



Condominium and Homeowner Association Management

530 Construction Lane, Lehigh Acres, Florida 33936
Phone (239) 368-6741 • Fax (239) 368-1498 • Fort Myers Office (239) 481-4845

May 27, 2026

Dear Billy Creek Lot Owners' Association Member,

Enclosed please find the Notice for the Annual Meeting of the Members that has been scheduled for June 11, 2026 at 1:00 p.m. Via Zoom, Meeting ID: 885 8020 3719, Passcode: 713498.

A proxy is enclosed and IT IS EXTREMELY IMPORTANT THAT YOU COMPLETE THE PROXY AND RETURN IT TO US IMMEDIATELY. You may fax, email or mail your proxy to the fax number or address listed at the bottom of the proxy form, but **PLEASE DO SO IMMEDIATELY. YOUR** Proxy is **VERY IMPORTANT** to the Association. A majority of the member (80+) must be present in person or by proxy for the Association to actually hold the Annual Meeting, elect Board members and conduct the business of the Association. Each year it has become increasingly more difficult to obtain the quorum to hold the meeting. We did not reach a quorum in 2021. Please take the time now to mail, email or fax your proxy, even if you plan to attend the meeting. If you do attend the meeting your proxy will be returned to you.

Members attending this meeting shall make nominations for the election of a minimum of three directors. These directors shall be elected to serve until the next Annual Meeting. Any member willing to serve as a Board Member is encouraged to attend and participate in the activities of the Association.

If you have any questions prior to the meeting, please do not hesitate to call us. **PLEASE RETURN YOUR PROXY IMMEDIATELY.**

With warmest regards,

Allison Cefalu, CAM
For Billy Creek Lot Owners Association, Inc.


PROXY

**PLEASE RETURN YOUR PROXY SO WE CAN REACH THE
QUORUM NECESSARY TO HOLD THE MEETING**

**FAX TO: (239) 368-1498
Email to: mgmtprofl@aol.com
Mail to: Billy Creek Lot Owners' Association
P.O. Box 1058
Lehigh Acres, Florida 33970**

The undersigned owner(s) of Lot(s): _____

in Billy Creek Commerce Center hereby revoke(s) all proxies bearing a date prior to the date below and appoint(s):

 Allison Cefalu, Community Association Manager, or

 _____

as proxy to vote and otherwise represent the undersigned at the annual meeting to be held on the 11th day of June 2026 and at any and all adjournments thereof.

This is not a limited proxy and the undersigned authorizes the proxy to substitute any other person to act under this proxy, to revoke any substitution and to file the proxy and any substitution or revocation with the Association.

Dated this _____ day of _____, 2026

Printed Name of Member

Authorized Signer

Printed Name & Title of Signer

PLEASE COMPLETE AND RETURN IMMEDIATELY

WE NEED YOUR PROXY TO HOLD THE MEETING

**FAX TO: (239) 368-1498
Email to: mgmtprofl@aol.com
Mail to: Billy Creek Lot Owners' Association
P.O. Box 1058
Lehigh Acres, Florida 33970**

THANK YOU.

**BILLY CREEK LOT OWNER'S ASSOCIATION, INC.
ANNUAL MEETING OF THE MEMBERS**

To: All Unit Owners

In accordance with the bylaws of the Association, notice is hereby given that the Annual meeting of the Members of the Association and the Board Election will be held on the following date, time and place:

Date: **Thursday, June 11, 2026**
Time: **1:00 p.m.**
Place: **Zoom Meeting**
Meeting ID: 885 8020 3719
Passcode: 713498

AGENDA

- 1.) Call to Order
- 2.) Reading of Notice of Meeting
- 3.) Consideration of Minutes of Previous Meeting
- 4.) Report of President
- 5.) Report of Treasurer
- 6.) Other Reports
- 7.) Election of Directors
- 8.) Other Business
 - (a) Vote on Rollover of Excess Funds, if any
 - (b) Vote on Board of Directors
 - (c) Open Forum
- 9.) Adjournment

Board Meeting upon Adjournment of Annual Meeting

Determination of Quorum
Call to Order
Proof of Notice of Meeting
Reading and Disposal of Minutes
Financial Reports
Unfinished Business
New Business

- Election of Officers
- Adoption of the 2026 Budget
- Other business which may properly come before the Board

Determination of Next Meeting
Adjournment

A majority of all Association Members (a "quorum") must be present, in person or by proxy, at the meeting, in order for the business to be conducted. It is **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business at this Annual Meeting.

