

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

**Meeting Agenda
February 2, 2009**

Approval of Minutes of November 10 2008 Meeting

Old Business

1. Update on 2008 assessments
2. Other

New Business

1. Adoption of goals for the upcoming year (see Attachment One)
2. FY 2009 Budget
3. 2009 Annual Meeting
 - a. Time, date, location
 - b. 2009 Annual Report (see Attachment Two) *Note: This will be updated, hopefully by the meeting. If not, we can update it at the meeting.*
 - c. Election of new directors Procedure
 - d. Mailout, including Proxy Form
 - e. Responsibilities of directors
4. Rekeying of Boat Ramp Locks
5. Other Items

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

**Meeting Minutes
February 2, 2009**

**Members present: Charles Backes, Chris Sanders, Kelly McGeehan,
Spencer Dawkins and Trent Parkerson.
Meeting started at 6:30 PM**

Approval of Minutes of November 10 2008 Meeting – No Minutes. This was a planning meeting.

Old Business

1. Update on 2009 assessments- There is \$5600.00 left to collect. Actions were discussed to collect delinquent payments.
2. Confirmation of Jerry Peters' maintenance fees- we approved the increase that was requested.(\$600.00 quarterly)
3. Other- NONE

New Business

1. Adoption of goals for the upcoming year (see Attachment One) -- approved all goals on attachment.
2. Review 2008 Expenditures- under budget for 2008 favorable.
3. FY 2009 Budget-budget was proposed and board made adjustments. Trent Parkerson will make changes and board will approve at a later date. Landscape funding was a main topic. Chris Sanders and Spencer Dawkins will get quotes for landscaping front entrances.
4. 2009 Annual Meeting
 - a. Time, date, location- 6:30 PM, March 24, 2009 at Frances Lake Baptist Church.



- b. 2009 Annual Report- Discussed draft report. *Charles Backes is updating this report.*
 - c. Election of new directors Procedure- Claudia Holliway will be sitting on nomination committee and possible committee members were discussed. Will need two additional members from general membership.
 - d. Mailout, including Proxy Form- Charles Backes is working on this mailout and proxy.
 - e. Responsibilities of directors- Charles Backes will run meeting. Chris Sanders and Kelly McGeehan will check in members. Spencer Dawkins will be in charge of collections and water. Trent Parkerson will be in there as an extra.
5. Rekeying of Boat Ramp Locks- discussed process of delivering keys. Charles Backes will write procedure. Approved by the board.
6. Other Items- Future meeting TBA.



Attachment One

**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 listserve 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



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

**Meeting Agenda
April 2, 2009**

Approval of Minutes of February 2, 2009 Meeting

Old Business

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

New Business

1. Election of Officers
2. Discussion of March 24, 2009 Annual Meeting. Approval of minutes of annual meeting.
3. Committees
4. Bank Account Signature Card
5. Future Meeting Dates
6. Other Items

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

**Meeting Minutes
April 2, 2009**

**Members present Charles Backes, Chris Sanders, Russ Davis,
Rhonda Miller and Trent Parkerson, Kelly McGeehan
Meeting started 6:30 PM**

Approval of Minutes of February 2, 2009 Meeting- Approved

Old Business

1. Liability Insurance Update—Directors and Officers- Charles Backes stated insurance needs to be updated with new board members name. Matt Dorsey with Valdosta Insurance Services.
2. Update on Assessment Non-payments. Decision to send letter or turn matter over to attorney to be discussed. Trent Parkerson stated there was around \$3397.54 outstanding. Board decided to send one more letter to past due home owners and then turn over to attorney.

New Business

1. Election of Officers- outcome of elections were as follows: Charles Backes- President, Rhonda Miller- Vice President, Chris Sanders- Secretary, Russ Davis- Treasurer, Kelly McGeehan- At Large. Officers approved.
2. Discussion of March 24, 2009 Annual Meeting. Approval of minutes of annual meeting. Approved.
3. Committees- Discussed which officer would be in charge of which committee. We will discuss duties at a later date.
4. Bank Account Signature Card-Charles Backes, Russ Davis, Rhonda Miller and Chris Sanders will have signature privileges.
5. Future Meeting Dates- Future meeting date to be announced.



6. Other Items- Trent Parkerson discussed budget. Rhonda Miller recommended that the association produce a directory. Rhonda Miller and Kelly McGeehan volunteered to work on this directory.

Minutes Approved for April 2, 2009 meeting.



