

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

**Meeting Minutes
February 17, 2013**

Approved the Minutes of November 26, 2012 Meeting.

In attendance: Charles Backes, Robert McGeehan, Chris Sanders, and Mike Williams

Old Business

None

New Business

1. Update on 2013 Assessments. Robert reported that there were 47 unpaid invoices from the 2013 billing. Robert will send these 47 names to Trent for new reminder invoices to be printed. Robert will get these to Mike Williams, who will put them in the mail. Mike will produce mailing labels for the letter that will be sent to the members informing them of the annual meeting.
2. Professional Accounting Services. The board voted to ask Trent Parkerson to remain the association's CPA until the new board is elected during the annual meeting. At that time the new board can look for another CPA since Trent has stated he wants to discontinue his services. Trent told Charles he could recommend some prospects. The board talked about the possibility of the board doing some of the accounting tasks to save money. Discussed the possibility of using another general ledger software besides Quick Books since Quick Books requires continued updates.
3. Goals for 2013. Charles gave the board a copy of his recommendations of goals for 2013. These were discussed by the board. The recommendation was to accept Charles' recommendations. The board discussed placing blooming flowers at the first two entrances asking the assistance of the community to help with the planting. The association would supply the plants. The board voted to put out bids for the landscaping every 2 years. Charles stated that he was in discussion with the county through Crawford Powell, our county commissioner, to place a sign along Loch Laurel stating this section of Loch Laurel is being maintained by the Cypress Lakes Association. The board recommended getting someone experienced with new website software to maintain the association's web page. Charles has been maintaining it for several years, which the board greatly appreciates, but he needs help because of time requirements. This will be on the agenda for the new board.
4. Budget for 2013. Robert went over the budget proposed by Trent Parkerson and also the end of 2012 figures comparing the actual with the budgeted amounts. The board discussed the proposed changes, and voted to accept the proposal by Trent. This will be shared with the community at the annual meeting.
5. Planning for the annual meeting
 - a. The date set for the meeting is March 26, 2013 and the time for check in will be 6:15 and the meeting will start at 6:30. The board discussed having the meeting at Grassy Pond to entice more participation at the annual meeting. Charles will check with Grassy Pond and reserve the room at a cost of \$250. It was determined that we should have some finger food including cheese, soft drinks, and Zaxby's chicken trays. Chris Sanders will check with Zaxby's and get the costs to

serve 75 to 100 people. Charles will publicize the dates immediately on FaceBook and the email list serve.

- b. The Election of Officers/Nominating Committee will be headed up by Chris Sanders, who will get 2 other community members to assist him.
6. Spring Yard Sale is scheduled for April 6, 2013. Robert will schedule the ad in the VDT and put out the signs. Tim will purchase the balloons for the mailboxes.
7. New Spring activities were discussed. Robert said he thought a spring movie with popcorn for the kids would be a great addition to our schedule of events. The board discussed it and approved it for the evening of the yard sale (April 6), since most residents would be home that day anyway. We would show a kids cartoon prior to the family movie. Movie and cartoons to be determined later. Robert also brought up the wine and cheese in the park we had last year. It was a success and the board set the date for May 4th.
8. Board discussed and voted not to "rekey" the locks at the boat ramps. The cost would be high and there does not seem to be a problem with outsiders fishing on the lake.
9. Next meeting to be announced after the annual meeting, unless another planning meeting is necessary to prepare for the annual meeting.



Charles



**Cypress Lakes Owners Association
Board of Directors Meeting Minutes
April 6, 2013**

Charles Backes called the meeting to order with all board members present.

A motion was made and seconded to approve the minutes of the meeting on February 17, 2103. All in favor and the motion passed.

A motion was made and seconded to approve the minutes of the annual meeting of March 26, 2103. All in favor and the motion passed.

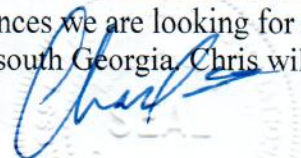
Election of Officers for 2013 was the next order of business. Charles Backes was elected the new president, Chris Sanders the vice president, Mike Williams the secretary, Robert McGeehan the treasurer. Tim Davis the member at large.

