

**CYPRESS PINES PROPERTY OWNERS' ASSOCIATION, INC.**  
530 Construction Lane, Lehigh Acres, FL 33936

**Meeting of the Board of Directors**

WHEN: December 9, 2025 @ 5:00 pm.

WHERE: ZOOM

**AGENDA**

- Call to Order/Quorum
- Approval of Agenda
- Visitors Comments
- Approval of Minutes November 18, 2025
- Officer/Manager Reports
- Committee Reports

**Unfinished Business:**

- Document Re-Write Update

**New Business:**

- 2026 Budget Adoption

**Next Meeting:**

TBD

**Adjournment:**

Posted: November 25, 2025 @ 5:00 PM

Allison Cefalu is inviting you to a scheduled Zoom meeting.

Topic: Cypress Pines 2026 Budget Adoption Board Meeting

Time: Dec 9, 2025 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87576574336?pwd=LRfvFLUf5HyJjNUhF3Ez858XmyBa9i.1>

Meeting ID: 875 7657 4336

Passcode: 787342

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One tap mobile

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Join instructions

[https://us02web.zoom.us/join/87576574336/invitations?signature=nKud4u4tmjylbLCTCzeZPaea\\_BTQHYzNbdWOHRJfPEE](https://us02web.zoom.us/join/87576574336/invitations?signature=nKud4u4tmjylbLCTCzeZPaea_BTQHYzNbdWOHRJfPEE)

## MINUTES

### CYPRESS PINES PROPERTY OWNERS' ASSOCIATION, INC

Meeting of the Board of Directors  
November 18, 2025  
ZOOM ID: 850 1669 4027

**DETERMINATION OF QUORUM.** Board members present were Gary Hellickson, Al Roma, and Jane Wiseman. Mark Giosa was absent. Allison Cefalu, CAM was in attendance for Management Professionals, Inc.

**CALL TO ORDER.** Al Roma called the meeting to order at 5:00 p.m. at the location designated for the meeting.

**PROOF OF NOTICE OF MEETING.** In accordance with bylaw and statutory requirements, the notice for this meeting was posted at the designated area on November 14, 2025 by John Shedlock. Gary Hellickson made a motion to approve the agenda. Jane Wiseman seconded the motion. Motion carried.

**WELCOME GUESTS.** Al Roma welcomed 17 visitors to the meeting.

**VISITOR COMMENTS.** The floor was opened to owners present and questions and concerns were addressed.

**READING AND DISPOSAL OF UNAPPROVED MINUTES.** Jane Wiseman made a motion to approve the minutes of the September 9, 2025 Board of Directors meeting. Gary Hellickson seconded the motion. Motion carried.

**TREASURER'S REPORT.** Allison Cefalu reported the Financial Report through October 31, 2025. Truist Operating Account \$68,637.45, Truist Reserve Accts. \$155,675.50, Accounts Receivable \$8,818.445. Total Assets/Liabilities & Equity \$233,131.39.

**COMMITTEE REPORTS.** Jane Wiseman reported mowing will begin again on November 24<sup>th</sup>. The deadline for the zoning application is November 23rd but could file for another extension. She will stay up to date with the zoning application.

**UNFINISHED BUSINESS.** *Document Re-Write Update.* The committee is seeking volunteers to serve on a committee to review the re-write of the documents.

**NEW BUSINESS.** *Speed Limit & Street Signs.* Al Roma made a motion to ratify the purchase of the "No Parking" and "Speed Limit" signs. Jane Wiseman seconded the motion. Motion carried. The Board of Directors wanted to remind all owners of the speed limit within the community and to assure the residents and guests are following the speed limit.

*Monument & Mail house Lighting.* The monument and mail house lights are back up and running. The meter has been transferred over to CPPOAI electric bill. Al Roma purchased solar lighting for the area as well. Al Roma suggested the Association continue to refurbish the flag when needed.

*2026 Budget Workshop.* The Board of Director's discussed the 2026 Proposed Budget. Al Roma made a motion to keep the fee at \$432 per lot per year. Jane Wiseman seconded the motion. Motion carried.

Management will be mailing out the 2026 Proposed Budget to all owners prior to the Budget Adoption meeting scheduled for December 9, 2025.

**DETERMINATION OF NEXT MEETING.** The next meeting of the Board of Directors will be the 2026 Budget Adoption Meeting scheduled for December 9, 2025 at via Zoom.

**ADJOURNMENT.** Jane Wiseman made a motion to adjourn. Gary Hellickson seconded the motion. There being no further business, the meeting was adjourned at 5:49 p.m.



CYPRESS PINES PROPERTY OWNERS ASSOC., INC						
	2025 Budget	2025 Actual 08-31-25	2026 Budget	2025 Actual 08-31-25	Percent of Budget	
<b>Revenue:</b>						
Assessment Fees	50,520.25	80,065.32	50,094.00			
Assessment Reserve Fees	36,312.00		36,832.00			
<b>Total:</b>	<b>86,832.25</b>	<b>80,065.32</b>	<b>86,926.00</b>			
<b>Expenses:</b>						
Electric	7,200.00	4,905.30	8,000.00		-	
Streets & Maintenance	500.00	699.90	1,000.00		-	
Management Contract	24,120.00	\$ 16,080.00	14,400.00		-	
Legal Fees	10,000.00	\$ 24,621.00	10,000.00		-	
Social Committee	600.00	\$ 421.17	1,200.00		-	
Insurance Director & Officer	2,500.00	\$ 2,151.30	2,000.00		-	
Insurance Liability	2,000.00	\$ 1,631.22	1,500.00		-	
Insurance Umbrella	250.00	1,736.50	1,750.00		-	
Fidelity Bond	800.00		800.00		-	
Office Expense	1,500.00	2,635.13	3,196.00		-	
License Fees	61.25	61.25	61.00		-	
Tax Preparation	200.00	175.00	175.00		-	
Bad Debt Expense	378.00		500.00		-	
Mail House Real Estate Taxes	400.00		400.00		-	
Mail House Lease	11.00		12.00		-	
Website			100.00		-	
Save Majestic & SFWMD	\$0.00	8,300.00	\$5,000.00		-	
<b>Total:</b>	<b>50,520.25</b>	<b>63,417.77</b>	<b>50,094.00</b>			
<b>Reserves:</b>						
Drainage	0.00		6,000.00			
Road Sealing	4,300.00	5,140.00	12,000.00			
Roads	28,151.00	31,172.00	18,832.00			
<b>Total:</b>	<b>32,451.00</b>	<b>36,312.00</b>	<b>36,832.00</b>	<b>21,182.00</b>		
<b>Expenses + Reserves</b>	<b>\$ 82,971.25</b>	<b>\$ 99,729.77</b>	<b>\$ 86,926.00</b>	<b>\$21,182.00</b>		
<b>Surplus/Deficate</b>	<b>\$3,861.00</b>	<b>-\$19,664.45</b>	<b>\$0.00</b>			
<b>Reserves Summary</b>	<b>Est Life</b>	<b>Replacement Cost</b>	<b>Remaining life</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>Projected Fund Balance 12/31/26</b>
Drainage	10	30,000.00	10		6,000.00	16,368.63
Road Sealing	7	30,000.00	5	5,140.00	12,000.00	12,181.32
Roads	20	200,000.00	9	31,172.00	18,832.00	140,159.52
<b>Total</b>		<b>260,000.00</b>		<b>36,312.00</b>	<b>36,832.00</b>	<b>168,709.47</b>
<b>2025 Assessment</b>	<b>\$432</b>					