

**Cypress Lakes Owners Association
Board of Directors Meeting/Beginning of Year Work Session**

**Meeting Agenda
January 6, 2008**

Approval of Minutes of December 17, 2007 Meeting

Old Business

1. Liability Insurance—Directors and Officers
2. Update on 2008 assessments
3. Other

New Business

1. Development and adoption of goals for the upcoming year (see Attachment One)
2. FY 2008 Budget
3. 2008 Annual Meeting
 - a. Time, date, location
 - b. 2008 Annual Report (see Attachment Two)
 - c. Election of new directors Procedure
 - d. Mailout, including Proxy Form
 - e. Responsibilities of directors
4. Policy Statements/Operation Manual Development
5. Website “Frequently Asked Questions” (FAQ) ideas
6. Other Items

**Cypress Lakes Owners Association
Board of Directors Meeting/Beginning of Year Work Session**

Meeting Minutes

January 6, 2008

Meeting started at 2:00 P.M.

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

Approval of Minutes of December 17, 2007 Meeting – Approved

Old Business

1. Liability Insurance—Directors and Officers- Matt Dorsey from Valdosta Insurance Services emailed quote with details. Board discussed details and decided to check on other options. Spencer Dawkins offered to check on these options.
2. Update on 2008 assessments- overall it has been a great response around forty return payments already. There were 4 returned for address corrections. 3 have already been corrected and resent.
3. Other- Charles Backes is going to contact Giovanni on the status of the front entrances. This is still a hot topic with residences.

New Business

1. Development and adoption of goals for the upcoming year (see Attachment One) - discussed list of goals. They were approved by the board. Also discussed setting up a master plan or 10 year plan.
2. FY 2008 Budget- Trent Parkerson presented budget made changes at meeting and the budget was approved. Copies of the budget will be shared with Board after it is put in the final format by Trent. It will also be shared with the association membership on the web and at the annual meeting. Sam Hogan CPA was approved to audit the books of the association.

3. 2008 Annual Meeting

- a. Time, date, location- March 20, 2008 6:30 PM at Frances Lake Baptist Church
 - b. 2008 Annual Report (see Attachment Two) - Board thought this would be great thing to tie to the 2008 goals. Note all this was done in 7 to 8 months.
 - c. Election of new directors Procedure-1 ballot per paid lot owner, nominations from the floor. Nominated Claudia Holliway as the Chairman of the Committee. Board will be seeking committee for nominations. Michael Doss has also volunteered to be part of the committee.
 - d. Mail out, including Proxy Form- Discussed details of proxy decided to mail one month prior to election.
 - e. Responsibilities of directors- discussed details of each board members responsibility. Charles Backes will prepare PowerPoint with annual report. Chris Sanders and Spencer Dawkins will be in charge of the check in process. Claudia Holliway will be in charge of elections. Spencer also said he would get the bottle water and ice for the meeting.
4. Policy Statements/Operation Manual Development- Set up some topics for this manual and approved through the board. This will be worked on at a future meeting.
 5. Website "Frequently Asked Questions" (FAQ) ideas- Board is adding pages to the website with FAQ such as water bans, leash laws and assessments.
 6. Other Items- Board discussed possible amendments to bylaws. No specific action was taken.

Attachment One

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 list serve 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



Attachment Two

DRAFT-For Consideration and Review!

**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:

- Board of Directors held six formal meetings in 2007
- Elected officers for the Board of Directors
- Renewed corporation documents for the upcoming year
- Organized and implemented AutumnFest in Cypress Lakes
- 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
- Retained service of individual to clean and systematically maintain the boat ramp areas
- Sent numerous correspondence to property owners through U.S. mail, e-mail, website, and flyers.
- Met regularly with representatives of Panizzi Development Corporation to discuss issues related to neighborhood beautification and development
- Developed policy related to association management and implementation of responsibilities
- Purchased signs to be placed at entrances to subdivision to alert residents about changes and announcements on the association website
- Purchased a printer for printing association mail outs and correspondence
- Assisted residents with issues related to nuisances, hazards, and other issues
- Began planning the 2008 Annual meeting.



