

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

**Meeting Minutes
February 23, 2010
Meeting Started at 6:30 P.M.**

**Members Present: Charles Backes, Kelly McGeehan, Russ Davis,
Rhonda Miller, Chris Sanders and Trent Parkerson.**

Approval of Minutes of December 10, 2009 Meeting- Approved

Old Business

1. Lake Seminar- went well. Around 25 present. Cost to Association was \$200.00.
A report from Dr. Burtle has been received.
2. Other-None

New Business

1. Annual Meeting Planning
 - a. Date/Time—March 23, 2010 at 6:30 p.m. Francis Lake Baptist.
 - b. Setup, responsibilities of board members—arrive by 6:00 p.m.
 - c. Publicity- updated web site as well as signs will be posted.
 - d. Water- Russ Davis will take care of the water.
 - e. Nominations/Election of Board Members- Rhonda Miller will be taking nominations. Processes have been stated on multiple publications and will be repeated at the Annual Meeting.
 - f. Agenda and PowerPoint -Charles Backes
 - g. Annual Report –Charles Backes
 - h. Other- Lake Report at meeting.
2. Development and adoption of goals for the upcoming year reviewed and approved.
3. Upcoming Registrations
 - a. Annual Corporate due April 1, 2010 (\$30.00) - Charles Backes will complete.
 - b. Internet Domain and Website due May 24, 2010 (2 years \$416.80) - Charles Backes will complete.
4. Revision to Committee Structure - recommendations accepted and approved. Will be presented by Charles Backes at the Annual Meeting
5. Lake Report – Received from Dr. Burtle from the University of Georgia Cooperative Extension. Will be presented at the Annual Meeting.



6. Date for Spring Yard Sale- TBA, Kelly will set date soon.
7. Special Offers Policy- Proposed by Charles Backes- multiple issues exposed so therefore we declined to adopt a policy.
8. Future Meeting Date- March 23, 2010 (Annual Meeting)
9. Other Items
 - a. Preparation of Mailing- Completed
 - b. Other

Adjourned 8:30 P.M.



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

**Meeting Agenda
February 23, 2010**

Approval of Minutes of December 10, 2009 Meeting

Old Business

1. Lake Seminar
2. Other

New Business

1. Annual Meeting Planning
 - a. Date/Time—March 23, 2010 at 6:30 p.m.
 - b. Setup, responsibilities of board members—arrive by 6:00 p.m.
 - c. Publicity
 - d. Water
 - e. Nominations/Election of Board Members
 - f. Agenda and PowerPoint (See Attachments)
 - g. Annual Report (See Attachment)
 - h. Other
2. Development and adoption of goals for the upcoming year (see Attachment)
3. Upcoming Registrations
 - a. Annual Corporate due April 1, 2010 (\$30.00)
 - b. Internet Domain and Website due May 24, 2010 (2 years \$416.80)
4. Revision to Committee Structure (See Attachment)
5. Lake Report (see Attachment)
6. Date for Spring Yard Sale
7. Future Meeting Date- March 23, 2010
8. Other Items
 - a. Preparation of Mailing
 - b. Other



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**

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)
- 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		
Total Income	16,523	0	0
Expenses			
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		
Total Operating Expenses	13,600	0	0
Net Income / (Loss)	2,923	0	0
Beginning Cash at Jan 1st, 2010	18,278		
Change in Cash during 2010	2,500		
Ending Cash at Dec 31st, 2010	20,778	0	
	1 of 1		

**Cypress Lakes HOA
2009 Actual**

	Budget	Actual	Variance
Income			
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
Total Income	19,073	19,059	(14)
Expenses			
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
Total Operating Expenses	15,662	14,928	734
Net Income / (Loss)	3,411	4,131	720
Beginning Cash at Jan 1st, 2009		14,013	
Change in Cash during 2009		4,265	
Ending Cash at Dec 31st, 2009		18,278	
	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.

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

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.

Owners Association, Inc

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

2010 Annual Meeting

March 23, 2010

Meeting Minutes

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**



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

Meeting Minutes

April 1, 2010

**Members present Charles Backes, Chris Sanders, Russ Davis,
Rhonda Miller and Trent Parkerson, Claudia Holliway, Michael
Williams**

Meeting started 6:30 PM

Approval of Minutes of February 23, 2010 Meeting- Approved

Old Business

1. Liability Insurance Update—Directors and Officers- Updates will need to be made with new officers. Rhonda Miller is handling changes to policy.

