

Cypress Lakes Owners Association Minutes

January 27, 2011

Members Present: Russ Davis, Mike Williams, Chris Sanders and Trent Parkerson

Meeting started at 6:45 PM

Approval of minutes from October 21, 2010- Approved

Old Business

Collection Letter- No Responses to letter.

Fall Decorating Update- we had one prize returned . We need to verify address.

Playground/Water Park concerns-follow up required

Topics

1. **Financial Update-** presented by Trent Parkerson. Total budget for 2010 come in at 80.9% of total. Trent also presented 2011 budget.
2. **Recreation Area-** there was a motion to approve the board to take ownership of the recreation. The board decided to take a majority vote at the next board meeting.
 - a. **Budget-** still taking bids on services.
 - b. **Transfer of Ownership-** we will be taking a vote on this topic.
 - c. **Announcement-** will be posted on the website the week of January 24th, 2011.
3. **Boat ramp keys-** the motion was made to re-key the locks.
4. **Annual meeting-** there has to be a nominating committee elected. Russ Davis and Chris Sanders will address. Mike Williams will be the chairman.
5. **New Board Members-** there will be 3 new board members elected.
6. **Additional Items-**

Meeting Adjourned at 8:30 PM.





**Cypress Lakes HOA Board Meeting
Meeting Agenda
February 17, 2011
Meeting started at 6:30 PM**

Members present: Russ Davis, Chris Sanders, Mike Williams, Rhonda Miller and Trent Parkerson.

**Approval of Minutes of January 27th, 2010 Meeting-
Approved**

New Business

1. Financial update- Provided by Trent. There were a few revisions. Trent Parkerson recommended that we increase our dues to cover our expenses of the common areas. This is a possibility and it may need addressing in the future. Discussed bids for maintaining common areas. Decided to wait till further along on construction. Budget was presented and final draft will be emailed.
2. Recreation Area
 - a. Budget- Quotes will be discussed later due to construction. The discussion on a well at the common area was discussed and there will be none provided.
 - b. Transfer of ownership- The board made a motion to receive a proposal from Giovanni with all per tent details. We will review the proposal to determine if the area is finished to our standards and expectations. Once the job is completed to our satisfaction we will approve and take ownership. Billy Steinberg was recommended as the attorney.
 - c. Announcement- will be included in the annual meeting information.
3. Boat ramp keys- Quote was \$319.51. Approved.
4. Annual Meeting- Chris Sanders will not be present due to prior obligations.



Letters will be sent out with ballots and share holder proxy. Discussed key distribution. Rhonda Miller will be in charge of check in and Mike Williams will be in charge of presenting the budget.

5. New Board Members- Nominees for new board members so far: Charles Backes, Robert McGeehan and Chris Sanders. Board members that there term are up: Russ Davis, Chris Sanders and Rhonda Miller.
6. Additional Items- Expectations of Board Members. Next Meeting date March 10th, 2011 at 6:30 PM.

Meeting Adjourned at 8:30 PM





Owners Association, Inc.

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

Cypress Lakes HOA Board Meeting

March 10, 2011

Members Present: Mike Williams, Russ Davis, Chris Sanders, Rhonda Miller and Trent Parkerson

Meeting started at 6:30 PM

Meeting Agenda

- 1. Approval of January 27 Meeting Minutes- Approved**
- 2. Financial Update- Trent Parkerson- \$4305.81 outstanding**
- 3. Recreational Area Update- Discussed water consumption.**
- 4. Annual Meeting**
 - a. Power Point(Russ)**
 - b. Projector(Charles Backes)**
 - c. Budget (Mike, Trent)**
 - d. Sign In/Boat Ramp Keys (Rhonda, Chris)**
 - e. Election (Mike)**
 - i. Procedures**
 - ii. Committee Report**
 - iii. Nominations from the floor- Chris Sanders accepted nomination.**
 - iv. Pass out Ballots at check in.**
 - v. Election**
 - vi. Tally**
 - f. Water(Russ Davis)**



5. Additional Items

6. Adjournment at 7:30 PM



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

**Meeting Minutes
March 28, 2011**

**Members present Charles Backes, Chris Sanders, Robert McGeehan,
Mike Williams and Trent Parkerson**

Meeting started 6:30 PM

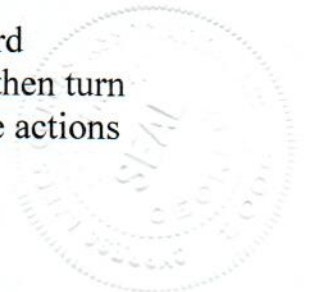
Approval of Annual Meeting Minutes March 24, 2011- Approved

Approval of Minutes of March 10, 2011-Approved

Old Business- None.

