

## **Message From the President**

Presidents Message:

Season greetings and holiday wishes to all Swan Lake Homeowners from your board of directors.

Another year is ending at Swan Lake Estates, and we are welcoming about 14 new residents, while saying goodbye to the same amount. I encourage any resident with a desire to serve the community to volunteer with the board of directors for 2018. After serving as secretary for many years, Kristy Young is stepping down to spend more time with her children and family. If you would like to be a member of the board of directors, please contact any current member as shown on this newsletter or attend any of the board's meetings. These are held on the second Tuesday of each month at the clubhouse. We hope that you will attend the annual members meeting in December. We will go over the budget for 2018 and approve it. Member attendance has been very sparse, and we would like to see someone from every family represented. It may be a bit cold in December to sit around the Pool, but you will be part of the decision-making process for 2018. Please mark your calendar for the 14<sup>th</sup> of December for this important meeting.

Again, thank you for making Swan Lake Estates a beautiful place to live and raise a family!  
Bruce Osterberg

## **Message from the Treasurer**

From the Treasurer:

Included in this mailing to you is your annual dues letter. If you have any questions regarding the dues letter, or if you are unable to attend our next meeting and have ideas for capital improvements, please email me at [scott.f@bellsouth.net](mailto:scott.f@bellsouth.net).

Please see our 2018 Proposed Budget below. The budget will be reviewed and considered for approval at our December meeting.

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**2018 Proposed Budget****Revenues**

Annual Dues	65,250
Key Cards	100
Late Fees	100
Miscellaneous	-

**Total Revenues** 65,450**Expenses****Capital****Improvements**

Facilities	3,500
Other	200

**Professional Fees**

Accounting	3,000
Legal	1,500
Insurance	6,500

**General**

Banking	100
Secretary Contract	3,500
Office Supplies	500
Postage	500
Printing & Reproduction	100
Website	150

**Club House**

Cleaning	3,750
Repairs	500
Supplies	100

**Pool & Fountain**

Monthly Fee	10,000
Repairs	2,000
Supplies	5,000

**Tennis Court**

Supplies	250
Repairs	500

**Lake**

Supplies	500
Miscellaneous	100

**Landscape**

Monthly Fee	6,000
Repairs	500
Supplies	100
Roads & Sidewalks	100

**Social**

Spring Fling	600
Other Events	1,500
Awards & Gifts	500

**Taxes**

MS Franchise	150
Property	450

**Utilities**

Cable	1,300
Electricity	9,000
Water	2,500
Pest Control	500

**Total Expenses** 65,450**Net Income** -

Sincerely,

Frank Scott, Treasurer

**Message from Dave Mandel, Vice President**

The fourth quarter HOA meeting will be held December 14th at the clubhouse. Please attend this meeting, as we will present the proposed budget for 2018 and discuss other prominent issues.

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We encourage homeowners to consider serving on the Board of Directors. Some terms expire in March 2018 and we will need to fill those positions.

If anyone does not have a copy of the covenants, you can request one from your phase representative. They can also be found on our website along with the bylaws. There are six phases in the subdivision. The covenants are not all the same because they were written by different developers. We are all required to abide by the covenants.

Homeowners in good standing are entitled to a pool/tennis court key. You get one key per lot. Replacement keys are \$20.00. Do not lend your key to anyone or leave it hanging on the gate. Owners may provide renters with a key. The keys go with the house and should be passed on to the new owner.

Dave Mandel

**From the Secretary:**

Anyone with any suggestions should email Kristy Young or put them in the info box at the pool. Several residents have expressed interest in more social events geared towards the adults. She would like to hear those ideas.

If anyone is willing to help clean up the playground/nature trail, please contact Kristy. No date has been set, but it probably will be held in early spring. She is trying to see how much help we can get before setting a date. Lunch will be provided by HOA on the day of clean up.

**Beautification Committee:**

The purpose of the Beautification Committee is to ensure the proper maintenance and upkeep of the landscape in the Swan Lake Subdivision. Cajun Cutters is continuously cutting and pruning the shrubbery at the clubhouse, tennis court, overlook entrance, and around the fountain area. The bulk of the beautification committee responsibilities take place during the growing season which is just around the corner. Please contact the Swan Lake Estates Board of Directors if you are interested in assisting.

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## **Architectural Committee**

The purpose of the Architectural Committee is to preserve and enhance the value of our community by maintaining basic conformity with the general architectural style, overall design, and aesthetic standards of Swan Lake Estates. The Architectural Committee, which is comprised of volunteers from the community, has a working knowledge of all the SLE covenants and restrictions, and can communicate that knowledge to its homeowners. The Architectural Committee is charged with maintaining the beauty and flow of our neighborhood, by reviewing requests for property alterations, additions or changes proposed by the homeowners, and then compare these requests to the existing SLE covenants. We look forward to working with you. A list of common improvements that require approval by the SLE Architectural Committee include, but are not limited to the following:

- Additions / Garages
- Storage Buildings / Sheds
- Detached Gazebos / Pergolas
- Fences / Walls
- Pools

We ask that you please submit all plans for your projects to the SLE Architectural Committee for approval prior to beginning your project. Please contact Architectural Committee Chairman, Glen White by phone at [228-314-0452](tel:228-314-0452) or email at [gwhiteslhoa@gmail.com](mailto:gwhiteslhoa@gmail.com) , for further information.

