paid in the amount of \$30.00. This will be due April again. Annual meeting date will be announced on the assessment letter. The printer was purchased it is in Trent Parkersons' possession.

**Meeting adjourned at 8:55 PM.**





**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Agenda  
December 17, 2007**

Approval of Minutes of November 5, 2007 Meeting

**Old Business**

1. AutumnFest Review
2. Liability Insurance—Directors and Officers
3. Maintenance of Boat Ramp Commons Areas and Front Entrances Update
  - a. NOTE: Phase II area has been completely finished and payment has been made. Phase I area is partially finished. Payment will be rendered following completion. Payment for monthly maintenance of Phase II ramp (\$75) will be made during the month of December.
4. Other

**New Business**

1. Money Market Account Update
2. January Work Meeting Date and Purpose
3. 2008 Annual Meeting
4. Other Items
5. Prepare mailout for 2008 assessments

**Cypress Lakes Owners Association  
Board of Directors Meeting**

**Meeting Minutes  
December 17, 2007**

**Meeting started at 7:30 PM**

**Members present: Charles Backes, Claudia Holliway, Chris Sanders,  
Trent Parkerson**

Approval of Minutes of November 5, 2007 Meeting- Approved

**Old Business**

1. AutumnFest Review- Discussed photos being added to website as well as using a secondary website to post more pictures.
  - We also talked about what worked and did not work for next years event.
  - Main points were food, communication, as well as committees.
2. Liability Insurance—Directors and Officers
  - State Farm never returned our application, so we turned the information over to Matt Dorsey at Valdosta Insurance Services.
3. Maintenance of Boat Ramp Commons Areas and Front Entrances Update
  - a. NOTE: Phase II area has been completely finished and payment has been made. Phase I area is partially finished. Payment will be rendered following completion. Payment for monthly maintenance of Phase II ramp (\$75) has been made during the month of December.
  - Everyone agreed the common areas looked great and approved of the service.
4. Other- Checks were signed to be sent to payees.

**New Business**

1. Money Market Account Update
  - Deposit was made in the amount of \$1000.00 at First State Bank, as well as legal documents were signed.



2. January Work Meeting Date and Purpose
  - Date set for January 6, 2008 for about 5 to 6 hours. Tentative beginning time is 1:00 p.m.
3. 2008 Annual Meeting
  - Date set for March 20, 2008 at Francis Lake Baptist Church.
4. Other Items- Charles Backes proposed to upgrade the website from 5 pages and the board approved.

Business meeting adjourned at 8:15 PM

5. Prepare mailout for 2008 assessments- Completed around 10:15 PM.  
The assessments will be mailed on December 18, 2008.

