

SLE HOA

*Swan Lake Estates Homeowners Association
P.O. Box 3748
Gulfport, MS 39505
www.swanlakehoa.net*

Notice of 2nd Quarter Membership Meeting

To: Swan Lake Estates Homeowners Association Members
From: Swan Lake Estates HOA Board of Directors
Re: **2nd Quarter Membership Meeting, THURSDAY, June 28, 2018 @ 7:00 p.m.**
Location: **Swan Lake Estates Pool**
Date mailed: **June 15, 2018**

The 2nd Quarter Membership Meeting of Swan Lake Estates HOA has been called by the Board of Directors to take place at the Swan Lake Estates pool at **7:00 p.m. on Thursday, June 28, 2018.**

Enclosed is the Agenda, May 24, 2018 Special Meeting Minutes, 2018 Financial Report, and 2018 Budget Comparison. The vacancies of the Board of Directors for the remainder of 2018 will be elected by the Membership at the meeting for Phases that have vacancies.

We hope to see you on **Thursday, June 28, 2018 at 7:00 p.m. at the Swan Lake Estates pool.** If you have any questions or comments, please do not hesitate to contact the Board via the website.

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2nd Quarter Membership Meeting

June 28, 2017

Agenda

1. Call to Order
2. President's message
3. Financials
4. Beautification report
5. Architecture report
6. BOD report
7. Nomination Committee – Kristy Young, Secretary
 - a. Nomination
 - b. Ballot and Proxy certification
 - c. Vote counting
8. HOA member questions
9. Adjournment

Message from the President

It was wonderful to see so many residents that were in attendance at the special meeting that was held May 24, 2018 @ 7:17 p.m. The breakdown by phase is included with the attached minutes of the meeting. For those of you that could not attend the minutes show what was discussed. Please read them as we will have more to discuss at the next Quarterly meeting that will take place on Thursday the 28th of June. An agenda will be provided at this meeting. Also, of importance is the voting in of new BOD members for the phases in our community that currently have no representation. If you cannot attend this meeting, please use the proxy procedure as outlined in the Swan Lake Estates Policy manual on the web.

The BOD has voted to place a list on the two bulletin boards located on the front and inside of the pool area. This list will show the address and phase of the homeowner, and the amount that is due the HOA. If the amount looks excessive, it is because the owner has not paid for several years.

The board has also changed how dues are collected for 2019. This is as follows: Payment of HOA dues payable by the 1st of January 2019. If not paid by February 1st, a \$25.00 late fee will be added. If not paid by March 1st, all pool cards, will be deactivated and the homeowner will be placed in a pool of lot owners that have no privileges according to the SWE Policy guidelines. If still not paid by April 1st, a lien will be placed on the property.

Thanks to Mr. Luster Gooden, he recommended a pool company that will save the community around \$5,000.00 a year on maintenance costs for the pool and fountain. References were checked, and this pool service will begin on the 1st of July. The current pool company will be notified today that their services are no longer required after the first of July.

The BOD also voted to have the top boards of our pier replaced and the whole pier structure repainted. We will let you know of the exact date for this work to be accomplished.

We have also noticed changes in the neighborhood, about people being more conscious of how vehicles are parked in their driveways, many thanks to the homeowners that have spoken to their neighbors about this problem. Still more need to be done as we see motor homes now parked in a driveway for extended periods of time. This is a clear violation of all covenants.

Enclosed are the SWE HOA Financials, and information for the New HOA management firm that will take over on August 1st. Sam Albritton Accounting agency has been notified of this change.

We sure hope to see you at the 2nd Quarter HOA meeting. This is an important one as voting for your new BOD representatives for your phase, and any concerns or actions that the BOD should take on your behalf.

Bruce Osterberg, SLE HOA BOD

Message from the Vice President

The swimming pool belongs to all members in good standing of the Home Owners Association. It is one of our top attractions for potential buyers. Our amenities have considerable impact on our property values. There are rules and regulations governing the use of the swimming pool for two basic reasons. One is to satisfy insurance requirements, the other to ensure that all residents are able to enjoy a clean, safe, recreational area. We ask that umbrellas be lowered when you're finished with them in case a storm with high winds occurs. We have found them damaged, in the pool and over the fence.