New Business

1. Elections of Officers- outcome of elections were as follows: Russ Davis- President, Rhonda Miller- Vice President, Chris Sanders- Secretary, Michael Williams- Treasurer, and Claudia Holliway- At Large. Officers approved.
2. Discussion of March 24, 2009 Annual Meeting. - Minutes will be approved at next meeting.
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-All Board Members will be on card.
5. Future Meeting Dates- Future meeting date to be announced.
6. Lake Report was presented and it will be discussed further.
7. Date of Spring Yard Sale- April 17th and ad is placed with VDT.



8. Development and adoption of goals- approved
9. Financial report- approved and still the same as stated in earlier meeting.
10. Non-payments- 80% is paid to date notices will be sent out at a later date.
11. Chain for boat ramp- Russ Davis is working on the chain.
12. Upcoming Registrations and Expenses
 - a. Annual Corp due April 1, 2010- paid
 - b. Internet Domain due May 24th, 2010- paid
 - c. Ad for Spring Yard Sale- due to Kelly Mcgeehan
 - d. Liability Insurance - due April 1st, 2010
13. Other Items- Islands of grass in the neighborhood.
Michael Williams will handle the email account.

Meeting Adjourned at 8:30 PM

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

**Meeting Minutes
May 27, 2010**

**Members Present Russ Davis, Rhonda Miller, Michael Williams,
Claudia Holliday, Trent Parkerson, Charles Backes
Meeting started at 5:30 PM**

Approval of Minutes of March 24th, 2010 Annual Meeting- Approved

Old Business

1. Bank Account Signature Card-All Board Members are on signature card.
2. Lake Report was presented and discussed further. Herb Wyatt to spray again before final payment.
3. Chain for boat ramp- Russ Davis replaced chain.
4. Upcoming Registrations and Expenses approved for payment
 - a. Annual Corp due April 1, 2010- paid
 - b. Internet Domain due May 24th, 2010- paid
 - c. Ad for Spring Yard Sale- due to Kelly Mcgeehan
 - d. Liability Insurance - due April 1st, 2010
5. Other Items- Islands of grass in the neighborhood. To be discussed further at a later meeting.

New Business

1. Financial update from Trent Parkerson
2. Yard Complaints introduced and will be discussed further at a later meeting
3. Homeowner Directory(Online) introduces and will be discussed further at a later meeting
4. Website Maintenance approved to be turned over to Kelly McGeehan
5. Neighborhood Recycling- Russ Davis to Contact Mitch Cothran



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

Meeting Minutes

September 16th, 2010

Meeting started at 6:30 PM

**Members present: Russ Davis, Claudia Holliway, Mike Williams,
Chris Sanders, Trent Parkerson.**

Approval of Minutes of May 27th, 2010 Meeting- Minutes Approved

Old Business

1. Yard Complaints- Russ Davis to call Giovanni- Russ Davis investigated yards that were in question and they were mowed.
2. Homeowner Directory (Online) to be discussed further- no interest so far. Discuss further at a later time.
3. Website Maintenance to be turned over to Kelly McGeehan- Approved by Board.
3. Neighborhood Recycling- Russ Davis to call Milo Sanitation- offered free recycling. Discussed the issue of Milo providing a container for a onetime charge of \$10.00. Chris Sanders will contact Mitch Cothron.

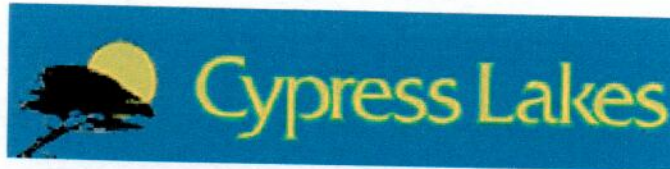
New Business

1. Financial Report- Trent Parkerson presented the report. All budgets look fair and in line with all allotted amounts. As of this report we are \$2500.00 to the good. Discussed the write offs and the residents that closed prior to July. Those residents will be due \$50.00. Board approved to draft a letter to outstanding balances that are due to homeowners association. Russ Davis will draft the letter. Trent also proposed to purchase Quick Books from a alternate source for \$125.00. Board approved.
2. Autumn fest- Claudia Holliway will investigate the catering options as well as put committee together to help. Bounce houses, food, and attractions are included in budget. Chris Sanders will contact Milo in reference to Porto-toilets. Budget set at \$2200.00. Date set for November 7th, 2010.
2. Fall Decorating Contest- 2 categories will be judged: Traditional and Halloween. Judging will take place October 28th, 2010 at dark so turn your lights on.