## **SWAN LAKE ESTATES HOA**

### **Quarterly HOA Meeting Agenda**

**Thursday, December 14, 2017**

#### **AGENDA**

1. Introduction of Board of Directors
  2. Committee reports
    - a. Treasurer
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- b. Social
  - c. Architectural
  - d. Beautification
3. Open forum

### **Swan Lake Estates Officers & Volunteers**

President

Bruce Osterberg

Vice President

Dave Mandel

Secretary

Kristy Young

Treasurer

Frank Scott

### **Committees**

#### **Architectural**

Glen White

[228-314-0452](tel:228-314-0452)

[gwhiteslhoa@gmail.com](mailto:gwhiteslhoa@gmail.com)

Dave Mandel

[228-539-3969](tel:228-539-3969)

[damarasu@aol.com](mailto:damarasu@aol.com)

Bruce Osterberg

[815-354-3131](tel:815-354-3131)

[N9BX73@gmail.com](mailto:N9BX73@gmail.com)

Charlie Wanner

[228-832-9230](tel:228-832-9230)

[rcwslhoa@cableone.net](mailto:rcwslhoa@cableone.net)

#### **Beautification**

Board of Directors – *Volunteer Needed*

#### **Social**

Kristy Young

[228-697-1575](tel:228-697-1575)

[kristyyoung84@outlook.com](mailto:kristyyoung84@outlook.com)

#### **Key Cards & Upkeep**

Dave Mandel

[228-539-3969](tel:228-539-3969)

[davemarsu@aol.com](mailto:davemarsu@aol.com)

Jim Dutton

[228-539-2559](tel:228-539-2559)

[jaclet@aol.com](mailto:jaclet@aol.com)

[228-617-8043](tel:228-617-8043)

### **Directors**

#### **Phase 1 Unit 1**

- Frank Scott [scott\\_f@bellsouth.net](mailto:scott_f@bellsouth.net) (term exp. 03/18)
- Kristy Young [kristyyoung84@outlook.com](mailto:kristyyoung84@outlook.com) (term exp. 03/18)

#### **Phase 1 Unit 2**

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- Bruce Osterberg [N9BX73@gmail.com](mailto:N9BX73@gmail.com) (term exp. 03/18)

[815-354-3131](tel:815-354-3131)

### Phase 2 – Unit 1

- Board of Directors – *Volunteer Needed*

### Overlook – Phase 3 Unit 1

- Dave Mandal [damarasu@aol.com](mailto:damarasu@aol.com) (term exp. 03/18)

[228-539-3969](tel:228-539-3969) or [228-860-2903](tel:228-860-2903)

- Glen White [gwhiteshoa@gmail.com](mailto:gwhiteshoa@gmail.com) (term exp. 03/18)

[228-314-0451](tel:228-314-0451)

### Village –

- Vanessa Smith [nessasmith74@hotmail.com](mailto:nessasmith74@hotmail.com) (term exp. 03/19)

[919-931-2131](tel:919-931-2131)

### Profit & Loss Budget Performance

	Oct 17	Budget	Jan - Oct YTD 17	YTD Budget	Annual Budget
<b>Income</b>					
Contingency Fund from Previous	-	833.33	-	8,333.30	10,000.00
Homeowners Yearly Dues	100.00	6,000.00	58,528.87	60,000.00	72,000.00
<b>Miscellaneous Revenue</b>					
Funds Rollover	-	41.67	-	416.70	500.00
Key Cards	-	4.17	140.00	41.70	50.00
Late Dues Fees	-		425.00		
<b>Total Miscellaneous Revenue</b>	-	45.84	565.00	458.40	550.00

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<b>Uncategorized Income</b>	-	4.17	-	40.70	50.00
<b>Total Income</b>	100.00	6,883.34	59,093.87	68,833.40	82,600.00
<b>Gross Profit</b>	100.00	6,883.34	59,093.87	68,833.40	82,600.00
<b>Expense</b>					
<b>Capital Improvements</b>					
<b>Facilities</b>	-	598.00			
<b>Capital Improvements - Other</b>	-	416.67	-	4,166.70	5,000.00
<b>Total Capital Improvements</b>	-	416.67	598.00	4,166.70	5,000.00
<b>Contingency Fund</b>	-	833.33	-	8,333.30	10,000.00
<b>Contract Labor</b>					
<b>Cleaning Contracts</b>	450.00	375.00	3,100.00	3,750.00	4,500.00
<b>Grounds Contracts</b>	450.00	1,000.00	4,500.00	10,000.00	12,000.00
<b>Pool &amp; Fountain Contracts</b>	999.38	916.67	14,126.21	9,166.70	11,000.00
<b>Secretary Contract</b>	295.00	270.83	2,360.00	2,708.30	3,250.00
<b>Total Contract Labor</b>	2,194.38	2,562.50	24,086.21	25,625.00	30,750.00
<b>General</b>					
<b>Banking Expenses</b>	5.00	20.83	50.00	208.30	250.00
<b>Insurance</b>	-	458.33	6,364.00	4,583.30	5,500.00
<b>Legal-Prof Fees</b>					
<b>Accounting</b>	302.60	191.67	4,745.17	1,916.70	2,300.00
<b>Legal</b>	272.56	125.00	1,357.64	1,250.00	1,500.00
<b>Website</b>	-	134.95			
<b>Total Legal-Prof Fees</b>	575.16	316.67	6,237.76	3,166.70	3,800.00
<b>Office Expenses</b>	-	62.50	356.89	625.00	750.00
<b>Postage</b>	-	33.33	386.12	333.30	400.00