We have a key card access system. A card is issued to every homeowner and should be used to enter the pool area. Do not leave the gate open. Do not leave your key hanging in the gate. Do not open the gate for anyone unless you know they are entitled to be there. Do not lend your key to anyone else. Your guests are your responsibility. Stay with them. Rules are posted on the gate and inside the area. Please follow them. Children under 14 must be accompanied by an adult or they will be told to leave. No pets allowed. I've seen dogs in the pool and been yelled at when I told their owners to take them out. Parties must be approved by the BOD and scheduled so as not to greatly interfere with other resident activity. You do not get exclusive use of the area. There are fees involved. If you want to use the kitchen there is a \$50.00 fee. You must put up a refundable \$100 cleanup fee whether you use the kitchen or not. It is not our job to clean up after you.

Dave Mandel, SLE HOA BOD

Swan Lake Estates Homeowners Association
Statement of Financial Income and Expense
May 2018

	May 18	Jan - May 18
Income		
Homeowners Annual Dues	2,225.00	65,285.00
Key Cards	20.00	20.00
Late Fees	50.00	1,025.00
Total Income	2,295.00	66,330.00
Gross Profit	2,295.00	66,330.00
Expense		
General		
Administrative Contract	295.00	1,475.00
Postage	28.50	221.07
Printing and Reproduction	47.30	328.15
Website	0.00	162.62
Total General	370.80	2,186.84
Professional Fees		
Accounting	272.41	1,246.14
Legal	0.00	220.00
Total Professional Fees	272.41	1,466.14
Repairs & Maintenance		
Club House		
Cleaning	450.00	750.00
Supplies	0.00	54.60
Total Club House	450.00	804.60
Landscape		
Monthly Fee	450.00	2,250.00
Total Landscape	450.00	2,250.00
Pool & Fountain		
Monthly Fee	0.00	2,172.71
Repairs	0.00	3,125.00
Supplies	79.03	1,769.56
Total Pool & Fountain	79.03	7,067.27
Tennis Court		
Supplies	0.00	689.63
Total Tennis Court	0.00	689.63
Total Repairs & Maintenance	979.03	10,811.50
Social		
Awards & Gifts	0.00	250.00
Other Events	0.00	211.53
Total Social	0.00	461.53
Taxes		
MS Franchise Tax	0.00	115.00
Property Tax	0.00	425.71
Total Taxes	0.00	540.71
Utilities		
Cable	108.51	542.55
Electricity	709.96	3,400.87
Pest Control	32.10	160.50
Water	61.26	484.68
Total Utilities	911.83	4,588.60
Total Expense	2,534.07	20,055.32
Net Income	(239.07)	46,274.68

Swan Lake Estates Homeowners Association
Profit & Loss Budget Performance
May 2018