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

**Meeting Agenda
May 7, 2009**

Minutes of April 2, 2009 Meeting approved at the end of the April 2, 2009 meeting

Old Business

1. Liability Insurance Update—Directors and Officers
2. Status on Bank Accounts
3. Update on Assessment Non-payments.
4. Update on Spring Garage Sale
5. Other

New Business

1. Front Entrance Repairs
2. Activation of Committees
3. Addition of "Public Notices" page on website
4. Update on Sexual Offender Issue
5. Removal of Temporary Realtor and Services Signs
6. New Chain for Boat Ramp
7. Other Items
8. Next Meeting Date

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

**Meeting Minutes
May 7, 2009**

**Members Present: Charles Backes, Kelly McGeehan, Chris Sanders,
Russ Davis, Guy Pannizi**

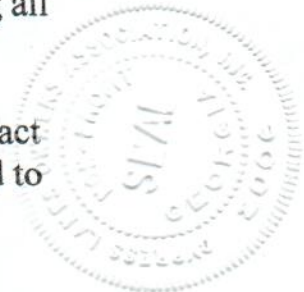
Minutes of April 2, 2009 Meeting approved at the end of the April 2, 2009 meeting.

Old Business

1. Liability Insurance Update—Directors and Officers- Insurance in effect, payment has been made.
2. Status on Bank Accounts- all signature cards have been signed.
3. Update on Assessment Non-payments- great response on the last letter that the board sent out, with over \$600.00 collected as a result. Unpaid accounts will be sent to attorney for collection. A copy of the letter sent by the attorney will be sent to any realtor who holds the listing to advise the realtor about the unpaid assessment.
4. Update on Spring Garage Sale- was a success. There were over thirty garage sales.
5. Other-None

New Business

1. Front Entrance Repairs- Brick masons are expected to be there on 5/11/09. Plants were removed to salvage what we could save. Suggestions were made about landscaping. Giovanni is handling all insurance claims on entrance.
2. Activation of Committees- suggestions were made to make contact with all committee members. List of committees will be emailed to board members.



3. Addition of "Public Notices" page on website- Suggestion was made to add this to website. All public notices would have to be approved by the board. Motion was made and approved by the board.
4. Update on Sexual Offender Issue- discussed this issue and decided that more research needs to be done before any action is taken. Confirmation has been made that there is a convicted sex offender registered as a resident in the neighborhood.
5. Removal of Temporary Realtor and Services Signs- Board confirmed that these signs are in violation of covenants. A notice will be placed on the website on the Public Notices page.
6. New Chain for Boat Ramp- discussed changing the size of the chain at the Phase II boat ramp so it would be easier to move around. Approved by the board.
7. Other Items- Other safety and security issues were discussed. No actions were taken.
8. Next Meeting Date- TBA



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

Meeting Agenda

June 30, 2009

Approval of the Minutes of May 7, 2009 Meeting.

Old Business

1. Update on Assessment Non-payments.
2. Front Entrance Repairs
3. Other

New Business

1. Lake Maintenance
2. Date for 2009 AutumnFest
3. Date for Fall Garage Sale
4. Other Items
5. Next Meeting Date

Cypress Lakes Owners Association

Board of Directors Meeting

Meeting Minutes

June 30, 2009

Members Present: Charles Backes, Rhonda Miller, Kelly McGeehan, Russ Davis, Giovanni Panizzi

Minutes of May 7, 2009 meeting approved.

Old Business

1. Update on assessment non-payments. Email was sent out and 8-9 residents paid. \$1387.63 still owed. Giovanni explained how to get a lien for non payment. Russ will make phone calls to those still owing money to try and collect.
2. Front entrance repairs – Insurance covered all expenses and repairs have been made.
3. Other – Charles is still handing out keys for the boat ramps.
No word on sexual offender in the neighborhood. Rhonda will check and see if she can get updated information.

New Business

1. Lake Maintenance – Weeds are spreading. Mike Williams called and asked us to do something. Discussion was made as to whether we want to pursue a lake maintenance program. Giovanni had water tested approximately 15 years ago, and was told that there wasn't a lot that could be done to improve water quality. Acidity is high due to the trees in the water. Herb Wyatt is a biologist in town. Motion was passed to set up a meeting with Mr. Wyatt for a consultation. Russ will call him and set meeting. Rhonda will call Beautification Committee after meeting is set to invite them to attend.
2. Date for AutumnFest – November 8th was date picked for this year's AutumnFest. It will begin at 1pm.
3. Date for Fall Garage Sale – VDT has not set their garage sale date, so it was decided to hold off on setting a date. We will possibly have it October 10th if there are no conflicting activities that day.
4. Other items – none
5. Next Meeting Date - TBA



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

Meeting Agenda

September 15, 2009

Approval of the Minutes of June 30, 2009 Meeting.