New Business

1. Election of Officers- outcome of elections were as follows: Charles Backes- President, Chris Sanders- Vice President, Mike Williams- Secretary, Robert McGeehan- Treasurer, Tim Davis- At Large. Officers approved.
2. Liability Insurance Update—Directors and Officers- Insurance needs to be updated with new board members' names with Valdosta Insurance Services.- Charles Backes
3. Bank Account Signature Card-Charles Backes, Robert McGeehan, Chris Sanders, Mike Williams and Tim Davis will have privileges.
4. Update on Assessment Non-payments. Decision to send letter or turn matter over to attorney to be discussed at next meeting. Trent Parkerson stated there was around \$4100.00 outstanding. Board decided to send one more letter to past due home owners and then turn over to attorney. Decision to be made at next meeting as to the actions on this matter.



5. Future Meeting Dates- tentative date set for April 11, 2011.
6. Other Items- Boat keys were given to Chris Sanders for distribution.
Robert McGeehan will check on date for the garage sale. Minutes
7. Approved for March 28, 2011 meeting.

Meeting Adjourned at 7:15 PM.

Chris Sanders
Robert McGeehan



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

**Meeting Minutes
April 18, 2011**

Members in Attendance: Charles Backes, Chris Sanders, Robert McGeehan, Michael Williams, Tim Davis, Trent Parkerson.

Guests in Attendance: Giovanni Panizzi

Old Business

1. Bank Signature Card – All board members have signed the signature card
2. Liability Insurance Update—Charles will get in touch with Matt next week to update list of officers.
3. Spring Neighborhood Yard Sale Update. Yard sale set for May 7th. Tim will set out balloons on the mailboxes of each family participating in the sale early on the 7th.

New Business

1. Update on Park. Giovanni said the power for the water pump would be in soon. After this installation, Giovanni will teach the board how to change the settings on the water system. Discussed the drainage from the parking lot and Giovanni felt like it would not be a problem, but the board is still concerned. The park is over 5 acres. Giovanni will keep the trash cans empty and the park clean until the association takes possession. Giovanni said he would have the papers ready for the transfer of the park soon for the board to review. Discussed picnic area reservation. We agreed to let it be on a first come first serve basis for now. Discussed a need for a master plan for the park including nature trails and azaleas. No decision was made as to how to proceed.
2. Plan for Collection of Delinquent Accounts



- a. Update on Assessments. Only 2 longstanding bad debts on the list. One is a foreclosure and is probably not collectible. The other is a current resident. Discussed how to proceed with this person. Board delayed a decision until next meeting because we are concerned that these residents are not receiving the notices. Trent will mail out the past due letters next week.
 - b. Posting on Website. The attorney says we can do it, but the board decided to wait for now on the posting on the internet. Board discussed using the website postings to ensure that notices are available to owners who may not be receiving the mailed notices and to allow for more accurate reporting.
 - c. Property Lien Procedure. Mike will ask an attorney for a cost figure to process a lien.
 - d. The board approved the Letter for Assessment Non-payments that Trent will mail.
3. Lawn Maintenance of Ramp Areas. Asked Chris Sanders to approach Sunrise about keeping up the boat ramps until we can get a RFP prepared. *Note: Following the meeting, Sunrise Irrigation and Landscaping agreed to mow and trim the boat ramps twice monthly for \$200.00 per month on a non-contractual basis. This is the same amount that the board was previously paying Jerry Peters. The board approved the action by phone text.*
 4. Next Meeting Date- Will be set up for mid-May.
 5. Other Items- None added




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

Meeting Minutes

June 14, 2011

**Members present: Charles Backes, Chris Sanders, Robert McGeehan,
Tim Davis and Trent Parkerson.**

Meeting started at 6:30 PM

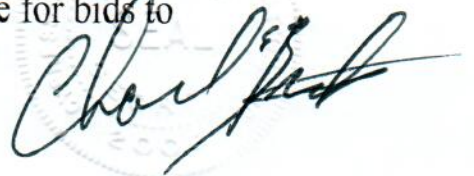
Approval of Minutes of April 18, 2011 Meeting- Approved

Old Business

1. Liability Insurance Update, Directors and Officers—All information has been given to Valdosta Insurance and premium has been paid.
2. Update on Collections Following Legal Notices- \$800.00 was collected following notices reported by treasurer.