**Cypress Lakes Owners Association
Board of Directors Meeting/Beginning of Year Work Session**

**Meeting Agenda
March 17, 2008**

Approval of Minutes of January 6, 2008 Meeting

Old Business

1. Liability Insurance—Directors and Officers
2. Update on 2008 assessments
3. Acceptance of Financial Review Letter
4. Planning for the Annual Meeting
 - a. Approval of agenda
 - b. Confirmation of Responsibilities
 - i. Check in of members
 - ii. Annual Report
 - iii. Treasurer's Report,
 - iv. Nominations and Election of New Directors
 - v. Other Responsibilities/Information

New Business

1. Committee Structure and Recruiting
2. Other Items

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

**Meeting Minutes
March 17, 2008**

Started meeting at 7:15 PM

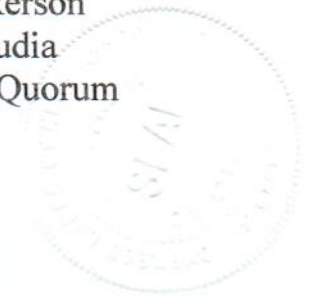
**Members present: Charles Backes, Claudia Holliway, Spencer Dawkins,
Chris Sanders, Eleanor Davis, Trent Parkerson.**

Approval of Minutes of January 6, 2008 Meeting

- APPROVED-

Old Business

1. Liability Insurance—Directors and Officers
 - Spencer Dawkins and Charles Backes have not had any responses from insurance companies other than Valdosta Insurance. Matter will be taken up at next Board meeting.
2. Update on 2008 assessments
 - Update is \$4100.00 remaining unpaid, sent email out from webmaster reminding of balances due as well as annual meeting. Discussed process in which we will assess delinquent dues. Decided not to send out another letter until after annual meeting. List of delinquent accounts will be given to the board attorney to have formal notices sent from his office, following the Annual Meeting.
3. Acceptance of Financial Review Letter
 - Decided not to spend money on an audit, but we did have a second opinion on the financial report. Financial review accepted. Approved funds to be transferred over to money market account from checking.
4. Planning for the Annual Meeting
 - a. Approval of agenda- APPROVED
 - b. Confirmation of Responsibilities
 - i. Check in of members- Claudia Holliway and Chris Sanders will issue ballots as well as check payment status.
 - ii. Annual Report- Charles Backes
 - iii. Treasurer's Report- Spencer Dawkins/ Trent Parkerson
 - iv. Nominations and Election of New Directors- Claudia Holliway- Robert McGeehan and Michael Doss. Quorum set at 34.



- v. Other Responsibilities/Information- Spencer Dawkins will do payments. Eleanor Davis is in charge of committee sign up and welcoming members. Charles Backes will do set up. Spencer Dawkins is getting 4 cases of bottled water for meeting.

New Business

1. Committee Structure and Recruiting

- Adopted and Approved committee structure as presented
- Beautification is the responsibility of Vice President, Social activities is the responsibility of At-Large, Safety and Security is the responsibility of secretary, and Financial is the responsibility of the Treasurer. Eleanor Davis will be in charge of this process.

2. Other Items

- Incorporation papers have been filed for 2008 for the state of Georgia
- Tax return has been filed for 2007

MEETING ADJOURNED AT 9:30 PM



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

**Meeting Agenda
April 17, 2008**

Approval of Minutes of March 17, 2008 Meeting

Old Business

1. Liability Insurance—Directors and Officers
2. Update on Assessment Non-payments. Decision to turn matter over to attorney to be discussed

New Business

1. Election of Officers
2. Discussion of March 20, 2008 Annual Meeting. Approval of minutes of annual meeting.
3. Committees
4. Future Meeting Dates
5. Other Items

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

**Meeting Minutes
April 17, 2008**

Meeting Started at 6:30 PM

**Members Present: Charles Backes, Spencer Dawkins, Claudia Holliway,
Chris Sanders, Kelly McGeehan and Trent Parkerson**

Approval of Minutes of March 17, 2008 Meeting- Approved

Old Business

1. Liability Insurance—Directors and Officers- voted and approved to go with Matt Dorsey with Valdosta Insurance Services. Quoted \$550.00 for \$500,000 coverage with a \$1000.00 deductible.
2. Update on Assessment Non-payments. Decision to turn matter over to attorney to be discussed- Voted on and approved to turn over to attorneys. List will be generated and turned over to attorney.
3. Website- voted to expand website at a previous meeting but the package we were quoted is no longer available. We were given a new quote for unlimited pages and two years worth of email for \$231.39. This was approved by the board.

New Business

1. Election of Officers- Officers were elected as follows: Charles Backes, President; Claudia Holliway, Vice President; Spencer Dawkins, Treasurer; Chris Sanders, Secretary; and Kelly McGeehan, At-Large.
2. Discussion of March 20, 2008 Annual Meeting. Approval of minutes of annual meeting.- Approved
3. Committees- Eleanor Davis left the meeting with the list of committees; Claudia will be contacting her to get these lists. Then she will disperse the list to the respective board members.
4. Future Meeting Dates- Will be declared at a future date.