	May 18	Budget	Jan - May 18	YTD Budget	Annual Budget
Income					
Homeowners Annual Dues	2,225.00	5,437.50	65,285.00	27,187.50	65,250.00
Key Cards	20.00	8.33	20.00	41.69	100.00
Late Fees	50.00	8.33	1,025.00	41.69	100.00
Total Income	2,295.00	5,454.16	66,330.00	27,270.88	65,450.00
Gross Profit	2,295.00	5,454.16	66,330.00	27,270.88	65,450.00
Expense					
Capital Improvements					
Facilities	0.00	291.67	0.00	1,458.35	3,500.00
Other	0.00	16.67	0.00	83.35	200.00
Total Capital Improvements	0.00	308.34	0.00	1,541.70	3,700.00
General					
Administrative Contract	295.00	291.67	1,475.00	1,458.35	3,500.00
Banking Expenses	0.00	8.33	0.00	41.69	100.00
Office Supplies & Expenses	0.00	41.67	0.00	208.35	500.00
Postage	28.50	41.67	221.07	208.35	500.00
Printing and Reproduction	47.30	8.33	328.15	41.69	100.00
Refunds	0.00	12.50	0.00	62.50	150.00
Website	0.00		162.62		
Total General	370.80	404.17	2,186.84	2,020.93	4,850.00
Professional Fees					
Accounting	272.41	250.00	1,246.14	1,250.00	3,000.00
Insurance	0.00	541.67	0.00	2,708.35	6,500.00
Legal	0.00	125.00	220.00	625.00	1,500.00
Total Professional Fees	272.41	916.67	1,466.14	4,583.35	11,000.00
Repairs & Maintenance					
Club House					
Cleaning	450.00	312.50	750.00	1,562.50	3,750.00
Repairs	0.00	41.67	0.00	208.35	500.00
Supplies	0.00	8.33	54.60	41.69	100.00
Total Club House	450.00	362.50	804.60	1,812.54	4,350.00
Lake					
Miscellaneous	0.00	8.33	0.00	41.69	100.00
Supplies	0.00	41.67	0.00	208.35	500.00
Total Lake	0.00	50.00	0.00	250.04	600.00
Landscape					
Monthly Fee	450.00	500.00	2,250.00	2,500.00	6,000.00
Repairs	0.00	41.67	0.00	208.35	500.00
Roads & Sidewalks	0.00	8.33	0.00	41.69	100.00
Supplies	0.00	8.33	0.00	41.69	100.00
Total Landscape	450.00	558.33	2,250.00	2,791.73	6,700.00
Pool & Fountain					
Monthly Fee	0.00	833.33	2,172.71	4,166.69	10,000.00
Repairs	0.00	166.67	3,125.00	833.35	2,000.00
Supplies	79.03	416.67	1,769.56	2,083.35	5,000.00
Total Pool & Fountain	79.03	1,416.67	7,067.27	7,083.39	17,000.00
Tennis Court					
Repairs	0.00	41.67	0.00	208.35	500.00
Supplies	0.00	20.83	689.63	104.19	250.00
Total Tennis Court	0.00	62.50	689.63	312.54	750.00
Total Repairs & Maintenance	979.03	2,450.00	10,811.50	12,250.24	29,400.00
Social					
Awards & Gifts	0.00	41.67	250.00	208.35	500.00
Other Events	0.00	125.00	211.53	625.00	1,500.00
Spring Fling	0.00	50.00	0.00	250.00	600.00
Total Social	0.00	216.67	461.53	1,083.35	2,600.00
Taxes					
MS Franchise Tax	0.00	12.50	115.00	62.50	150.00
Property Tax	0.00	37.50	425.71	187.50	450.00
Total Taxes	0.00	50.00	540.71	250.00	600.00
Utilities					
Cable	108.51	108.33	542.55	541.69	1,300.00
Electricity	709.96	750.00	3,400.87	3,750.00	9,000.00
Pest Control	32.10	41.67	160.50	208.35	500.00
Water	61.26	208.33	484.68	1,041.69	2,500.00
Total Utilities	911.83	1,108.33	4,588.60	5,541.73	13,300.00
Total Expense	2,534.07	5,454.18	20,055.32	27,271.30	65,450.00
Net Income	(239.07)	(0.02)	46,274.68	(0.42)	0.00

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Swan Lake Estates HOA Special Meeting

Date | time May 24, 2018 @ 7:17 p.m. | *Meeting called to order by* Bruce Osterberg

In Attendance

BOD present: Bruce Osterberg, Kristy Young, Frank Scott, Dave Mandel, Glenn White

Others present: See attached sign in sheet

Presenter: Bruce Osterberg, SLE HOA BOD President

Board

All current board members were present. Kristy Young, secretary, was there. Kristy Young's term on the board technically ended in March of 2018 and she is still serving as secretary and social committee. Bruce Osterberg (President of HOA) introduced the board members. Bruce also asked those residents in attendance to consider joining the board or at least getting more involved with the HOA and volunteering for different projects, etc.

- There are 273 occupied properties.
- Currently we only have 4 board members, a secretary, and a handful of volunteers.
- There are several openings for the board:
 - 1 spot for the village
 - 1 spot for PIU2
 - 2 spots for P2U2

There is an architecture committee that is working well. We have had several residents putting in requests for approval and they have been approved.

We need more volunteers and board members to keep up our neighborhood and home values. We have a low inventory of homes for sale, this is a good thing. We need to keep it up and that takes many.

We currently do not have anyone on the beautification committee.

Topic 1: Changing the covenants and/or bylaws

Bruce explains the bylaws. They are also online for everyone to get a copy and read.

There has been discussion of changing the bylaws, to change the covenants to one set of covenants for entire neighborhood. Bruce then explains the difference between PH1U1 covenants and the other phases of the neighborhood. PH1U1 had their covenants legally changed several years ago. To change bylaws and covenants, we would need residents to vote on it. If just a few residents vote on it, then we are leaving a big decision up to a small percentage of residents.

The BOD will let residents know of any issues being voted on, at least 2 weeks prior to quarterly meeting where voting will take place. This will be done by a mailed letter to their physical address. If a resident can not be at this meeting they can send their proxy vote with another resident or give their proxy to Kristy Young, secretary of HOA.