4. Fall Yard Sale- date set for October 9th, 2010. Claudia Holliway will do the flyers for the event. Chris Sanders and Russ Davis will handle distribution.
4. Proposed Playground and Water Park- Discussed issues around the proposal. Property taxes, upkeep, insurance? Discuss issues with Giovanni. Investigate the long term issues with this investment. Board decided to put a panel of questions together to present to Giovanni. Evaluate all long term costs and how dues could be affected.
5. Various Homeowner Complaints- Front entrance landscaping will be discussed with Sunrise Irrigation. Any complaints concerning road issues needs to be reported to the local Sheriff's Office. Current concerns on golf carts and 4-wheelers have been passed on to Sheriff's Office. Animal problems need to be reported to animal control. The leash law is posted on the homeowner's website. The issue of cars being parked in yards please refer to covenants. This issue will be addressed in a future mailing.

Meeting Adjourned at 9:00 P.M



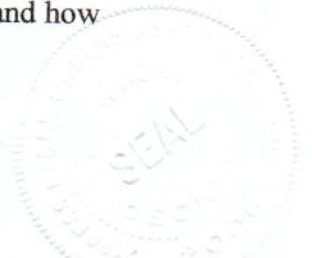
**Cypress Lakes HOA Board Meeting
Meeting Minutes
October 21, 2010
Meeting started at 6:30 PM**

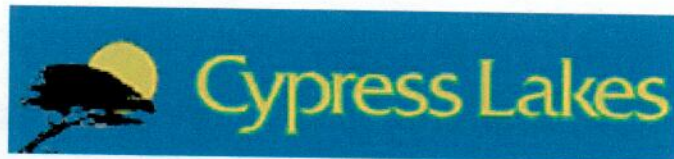
Members present: Mike Williams, Chris Sanders and Russ Davis

**Approval of Minutes of September 16th, 2010 Meeting-
Approved minutes**

Old Business

1. Website Maintenance- Russ Davis will handle as of this time.
2. Neighborhood Recycling- Spoke with Mitch Cothron with Milo Sanitation concerning trash pickup as well as recycling. The price of \$66.00 per quarter and this includes trash pickup and recycling.
3. Autumn fest- Claudia Holliway will investigate the catering options as well as put committee together to help. Bounce houses, food, and attractions are included in budget. Chris Sanders will contact Milo in reference to Porto-toilets. Budget set at \$2200.00. Date set for November 7th, 2010.
4. Fall Decorating Contest- 2 categories will be judged: Traditional and Halloween. Judging will take place October 28th, 2010 at dark so turn your lights on.
5. Fall Yard Sale- date set for October 9th, 2010. Claudia Holliway will do the flyers for the event. Chris Sanders and Russ Davis will handle distribution.
6. Proposed Playground and Water Park- Discussed issues around the proposal. Property taxes, upkeep, insurance? Discuss issues with Giovanni. Investigate the long term issues with this investment. Board decided to put a panel of questions together to present to Giovanni. Evaluate all long term costs and how dues could be affected.





New Business

1. Collections Letter- Approved
2. Autumn fest Update- Chris Sanders arranged Milo to deliver porta-toilet for the amount of \$60.00. Rhonda Miller and Claudia Holliway is working on the catering as well as bounce houses.
3. Fall Decorating Update- All flyers were delivered on October 20, 2010. Committee will do the judging at the designated time.
4. Playground/Water park Concerns
 - a. Property Taxes- investigation being done by Mike Williams.
 - b. Liability Insurance- investigation being done by Mike Williams.
 - c. Grounds keeping- investigation being done by Mike Williams.
 - d. Water- investigation being done by Mike Williams.
 - e. Electricity- investigation being done by Mike Williams.
 - f. Security- Cameras with internet accessibility was discussed. Open access to the neighborhood residents.
 - g. Non-residents- signage as well as video surveillance should help cut out trespassers.
 - h. Restrooms- No Restrooms.
 - i. Landscape drawings- Giovanni will share these when available.
 - j. Transfer of Ownership- investigate time frame.
 - k. HOA Dues- will be determined at a later time.
 - l. Autumn fest announcement- announcement will be made.

Meeting Adjourned at 8:00 PM