5. Other Items- A motion was set to have a set amount of funds available for snacks for board meetings which has been funded individually at all the other meetings. The set proposal was \$40.00 per meeting max including tips and tax, no alcohol is to be purchased with this fund. It was approved by the board.

Meeting adjourned at 8:30 PM.



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

**Meeting Agenda
July 14, 2008**

Approval of Minutes of April 17, 2008 Meeting

Old Business

1. Liability Insurance—Directors and Officers
2. Update on Assessment Non-payments.
3. Committees Status
4. Other?

New Business

1. Interim Assessments for New Owners
2. Discussion Items from Giovanni
3. Possible Survey of Members
4. Date for AutumnFest
5. Future Meeting Date
6. Other Items

**Cypress Lakes Owners Association
Board of Directors Meeting
At the home of Charles Backes**

Meeting Minutes

July 14, 2008

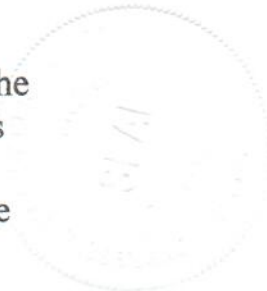
Meeting Started at 6:30 PM

Members Present: Charles Backes, Claudia Holliway, Kelly McGeehan, Trent Parkerson (Accountant) and Guy Panizzi (Panizzi Development Corporation) were also present.

Approval of Minutes of April 17, 2008 Meeting- Approved

Old Business

1. Liability Insurance—Directors and Officers—Insurance policy has been purchased and paid for. Coverage is from Valdosta Insurance Services, Inc. It is a three year, renewable policy.
2. Update on Assessment Non-payments—Letters were sent out from Daniel Schert's office. Payment was received for the amount of \$1671.00. All but 8 owners are in good standing. Those owners not in good standing include Gary Riggins, Jennifer Bond, Bradshaw Development, William and Shirley Fey, Lighthouse Point Homes, Kamlesh Shah, Michael Martin, and James and Shannon Maples. Invoices will continue to be sent to owners who have an outstanding balance in any future mailings. A statement will be included in a cover letter reminding those owing dues that they will not have voting privileges and are not eligible for Association benefits (i.e. boat ramp keys, attendance at sponsored functions, etc.) until they pay outstanding balances and are reinstated as owners in good standing. Attorney fees amounted to slightly over \$400.00.
3. Committees Status-Committee volunteers should be contacted by the respective board members responsible for the committee as soon as possible to arrange a meeting. In the case of excessively small committees, volunteers should be recruited to make up a reasonable



size committee. In the event that a reasonable size committee can not be established, the board may chose to declare the committee inactive for the remainder of the year.

New Business

1. Interim Assessments for New Owners—Chris is working to determine if any new ownership has occurred since January 1 that needs to be billed for the interim assessment amount of \$50.00. Only new owners who are buying property that has not been paid up for 2008 are liable for the interim assessment, as previously paid 2008 assessments transfer to the new owner.
2. Discussion Items from Giovanni—Guy Panizzi asked the board if the association would like to take over the landscaping of the islands at the entrances of the neighborhood. He stated that Panizzi Development Corporation would continue to pay for the water and electrical service, but that the association could plant flowers, shrubs, etc. if they wished. The board decided to take the matter under consideration and to have the Neighborhood Beautification and Conservation Committee discuss the issue, as it would fall under their charge. Guy also asked if the association would like to be responsible for providing the key to the boat ramp to new owners. The rationale behind this was so that the new owner would make contact with the association, allowing for an introduction and exchange of contact information. The board decided to accept the master key on the condition that new owners who are buying property that has never been sold previously will receive a key from the association. Owners who buy property from a previous owner who has received a key must obtain the key from the previous owner or must contact Panizzi Development Corporation to obtain a replacement key. It was further discussed that the association may want to have the locks rekeyed each year and distribute the keys at the annual meeting or at an alternate distribution time. Only owners in good standing with the organization would receive a key. This issue will be taken up at a future meeting.
3. Possible Survey of Members-Kelly stated an interest to put together a short questionnaire and introduction letter for the Social Activities Committee to gauge interest and to solicit more volunteers. The board

supported this idea and offered to help hand out the materials. Kelly was given authorization to have the materials copied for reimbursement by the association.