Next quarterly meeting will be June 28, 2018 and a vote will take place on temporarily putting residents into the empty spots on the board. Volunteers being voted on for these spots are:

- Jamie Koipper The Village
- Murray Ladner PH1 Unit 2
- Doug Lemere PH1 Unit 2
- Daniel Reid PH2 Unit 1
- Patrick Wadsworth PH2 Unit 1

Beautification

The HOA just had the front entrance landscaped and cleaned up. Thanks to volunteers who helped initiate that and did a lot of the work upfront to clean out the beds. The cost to complete (including labor, plants and materials) was around \$2,300. The work will continue down the entire median.

The HOA and HOA BOD would also like to do some other projects to improve the neighborhood, such as:

- Pool deck resurfacing
- Tennis court repairs and maintenance
- Removing/killing lily pads in the lake
- Stocking the lake with more fish
- Repainting/repairing the pier on the lake

Financial / Treasurer's report: Frank Scott

Financial History (All cash basis), most recent (end of April 2018): Numbers are approximate

- Total Assets \$91,800
 - Frank explains CD of \$10,000 we keep for insurance deductible, etc.
- P&L:
 - Net Income: \$46,000 (for the year so far)
 - Frank explains that this is dues collected, etc. We have not received dues from all residents.
 - Expenses: \$17,000 (for the year so far)
- We are in good shape. Our budget for 2018 is \$65,450 and we finished last year in decent shape.
 - We had a net loss of \$8.67, so pretty much broke even, but it did not leave anything going into the following year.
 - This was due to several big projects, including:
 - Sanding, and repainting the pool fence
 - Extra Pool maintenance (pump?)

Question by resident: How many residents have not paid:

Answer: As of this meeting, we had 44 lot owners unpaid, with 28 of those from prior years. In addition to this 16 have paid 2018. Thus, 16 are just for 2018. Liens have been placed on all lots not paid in previous years.

Bruce explains the liens and the lien process. He also explains that if it continues this way, and considering we had 16 residents added to the list of residents not paying dues, we will drain our funds and not have any money left for general upkeep, etc.

Bruce and the BOD will be talking to HOA attorney, Hugh Keating, about legal avenues to collect these dues and how to pursue them.

This leads to the next topic....

Topic 2: Raising annual HOA dues

Bruce brings up the next topic that the special meeting was called for: Raising the annual HOA dues from \$250 to \$300. This does not have to be voted on. The BOD only has to give a 30-day notice to all residents. This would not apply to PH1U1 without some other avenues or changing the covenants (as mentioned in topic 1). BOD will talk to attorney before deciding to raise dues.

Some residents spoke out and said this seems like the rest of the neighborhood is having to pay for those who currently do not pay their dues. Dave Mandel (VP of HOA BOD) points out the rising costs of everything, including labor, maintenance and materials to keep up the neighborhood. The unpaid dues are not the only reasons for the need to raise dues.

Question by resident: Can we transfer the legal fees to non-paying residents?

Answer: Bruce will find out. As it stands now, we do not pay the fee to place a lien. That cost is collected with the unpaid dues when the lien is removed by the resident. As far as any other legal fees we will have to check with the attorney on how to transfer those fees to residents with unpaid dues. A good majority of the unpaid dues do not get collected unless the property is sold, so this would be difficult.

Question/Comment by resident: After some suggested putting a list up of names of those with unpaid dues and/or placing a sign in yard. The resident explained her medical/ bad health situation for not paying in the past. This resident and one other asked (in general) if we would be placing signs in their yards when they have a reason for not paying.

Answer/Response: Bruce Osterberg stated that would have to be something someone would have to motion to do at one of the quarterly meetings.

Question by resident: Can we have just one set of covenants for the entire neighborhood? Make the neighborhood 1 instead of separate phases?

Answer: We need to PH1U1 to get 51% of their residents on board before we can include them in it and get it changed to one set.

Question by resident: With dues being due in January, it makes it hard. Can we spread it out over year and pay a little every month?

Answer: It's in the covenants/bylaws that by Jan 1. So, this would also need to be changed to happen.

Question by resident: Is it a possibility to pay online?

Answer: We use Albritton agency accounting agency and they do not have an option to pay online. Which brings us to the next topic.....

Topic 3: Changing Accounting Agency

The HOA BOD have discussed and started to implement the process to hire a new accounting/management agency to handle the finances and management of the HOA. Bruce explains the problems we have had with Albritton agency, including them letting someone who is young, inexperienced and not an accountant handle our accounts.