Allison Cefalu is inviting you to a scheduled Zoom meeting.

Topic: Billy Creek Annual Meeting

Time: Jun 11, 2026 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88580203719?pwd=S3QbgaYVzQmABNoLMmp6MehGsQxmND.1>

Meeting chat link

<https://us02web.zoom.us/launch/jc/88580203719>

Meeting ID: 885 8020 3719

Passcode: 713498

One tap mobile

+13052241968,,88580203719#,,, *713498# US

+13092053325,,88580203719#,,, *713498# US

Join by SIP

• 88580203719@zoomcrc.com

Join instructions

<https://us02web.zoom.us/meetings/88580203719/invitations?signature=keRzHigkXRggBMhvK2NhGRWL3t4NYN0c4ykr0VWkBHY>

MINUTES

BILLY CREEK LOT OWNER'S ASSOCIATION, INC.

Organizational Meeting of the Board of Directors
Thursday, May 29, 2025
Zoom ID: 818 5234 2530
Ft. Myers, Florida

DETERMINATION OF QUORUM. Board members present were Steve Henry, Daniel Parent, and Tom Super. Vernon Smith, Chase Mayhugh and Darren Samuel, Allison Cefalu, CAM was in attendance for Management Professionals, Inc.

CALL TO ORDER. Tom Super, called the meeting to order at 10:06 a.m. at the location specified in the notice for this meeting.

CONFIRMATION OF PROPER MEETING NOTICE. In accordance with bylaw and statutory requirements, the notice of this meeting was mailed to all members on May 1, 2025.

WELCOME GUESTS. Tom Super welcomed all guests that came for the Annual Meeting. Due to a lack of quorum with only 50 of a total of 160 and 81.5 were needed, an Annual Meeting could not be called to order.

READING AND DISPOSAL OF MINUTES. Tom Super made a motion to approve the July 23, 2024 Organizational Board of Directors meeting minutes. Daniel Parent seconded the motion. Motion passed unanimously.

FINANCIAL REPORTS. Allison Cefalu presented the financials as of April 30, 2025 to the Board. Total Checking/Savings \$194,541.65. Accounts Receivables \$847.00. Other Current Assets \$3,841.54. Total Assets / Liability & Equity \$199,230.19.

Allison Cefalu reported one lot past due on the Annual Assessments. Management will send another reminder notice to owner.

UNFINISHED BUSINESS. *Homeless Concerns.* The Association had a few areas along Zip Drive cleaned up of homeless camps. Lee County Sheriff Department has been out on several occasions. The Board of Directors, Management and surrounding properties are working with the Lee County Sheriff's office to have their "Rehoming Division" out to Billy Creek to help relocate them. Some have received trespass tickets but can only be trespassed when the Sheriff, Board member and trespasser are all present. It was reported that another group has relocated to the rear of 5750-5780 Zip Drive.

Drainage. It was reported some of the standing water issues along zip drive have gotten better but the issue is not resolved. Management will contact Lee County DOT to have them inspect the culvert drains throughout the park. The Association is currently on a recurring maintenance schedule for the ditch on Luckett Road. Tom Super will confirm with Down To Earth the Association is also on a recurring maintenance schedule for the storm drain on Zip Drive. If not

he will obtain proposal. Association will also have the areas the Association is responsible for assessed to ensure the drainage is working properly.

NEW BUSINESS. *Election of Officers.* After discussion the following officers were elected unanimously by the Board present.