New Business

1. Deed of Conveyance for Park
 - a. Review of Document- Conveys total ownership of park.
 - b. Stipulations for Approval- 1. Take ownership on September 1, 2011. 2. Mow entire area of property being conveyed. 3. Level all ruts and dirt mounds. 4. Remove tree debris as well as upcut trees in park area. 5. Extend drain to storm drain to eliminate bog. 6. Provide \$5000.00 in funds to help sod, irrigate as well as install a well.
 - c. Punch list for Park- Provided above.
2. Request for Bids for Lawn Maintenance of Park and Common Areas
 - a. Primary Considerations- discussed at park. Charles Backes will put together a request for bids. Request will be for bids to



Charles Backes

include the park (including trash removal), all entrances, Coffee and Tea Circles, and both boat ramps. Submitters will be asked to provide bid for the entire park and a supplementary bid for the front-area only.

3. Next Meeting Date—To be determined. The board has offered to meet with Giovanni Panizzi to discuss details and stipulations for park transfer.
4. Other Items- AutumnFest tentative date set for October 23, 2011.

The meeting was adjourned at 8:20 PM.



Charles Panizzi

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

**Meeting Agenda and Minutes
June 27, 2011**

Approved the minutes of June 14, 2011 Meeting

Old Business

1. Update on Collections Following Legal Notices. Robert reported that only 8 property owners have not paid their dues for the 2011 year. 2 are possible foreclosures and 1 was to be collected soon due to being out of the country with the military. Board decided to wait until the next meeting to discuss and decide what and if any further action will be done to collect these outstanding dues.
2. Distribution of Bid Requests for Landscaping. Charles made a couple of additions to the request for bids. The board voted to send out the bid requests to 4 landscape maintenance companies being Sunrise, Signature, Seago, and First Choice. Tim will mark the corners of the property so all bidding can bid on the same area. Charles, Mike, Robert, and Giovanni will deliver the bid requests.
3. Discussion with Giovanni Concerning Transfer of Park to the Association. Giovanni stated that the water bill for the month on the water park was \$3.54. Charles went over the stipulations for acceptance of the park with Giovanni. 1) Take ownership on September 1 if the other 5 items are met. 2) mow entire area of property being conveyed. Giovanni agreed to this. 3) level all ruts and dirt mounds, Giovanni stated the area would be reseeded and the area would be leveled properly. 4) Remove tree debris as well as upcut trees in the park area. Giovanni agreed to this. 5) Extend drain to storm drain to eliminate bog. Giovanni walked the board over to the area and showed how he would eliminate the bog area by trenching and by exposing sand so the area could drain. 6) Provide \$5,000 in funds to help with the sod and well. He agreed to give the funds when we sign the document receiving the property

New Business

1. Discussion of Liability Insurance for Park. Tim will call Tillman Insurance and get quotes on liability insurance and find out how much coverage we actually will need.
2. Next Meeting Date. Will be called as needed.
3. Adjourned



Chad Back

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

Minutes of the July 21, 2011 Meeting

Approved Minutes of the June 27, 2011 Meeting

Old Business

1. Update on Collections and Budget Projections

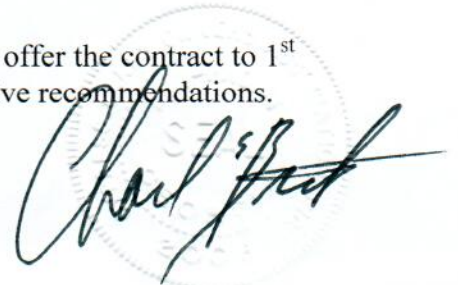
Trent reported six properties are still unpaid for this year. Some have multiple years delinquent. Four of the six have recently been sold and fall under board policy which states that properties purchased after January 1 but before July 1 are billed at 50% assessment, with previous obligation written off. Two properties are delinquent for multiple years and are occupied by the owner listed on the tax records. Discussion of the issue led to a motion to begin lien proceeding against the two properties. The motion to begin lien procedures passed by unanimous vote. The properties affected are located at 5606 Nutmeg Circle and 5434 Baobab Lane.

Trent indicated that the association budgeted approximately \$7800.00 for landscaping in 2011. Projected savings on liability insurance can be applied to the landscaping budget, if necessary. He recommends that we attempt to keep landscaping costs to approximately \$10,000 per year. This will allow us to meet the budget without immediately raising dues assessments. It will also allow us to conserve the money that is in reserve for improvements to the park and other projects.