4. Date for AutumnFest—Tentative dates for AutumnFest were discussed. November 9 and November 16 were listed as possible choices. Board members are asked to send their suggestions on these dates as soon as possible so that the date can be advertised.
5. Future Meeting Date—To be announced.
6. Other Items—Trent gave a brief financial report. Cash assets total \$18, 500. Other assets include approximately \$1000.00 in unpaid dues. The board also discussed the possibility of purchasing a screen tent to be used for AutumnFest and other association functions. It was suggested that owners could borrow the tent for private functions when it is not being used by the association. It was decided that Chris Sanders should look into costs and availability of the tent.

Meeting adjourned at 9:00 p.m.



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

**Meeting Agenda
September 4, 2008**

Approval of Minutes of July 14, 2008 Meeting

Old Business

Committee Reports

1. Assessment and Finance
2. Safety and Security
3. Neighborhood Beautification and Conservation
4. Social Activities

New Business

1. Extra payment for Storm Cleanup
2. Considerations from Trent
 - a. Establishment of Late Fees
 - b. Establishment of a "Lock-Box account"
 - c. Planning for future common area acquisitions
3. Future Meeting Date
4. Other Items

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

**Meeting Minutes
September 4, 2008
Meeting started at 6:30 PM**

Board Members present: Charles Backes, Claudia Holliway, Chris Sanders, Kelly McGeehan, Trent Parkerson

Approval of Minutes of July 14, 2008 Meeting- Approved

Old Business--None

Committee Reports

1. Assessment and Finance- No report
2. Safety and Security- No formal report- It was determined that Richard Struempler and Stephen Stubbs expressed interest in serving on the committee.
3. Neighborhood Beautification and Conservation- Claudia Holliway provided a full report on their meeting. On the issue of residents who fail to adequately maintain their property, it was agreed that when warranted, the board will take care of sending letters to repeat violators. The board will provide information through announcements on the website about vacant lots and the board will include this information in an upcoming letter. A discussion of the budget including funds for flowers and plants for the front entrance was held. One of the committee members volunteered to serve as a "landscape architect" for redesigning the plantings at the entrances. Stocking the lake was also an action item which is being investigated. County road maintenance in the neighborhood was also discussed. The committee is also going to check with cable providers about the above ground cable running through the neighborhood. Covenants were discussed pertaining to parking vehicles in yards. Committee is asking for posting about parking.
4. Social Activities- Kelly McGeehan conducted a meeting with this committee. She sent out a survey on activities. Committee



recommended a yard sale which is set for October 11, 2008. Details were discussed and the board approved the yard sale. The cost of signs and newspaper advertisement costs were approved. AutumnFest theme was approved as sports theme, same location and same food. There will be a chili cook off as well as a cook off for deserts. Door prizes were discussed. Kids' games and bounce houses were approved as well. Registration will be handled in 30 minute shifts, primarily by committee members. Portable restrooms will be ordered by Charles Backes. Celebrity judges will be arranged by the committee. Prizes such as gift cards will be given for the bake contest. Crazy hat contest was a favorite and will be repeated. It was discussed whether to purchase or rent a screened tent. No firm decision was made. Holiday decorating contests for the neighborhood for Fall and Winter Wonderland were approved. Details were discussed, with the issue referred back to the committee. A panel of judges will be established by the committee. The board authorized funds to be spent for decorating contests prizes, not to exceed \$100.00 per contest.

New Business

1. Extra payment for Storm Cleanup- Proposal for payment for extra clean up for ramps. \$100.00 proposed and approved by board.
2. Considerations from Trent-
 - a. Establishment of Late Fees- setting a set amount rather than 12% which equals \$12.00. This would require a change in By-laws so this would be a public matter.
 - b. Establishment of a "Lock-Box account"- determined not to be worth the cost of the account.
 - c. Planning for future common area acquisitions- start to develop a long term plan for common areas. This also requires a change in By-laws so this is a public matter. Charles recommended that the board consider a complete bylaws review following AutumnFest.
3. Future Meeting Date- Date set for November 10, 2008 to review final plans for AutumnFest.
4. Other Items- No items



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

**Meeting Agenda
November 10, 2008**

Approval of Minutes of September 4, 2008 Meeting

Old Business

Committee Reports

All committee reports will be deferred to next meeting due to AutumnFest Planning

New Business

1. AutumnFest Planning
2. Decoration Contests
 - a. Report on Fall Contest
 - b. Update on Holiday Contest
3. Future Meeting Date
4. Other Items