Old Business

1. Discussion of the Annual Meeting. The discussion was to see how we might increase the attendance at the annual meetings. A recommendation was made to visit the new residents as they move into the neighborhood. Mike and Robert agreed to make available a list every 3 months to the board for follow up visitation. All agreed the annual meeting was a success because of all the information made available to our residents.
2. Update on Unpaid Assessments. 23 unpaid invoices remain. The board voted to send a follow up invoice with interest added to the unpaid residents in the next couple of weeks. The notice will be the same as last year as it produced payments.
3. Spring into Park and Yard Sale Review. 15 to 18 neighborhood participants had garage sales. Lot of activity in the neighborhood and folks said selling was good. The board agreed to have a fall yard sale this year. Robert will check on possible dates.

New Business

1. Accounting and Billing Changes. After discussion the board voted to send invoices and reminders in house. Robert and Mike will be in charge of this function. They will report to the bookkeeper every month who has paid and who still owes. The board asked Mike to talk to Trent Parkerson, our current bookkeeper, about the possibility of someone in Trent's firm to become the new bookkeeper, since Trent has been looking for a possible replacement within the firm. Discussed the need to have an audit performed by a CPA. Mike was asked to get a job description for the new bookkeeper and present it to the board.
2. Landscaping Bids. The board agreed that the area needs to look more professional. There is a lack of detail work done on the entrances. There is a need for flowers to make a wow feeling as one enters our neighborhood. Discussed the less than desired work now being done by Kirk Williams. Chris knows a landscaper Bobby Underwood, who might can help us get the wow entrances we are looking for at a price we can afford. Underwood does many dental and professional offices in south Georgia. Chris will set up a



meeting with several board members with Mr. Underwood in the next week to discuss his attributes. How many times should the areas be mowed at different times of the year was discussed and the board.

3. Date and Procedures for Adopt-A-Road Litter Pickup Day. The board asked Tim Davis to head up each trash pickup day for the adopt-a-road project. He set May 11 as the first pickup day. Meet at the park at 7:30 for donuts, then proceed to pickup trash. The board will work to help Tim get sufficient residents to help on each pickup day. Agreed to put flyers in residents mailboxes prior to the event.

4. Sunset Celebration- The event has been set for May 11, 2013.

5. No further business the meeting was adjourned

6. Next Meeting—TBA

A handwritten signature in blue ink, appearing to read "Chatt", is written over a faint, circular official stamp. The stamp contains illegible text around its perimeter.

**Cypress Lakes Owners Association
Board of Directors Meeting Minutes
August 26, 2013**

Charles Backes called the meeting to order with board members present. Absent was Tim Davis

A motion was made and seconded to approve the minutes of the meeting on April 6, 2013. The motion to accept the minutes was passed.

Old Business

1. Robert reported that 18 letters were sent out by the attorney that Mike delivered. The balance as of July 31, 2013 in the checking account is \$29,213.00.
2. Discussed was the fact that our income tax return was not filed for the year 2012. We will ask Trent to look into this.

New Business

1. The landscape company was approached since the last meeting and was asked to take care of the areas that was missed due to rain. The landscape company complied with this request. He was also asked to spruce up the beds with mulch we have stored in the storehouse on the property. It was reported that Bobby's crews respond well to our requests. Also asked him to check into the sprinkler lines that need to be repaired.
2. Discussed motorized vehicles in the park. We are concerned but will continue to monitor for damages prior to enacting specific policy.
3. Discussed signage for the park. No action taken until a policy could be made.
4. Adopt a road. Tim is in charge TBD
5. Park clean up day discussed. Will defer to winter or early spring.
6. Fall yard sale set at October 19 and sunset in the park set at the same day.
7. Autumn Fest set for Nov 10th. Tim will contact Millers BBQ, Chris to get setup for outhouses.
8. Christmas in the park set for December 14th. Charles will be out of town that day.
9. Charles said we should mail a letter to the membership detailing these events. Mike Williams agreed to mail the letters. The members who live in Cypress Lakes Trails will also receive the letters.
10. Decision was made to invite Giovanni to the next meeting to discuss the lake weeds and more.
11. Next meeting TBD in 1 to 2 months.