Tom Super	President
Steve Henry	Vice President
Daniel Parent	Secretary
Vernon Smith	Treasurer
Darren Samuel	Director
Chase Mayhugh	Director

Adoption of the 2025 Budget. Allison Cefalu presented the Proposed Budget with the Reserve Schedule. After review and discussion Steve Henry made a motion to accept the 2025 Budget as proposed. Daniel Parent seconded the motion. Motion passed unanimously.

Open Forum. The floor was opened to owners present and questions and concerns were addressed.

DETERMINATION OF NEXT MEETING. The next meeting of the Board of Directors to be determined.

ADJOURNMENT. There being no further business Steve Henry made a motion to adjourn the meeting. Daniel Parent seconded the motion and the meeting was adjourned at 10:53 p.m.

Meeting minutes typed by Management Professionals, Inc. but have not yet been approved by the Board of Directors.

Billy Creek Lot Owners' Association, Inc.
Proposed Budget
For Year January 1, 2026 Through December 31, 2026

	Approved 2025 Budget	Actual Jan-Dec 2025	Proposed 2026 Budget
Income			
Member Fees			
Interest Income	\$124,144.26	\$126,115.02	\$124,853.22
Miscellaneous Income		\$930.37	
Transfer from Reserve			
Total Income	<u>\$124,144.26</u>	<u>\$127,045.39</u>	<u>\$124,853.22</u>
Expenses			
Accounting/Tax Preparation	\$5,000.00	\$7,700.00	\$5,000.00
Bad Debt	\$500.00	\$0.00	\$500.00
Office Expenses/Bank Charges	\$1,300.00	\$1,374.37	\$1,300.00
Legal Fees	\$6,000.00	\$543.75	\$6,000.00
Taxes, Fees, Permits	\$61.25	\$61.25	\$61.25
Management Fees	\$10,669.33	\$10,415.28	\$10,669.33
Landscape Maintenance & Improvement	\$48,000.00	\$47,428.92	\$49,500.00
Individual Property Maintenance Compliance	\$3,600.00	\$22,300.00	\$3,600.00
Ditch/Lake/Preserve Maintenance	\$26,591.58	\$14,214.00	\$26,591.58
Entry/Fences/Signs/Irrigation	\$5,000.00	\$545.00	\$5,000.00
Drainage	\$3,100.00	\$0.00	\$3,100.00
Water	\$1,000.00	\$758.49	\$1,000.00
Electricity	\$1,000.00	\$968.00	\$1,000.00
Insurance	\$7,500.00	\$2,646.20	\$7,500.00
Reserve Transfer (Contingency)	\$4,822.10	\$10,028.86	\$4,031.06
State Tax (Penalties)		\$424.24	
US Income Tax			
Total Expenses	<u>\$124,144.26</u>	<u>\$119,408.36</u>	<u>\$124,853.22</u>
Net Income (Loss) Before Taxes	<u>0.00</u>	<u>7,637.03</u>	<u>0.00</u>

*\$22300 in individual line was for homeless encampment

Approved 2026 Fee Assessment @ \$67.74 per 1/10th Acre

	\$67.74	Sq. Ft.	Fees
2026 Members Fee Assessment	\$67.74	8,029,205	\$124,853.22

**Billy Creek Lot Owners Association
Proposed Reserve Schedule
For Year January 1, 2026 Through December 31, 2026**

	Replacement Cost	Projected Balance 12/31/2025	Est Life	Remain Life	Cost Per Year
Drainage	\$21,579.20	\$21,579.20	7	1	\$0.00
Emergency/Storm Fund	\$15,000.00	\$11,608.00	10	4	\$848.00
General Reserve	\$49,000.00	\$48,919.47	10	7	\$11.50
Signs	\$60,000.00	\$20,462.68	25	19	\$2,080.91
Irrigation Pumps	\$8,000.00	\$6,933.33	8	2	\$533.34
Irrigation Wells	\$12,000.00	\$4,197.65	20	14	\$557.31
Total Reserves	\$165,579.20	\$113,700.33			\$4,031.06