New Business

1. Liability Insurance for Park--Low Bid from Valdosta Insurance for \$423.00. Board agreed to accept this bid and to obtain the insurance upon taking over the park.
2. Review of Bids for Landscaping--The following companies submitted bids:
 - Burk Irrigation and Landscaping
 - Sunrise Irrigation and Landscaping
 - Signature Landscapes
 - Seago Lawn and Landscape
 - White Oak Landscaping
 - 1st Choice Lawn and Mosquito Services

Following an extensive review of each bid, a motion was made to offer the contract to 1st Choice Lawn and Mosquito Services due to the low bid and positive recommendations.



The contract will become effective on September 1. Sunrise Irrigation and Landscaping will continue to provide service through the end of August.

Tim, Robert and Chris will contact Kirk Williams at 1st Choice to arrange to meet him to finalize the agreement. Charles will contact Sunrise and let them know about the change in providers and will send letters to bidders to let them know that they were not selected.

3. Next Meeting Date--TBA

4. Other Items

None.

A handwritten signature in black ink, reading "Chad Ford". The signature is written in a cursive style. It is positioned over a faint, circular embossed seal or stamp that is partially visible in the background.

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

**Meeting Minutes
September 26, 2011**

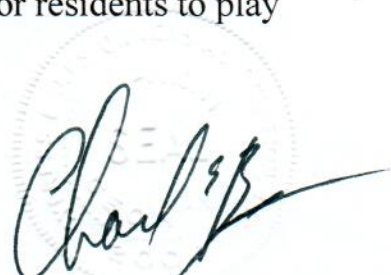
Approved Minutes of July 21, 2011 Meeting

Old Business

1. The park has been deeded to the owners association and recorded at the Lowndes County Court House.
2. Board gave the ok to install a sprinkler system and well for the park area. Giovanni has offered to give \$5,000 toward the cost. Also recommended a wood fence be placed around the water park controls, which also will contain the sprinkler controls. Kirk Williams, the Association's landscape company will get a quote on the sprinkler system and be presented to the board.
3. Kirk Williams was awarded the contract to maintain all Owner's Association areas.
4. Liability insurance for the park is \$423.00. A check will be written and delivered to Valdosta Insurance Agency as soon as possible.

New Business

1. Planning for AutumnFest (October 23, 2011)
 - a. Caterer for the event will be Miller's BBQ and the cost per meal is \$11.99 each, which will include 2 meats, slaw, bread, Brunswick stew.
 - b. Set Up will be done by the board members with Robert sending another flyer one week prior to the event and Charles will send an email. The board will meet at the park at 10 am to set up.
 - c. Bounce House/Slides will be provided by Beth Peagler.
 - d. Games/Activities. Tim volunteered to get some kids stuff to include sidewalk chalk, balls, bubbles, frisbies, etc.
 - e. 2 Potties will be set up in the event area. Tim will call and confirm.
 - f. Clean Up
 - g. Robert will bring some tents and ice chests. Board members were asked to bring additional tents if they have them.
 - h. Community will be encouraged to bring desserts.
 - i. Discussed Pickleball. Authorized to be setup in the park area for residents to play during the festival.
 - j. The water park will be turned off during the event
 - k. No registration for the event.

A handwritten signature in black ink, appearing to read "Charles", is written over a faint circular stamp. The signature is cursive and extends to the right.

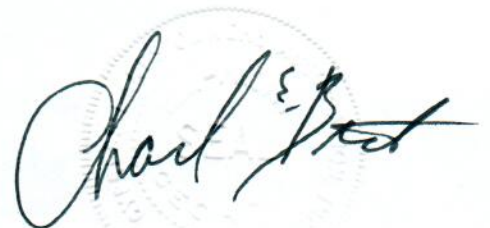
2. Fall Yard Sale (November 5)
 - a. VDT Ad will be placed
 - b. Signs out 7 days prior
 - c. Balloons will be available by Robert

3. Holiday Decorating Contests
 - a. Categories
 - b. Prizes, Robert will get the ribbons and gift cards.
 - c. Judging to be done by the board and their wives one week before Halloween

4. Other Items. Discussed the 602 yard walking track around the park. Suggestions about the surface was discussed with board members to bring info and suggestions to the next meeting. Guy offered to help with tractor and box blade.

5. Outdoor movie nights discussed. Chris will get some information concerning the cost for the next meeting.

6. Next Meeting--TBA

A handwritten signature in black ink, appearing to read "Charles E. Best". The signature is written in a cursive style and is positioned over a faint, circular stamp or watermark that is partially visible in the background.