**Cypress Lakes Owners Association
Board of Directors Meeting Minutes
October 21, 2013**

Approved the Minutes of August 26, 2013 Meeting

Old Business

Lake Issues—Discussion tabled until Giovanni can meet with us. Charles will ask him to be present at our next meeting TBD. Yard sale went well with approximately 15 participants, possibly 5 or 6 less than in the spring.

New Business

1. Update on Unpaid Assessments... Robert reported that 12 properties are not paid. We will continue to pursue collection.
2. Planning for AutumnFest
 - a. Date is November 10th
 - b. The board discussed Jeff Lind catering service, However, the board chose Millers as the caterer. Tim will contact Millers and get a price per plate.
 - c. Bounce House/Slides—Chris will contact the provider.
 - d. Games/Activities--Tim will bring the kids stuff
 - e. Potties—Robert will call and get this set up
 - f. Clean Up--The board will do the clean up, but will ask the members still there to help too.
 - g. The board will ask the members to bring a dessert to the function.
 - h. The board discussed purchasing a corn toss game to be used at all the functions and it was approved. Charles will purchase the game for the board.
 - i. Charles will produce an email and flyer to be placed in the mailboxes of the members.
3. Planning for Holiday in the Park
 - a. Date December 14th, Robert has booked the Horse and carriage
 - i. Ron Lamb was asked to be the Santa. Ron agreed to be Santa and Tim will order the correct size costume. The movie will be chosen later. Chris will book the screen and train
4. Decorating Contests
 - a. Fall/Halloween
 - i. Categories to be judged, prizes, and judging to be the same as last year.
 - ii. The board discussed the possibility that the contest might have run its course. Will determine later if this event will be done next year.
 - b. Holiday/Christmas
 - i. Categories, prizes, and judging the same as last year.
5. Other Items
 - a. Board authorized \$500 to be paid for the pressure washing of the playground, picnic area, and docks. Chris will hire it out.
 - b. Charles brought up the need for a bullet list of rules and regulations of the neighborhood including the common areas. The board discussed this and asked Charles to put together the list
 - c. Repair Sprinkler System... Chris will contact Bobby to get the sprinkler system repaired and tighten up on several things that have been neglected.
 - d. Insurance Double Payment... The insurance has reimbursed us for the double payment.
6. Next Meeting—TBA



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

**Meeting Minutes
December 5, 2013**

Approved of Minutes of October 21, 2013 Meeting

Old Business

Pressure Washing of Park and Docks... All walkways and docks have been pressure washed. Some areas missed so next time we will supervise the cleaning.

Review of 2013 AutumnFest... Transitioned to fun adult time. This was good. And the kids loved it too. Millers BBQ did another excellent job so the board recommended we ask them to cater next year also. Noted that we stayed within our budget for this event. Giovanni.... Will invite him next meeting to discuss the quality of the lake water.

New Business

1. Planning for 2013 Assessments
 - a. Letter to members Approved
 - b. Invoices have been mailed
2. Annual Meeting Date and Location
 - a. March 25 Charles will check on availability
 - b. Francis Lake Baptist Church Charles will check on it.
3. Review of Plans for Holiday in the Park
 - a. Date (December 14, Santa arrives at 4:00) Board discussed all activities to make sure everything is covered.
 - b. Activities
 - i. Santa (Shae McClain) ...done
 - ii. Movie (The Christmas Story) ...done
 - iii. Horse and Carriage ...done
 - iv. Train ...done
 - v. Porta Potties ...done
 - vi. Pop Corn ...Tim
 - vii. Set Up by all. Chairs and decorations
4. Holiday Decorating Contest... Board decided to encourage members to decorate but will no longer judge and give prizes.
5. Front Entrance Decorations.... Tim
6. Other Items Have Bobby the landscaper pull plants at the entrances that are too tall and plant new plants.
7. Next Meeting—sometime in January.