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<b>Printing and Reproduction</b>	-	16.67	-	166.70	200.00
<b>Refunds</b>	-	8.33	-	83.30	100.00
<b>Website</b>	-	25.00	-	250.00	300.00
<b>Total General</b>	580.16	941.66	13,394.77	9,416.60	11,300.00
<b>Repairs &amp; Maintenance</b>					
<b>Family Club House</b>	(1.52)	125.00	308.79	1,250.00	1,500.00
<b>Fountain</b>	-	50.00	-	500.00	600.00
<b>Lake</b>	-	41.67	215.00	416.70	500.00
<b>Landscape</b>	390.00	83.33	1,249.60	833.30	1,000.00
<b>Pool</b>					
<b>Labor</b>	-	208.33	-	2,083.30	2,500.00
<b>Parts</b>	-		127.66		
<b>Total Pool</b>	-	208.33	127.66	2,083.30	2,500.00
<b>Roads &amp; Sidewalks</b>	400.00		411.78		
<b>Supplies</b>	8.83	20.83	145.03	208.30	250.00
<b>Tennis Court</b>	-	41.67	180.13	416.70	500.00
<b>Total Repairs &amp; Maintenance</b>	797.31	570.83	2,637.99	5,708.30	6,850.00
<b>Social</b>					
<b>Association Events</b>					
<b>Fall Harvest</b>	433.64	-	433.64	-	-
<b>Spring Fling</b>	-	-	557.89	-	-
<b>Association Events - Other</b>	-	375.00	-	3,750.00	4,500.00
<b>Total Association Events</b>	433.64	375.00	991.53	3,750.00	4,500.00
<b>Awards &amp; Gifts</b>	-	25.00	500.00	2550.00	300.00
<b>Total Social</b>		400.00		4,000.00	

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	433.64		1,491.53		4,800.00
<b>Taxes</b>					
<b>MS Franchise Tax</b>	-		115.00		
<b>Property Tax</b>	-		423.90		
<b>Total Taxes</b>	-		538.90		
<b>Utilities</b>					
<b>Cable for PC</b>	108.51	108.33	1,085.10	1,083.30	1,300.00
<b>Electricity</b>	764.54	708.33	7,322.46	7,083.30	8,500.00
<b>Pest Control</b>	32.10	83.33	321.00	833.30	1,000.00
<b>Water</b>	130.20	250.00	1,326.47	2,500.00	3,000.00
<b>Total Utilities</b>	1,035.35	1,149.99	10,055.03	11,499.90	13,800.00
<b>Total Expense</b>	5,040.84	6,874.98	52,802.43	68,749.80	82,500.00
<b>Net Income</b>	<b>(4,940.84)</b>	<b>8.36</b>	<b>6,291.44</b>	<b>83.60</b>	<b>100.00</b>

*for management use only*

Dear Swan Lake Homeowners,

January 1<sup>st</sup>, 2018 is just around the corner, and that means it is time for your yearly homeowner dues. Your annual dues amount is \$250 which should be paid by January 1<sup>st</sup>. If dues are not paid by January 1, 2018, a dues invoice will be sent.

The invoice will include a procedural clause: A late fee of \$25 will be assessed if dues are not paid by February 1, 2018. If dues are not paid by February 1, 2018, a statement will be sent for dues plus a late fee of \$25. The statement will include a procedural clause: An additional late fee of \$25 will be assessed if dues are not paid by March 1, 2018.

If dues are not paid by March 1, 2018, a statement will be sent for dues plus late fees totaling \$50. The statement will include a procedural clause: Pool keys will be deactivated if dues are not paid by April 1, 2018.

If dues are not paid by April 1, 2018, a statement will be sent containing a statement for dues plus late fees totaling \$50. Included with the statement will be a letter notifying you that a lien will be placed on the home if dues are not paid by May 1, 2018. Both the statement and letter will be sent to you via USPS, Certified Mail.

Please fill out the following form to update us on any changes to your address or contact information and email it back to us. The following is a template for you to update your information.

Thank you,

Swan Lake Estates Board

Name: \_\_\_\_\_

No information has changed

Property Address:

\_\_\_\_\_

Billing Address:

\_\_\_\_\_

Billing address same as property

Phone

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Email Address:

\_\_\_\_\_