Old Business

1. Update on Assessments, Financial Report.
2. Lake Maintenance Update
3. Fall Garage Sale Update
4. Other

New Business

1. 2009 AutumnFest Preplanning Ideas
2. Other Items
3. Next Meeting Date

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

**Meeting Minutes
Meeting started at 6:30 PM
September 15, 2009**

**Members present- Charles Backes, Chris Sanders, Kelly McGeehan,
Rhonda Miller, Russ Davis, Trent Parkerson, Giovanni Pannizzi, Guy
Pannizzi**

Approval of the Minutes of June 30, 2009 Meeting- Approved

Old Business

1. Update on Assessments, Financial Report. – Trent Parkerson- around \$1300.00 owed in past dues which is around 4% of total for a 96% collection rate this year. Discussed the action of sending notices to realtors. This was recommended by our attorney. Discussed issues of hardships that may affect some payments.
2. Lake Maintenance Update-Russ Davis- met with Herb Wyatt while riding around the lake. Discussed options presented by Herb. Three primary areas of concern included surface growth, submerged growth and fish population. Price was given of \$800.00 which includes some surface treatment and doing a fish stock analysis (shocking). Price does not include submerged growth. Russ Davis recommended moving forward. The motion was seconded. The Board approved the motion.
3. Fall Garage Sale Update- Kelly McGeehan- Date set for October 3, 2009. Flyers have been delivered. Ads and signs will be placed by Kelly.
4. Other- None

New Business

1. 2009 AutumnFest Preplanning Ideas- Date set for November 8, 2009. Discussed ideas for fest. Decided to stick with same agenda and basic concept as last year. Kelly McGeehan will work with social



committee to get help with the fest. Decided to pursue catering for the event. Idea was raised to have a T.V. for football game.

2. Other Items-
3. Next Meeting Date- T.B.A

Meeting adjourned at 8:30 PM



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

**Meeting Agenda
October 26, 2009**

Approval of Minutes of September 15, 2009 Meeting

Old Business

1. Decoration Contests
 - a. Report on Fall Contest
 - b. Update on Holiday Contest

New Business

1. AutumnFest Planning
 - a. Setup
 - b. Publicity
 - c. Food
 - d. Tents and tables
 - e. Games
 - f. Contests
 - g. Other
2. Future Meeting Date
3. Other Items

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

**Meeting Minutes
October 26, 2009**

Meeting started at 7:00 P.M.

**Members present Kelly McGeehan, Charles Backes, Trent Parkerson,
Charles Backes, Rhonda Miller and Chris Sanders.**

Approval of Minutes of September 15, 2009 Meeting- Approved

Old Business

1. Decoration Contests

- a. Report on Fall Contest- Kelly McGeehan recommended the monetary amount to be awarded. She also recommended that the classification should be Halloween and Fall. The total amount spent for awards is \$180.00. We discussed about signs to announce awards. Signs were approved 4 sets of 3. Price was given to us by Vital Signs in the amount of \$9.00 a piece. We will be judging on Thursday at 6:00 P.M.
- b. Update on Holiday Contest- Same as above.

New Business

1. AutumnFest Planning

- a. Setup- everyone meet at boat ramp at 11:00 A.M.
- b. Publicity- already taken care of by flyers. Charles will update website.
- c. Food- Bemiss Road BBQ. Everything provided except soft drinks, water, ice, crackers, cheese, bowls, utensils, small plates, trash bags, table cloths and juice boxes.
- d. Tents and tables- everyone bringing tents and tables.
- e. Games- games discussed were bounce houses, slides, bubbles, sidewalk chalk and balls.
- f. Contests- dessert contest and chili cook off. Award amounts are the same as last year. Judges were discussed Rhonda Miller, Kelly McGeehan and Charles Backes had suggestions.



g. Other- clean up will be done by board members. We will provide trash cans. Board approved the purchase of kid's prizes. We will set up a self registration for name tags and email addresses. Get bull horn from St Johns. Claudia Holliday will help provide tables and other items.

2. Future Meeting Date- TBA

3. Other Items- None

Meeting adjourned at 8:30 P.M.



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

**Meeting Agenda
December 10, 2009**

Approval of Minutes of October 26, 2009 Meeting

Old Business

1. Holiday Decoration Contest Update
2. AutumnFest Review

New Business

1. Annual Meeting Planning
 - a. Date
 - b. Location
2. Nomination Committee Appointments
3. Budget Planning
4. Future Meeting Date
5. Other Items
 - a. Invoice Mailing
 - b. Other

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

**Meeting Minutes
December 10, 2009**

**Members Present: Charles Backes, Rhonda Miller, Chris Sanders, Russ
Davis, Trent Parkerson**

Meeting started at 7:00 PM

Approval of Minutes of October 26, 2009 Meeting- Approved

Old Business

1. Holiday Decoration Contest Update- Flyer mailed with assessment. Judging set for December 22, 2009.
2. AutumnFest Review- Catering was a success as well as the amenities. The slides and attractions were a plus. All extra food was donated to LARC and food bank.

New Business

1. Annual Meeting Planning
 - a. Date- March 23, 2010 at 6:30 PM
 - b. Location- Francis Lake Baptist Church
2. Nomination Committee Appointments- Rhonda Miller will be in charge of election and nominations. Two or more members of the association will make up the remainder of the committee.
3. Budget Planning- Trent Parkerson submitted budget to the board. Board approved budget for 2010.
4. Future Meeting Date- TBA
5. Other Items
 - a. Invoice Mailing- completed and will be mailed 12/11/09
 - b. Other

Meeting Adjourned at 9:00 PM