What we want is an HOA administrator to take over (not a resident). They would handle the accounting as well as mailings and enforcement of covenants. They will send a letter for all correspondences and notices (no more email).

With the new administrator everyone will get a written notice of dues. The BOD is looking into paying online, but not sure if the new HOA management company can provide this.

Cost will be approx: \$900 a month

Albritton is currently approx.: \$600 a month

According to bylaws we have to give Albritton 90 days' notice that we will no longer be working with them.

Questions by resident: When we send letters (specifically late dues notice) can we make sure it is certified, so that we know they got it?

Answer: We do send certified once they have been a certain amount of days late. Will check into other notifications being certified.

Question by resident: Did we get bids on landscaping?

Answer: Yes, we did get a couple and at least one raised the price after original bid. Justin Time was the best price.

Question: Do we have a current vendor to take care of grounds, landscaping etc.?

Answer: No. We have one that strictly mows grass, they do not do landscaping or anything else.

Question: Who checks up on vendors to make sure they are doing good job?

Answer: The board does all the time and there are a few residents that are present when work is done and check in on it.

Question: Is the pool salt or chlorine? Answer: Salt

Question: Who is pool servicing company? Answer: ASP

Response by resident that asked the question: He had a long conversation with ASP about servicing his pool and why the cost was so high. The ASP representative he spoke with told him that was due to the fact that there was not enough business in our neighborhood and that is why the cost was high. Mr. Gooden suggested we get bids from other pool companies on servicing the pool and all work in the neighborhood.

Question by resident: What exactly is this meeting about:

Answer: To get more community involvement so more residents are aware of the decisions being made by a small number of residents. Also, to let resident know of the likelihood we will be switching our accounting/management company and we may be raising the dues to \$300 for next year.

Question: Who is the new accounting/management company? Do they have references?

Answer: Bruce will get that info to be sent out with the recap of the meeting (meeting minutes)

Question by resident: What is going to be done about lily pads in lake. This resident (I did not know his name) had spoken with Bruce and was under the impression it was being done in the spring. It was not done. What is the plan? He also thought we should take more care of our lake, the focal point of our neighborhood.

Answer: Bruce responded with it takes volunteers to get that stuff done and we will see if it's too late. Frank said the county was coming out to look at the damn erosion, etc. (including what we can't see) There may be funds available to work on this problem. County coming on June 29th (not sure if this was June or May).

****Casey Lyons spoke up and said he just wanted to thank the board. He suggested if you have a concern or a project you are particularly interested in that you should try to volunteer and do what you can to help and get involved. It is a thankless job and is a lot of work. *****

****Bruce mentions that if we can not get board members from certain phases we can let residents fill in the empty spots in other phases (temporarily) but has to be voted on.**

Question by resident: Does the raise in dues have to be voted on?

Answer: Bruce said no, but we will talk to attorney and figure out legal matters first, specifically how to handle PH1U1.

Question by resident: Did we conduct interviews of different companies before deciding to hire the new management/accounting company?

Answer: Bruce answers. He said that he called 16 different ones and only one answered. He did conduct an interview and other members of the board met with them.

Question by resident: When a notice for a meeting is sent out, can we add an agenda or at least what will be discussed?

Answer: Yes, if you have ideas you want discussed, get with Kristy Young and give her your ideas at least 2 weeks before meetings.

Question: Are some homeowners exempt from dues? Answer: No

Question: Are we collecting dues on empty lots?

Answer: We try to. Some are paying, some are not. Some have been collected when the lot(s) sale.

Suggestion by resident: We should look into the app, Groupme. It will send notices out and residents can have the option to get them or not.

Question: What about Facebook, can we use it for notices, etc.

Answer: Yes, we already have a FB page but we will start using it officially for the HOA notices.

Next Meeting

June 28th @ 7:00 p.m. Location: Swan Lake Pool

*I did not get the time we adjourned. Residents just started leaving. I don't remember if there was an official notice to adjourn. I, Kristy Young, met with several residents in the office to get their names because they wanted to join board. I also showed them which phases they were in. There were several who did not know.

Number of Residents in attendance by phase:

Total of 65 (although I do believe we had some come in later, that did not sign in).

*PH1U1 = 15

*PH1U2 = 13

*PH1U3 = 1

*PH2U1 = 8

*PH2U2 = 3

*OL = 19

*Village= 4

*Unknown = 2