



SWAN LAKE ESTATES HOMEOWNER'S ASSOCIATIONS QUARTERLY NEWSLETTER

3rd Quarter 2014

President's Message

Hi Neighbors,

With summer slowly coming to an end and school back in session, we all need to be mindful of the children who are waiting for buses in the mornings and being dropped off in the afternoons. Let us all make an extra effort to drive safely and cautiously. With that being said, the county has offered to do a traffic study in parts of our neighborhood to ensure safe driving throughout. We were last told that the study will begin sometime in September, once school is in full swing. The study is in preparation for the installation of a speed-deterrent walkway between the parking lot and the playground, as promised to us by the county and Connie Rocco at our last quarterly meeting.

Also, I wanted to remind everyone that the newsletter is now disseminated via email, or you can view it on the www.swanlakehoa.org website. Please check your email and/or download it from the website. If you need to add your email address to the newsletter distribution list, please email a board representative. If you do not have a computer and would like to read the newsletter, printed copies will be available in a paper box in the breezeway at the clubhouse.

The board has agreed that no board members will discuss official HOA business via Facebook. Facebook is useful for disseminating information, but is hard to monitor and respond to posts when all board members do not use Facebook. If you are a Swan Lake HOA Facebook user, feel free to post questions and/or comments for your neighbors to respond to, but if you have a specific question for a board member, please contact him or her directly via email or phone.

If you would like to help out with any social event, please contact Lauren at the following email: valestro09@yahoo.com.

Please join us at 7:00 p.m. September 25th, 2014, for the HOA meeting at the clubhouse. At this meeting, the board will present the 2015 budget for discussion and will be voted on at the 4th quarter meeting.

I hope you all have an enjoyable and relaxing end of the summer.

Thank you,

Ryan Merrill

President

SWAN LAKE ESTATES HOA

Quarterly HOA Meeting Agenda

September 25, 2014

AGENDA

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

Treasurer's Report

I encourage residents of the Village and P1U2, to nominate interested neighbors for the two open positions on the Board. Swan Lake needs a fully staffed Board in order to maintain our neighborhood at its fullest potential. Volunteering on the Board only takes a few hours a month. I encourage those residents in the Village and P1U2, to strongly consider giving back to our community. While there are currently no vacancies in any of the other phases, we can always use assistance with our beautification, pool/tennis court and social committees. Please contact an existing Board member or attend the next neighborhood meeting for further information on how to get involved.

Thank you for your consideration.

Casey Lyons

Swan Lake Estates Homeowners Association

Proposed Profit & Loss Budget Overview

Cash Basis January through December 2015

Income

Contingency Fund from Previous	10,000.00
Homeowners Yearly Dues	67,500.00
Miscellaneous Revenue	100.00
Total Income	77,600.00
Gross Profit	77,600.00

Expense

Contract Labor

Contingency Fund	10,000.00
Cleaning Contracts	4,500.00
Grounds Contracts	6,000.00
Pool & Fountain Contracts	7,200.00
Secretary Contract	3,540.00
Total Contract Labor	21,240.00

General

Banking Expenses	250.00
Insurance	5,500.00
Legal-Prof Fees	
Accounting	1,800.00
Legal	1,500.00
Total Legal-Prof Fees	3,300.00
Office Expenses	750.00
Postage	1,000.00
Printing and Reproduction	1,200.00
Total General	12,000.00

Repairs & Maintenance

Family Club House	1,300.00
Fountain	600.00
Lake	500.00
Landscape	2,000.00
Other	1,000.00
Pool	8,200.00
Supplies	250.00
Tennis Court	3,410.00
Total Repairs & Maintenance	17,260.00

Social

Association Events	5,000.00
Awards & Gifts	300.00
Total Social	5,300.00

Utilities

Cable for PC	1,300.00
Electricity	7,500.00
Water	3,000.00
Total Utilities	11,800.00

Total Expense 77,600.00

Net Income 0.00

2014 Budget vs Actual

	<u>Jan - Dec 14</u>	<u>Budget</u>
Income		
Contingency Fund from Previous	0.00	10,000.00
Homeowners Yearly Dues	68,086.30	67,500.00
Miscellaneous Revenue		
Coca Cola	0.00	0.00
Funds Rollover	0.00	9,400.00
Key Cards	40.00	0.00
Miscellaneous Revenue - Other	<u>0.00</u>	<u>190.00</u>
Total Miscellaneous Revenue	<u>40.00</u>	<u>9,590.00</u>
Total Income	<u>68,126.30</u>	<u>87,090.00</u>
Gross Profit	68,126.30	87,090.00
Expense		
Capital Improvements		
Facilities	<u>0.00</u>	<u>0.00</u>
Total Capital Improvements	0.00	0.00
Contingency Fund	0.00	10,000.00
Contract Labor		
Cleaning Contracts	2,088.01	4,500.00
Grounds Contracts	4,250.00	6,000.00
Pool & Fountain Contracts	8,806.09	7,200.00
Secretary Contract	<u>2,655.00</u>	<u>3,540.00</u>
Total Contract Labor	17,799.10	21,240.00
General		
Banking Expenses	45.00	250.00
Insurance	5,474.00	4,400.00
Legal-Prof Fees		
Accounting	1,350.00	1,000.00
Legal-Prof Fees - Other	<u>0.00</u>	<u>1,500.00</u>
Total Legal-Prof Fees	1,350.00	2,500.00
Newsletter	236.47	
Office Expenses	195.35	750.00
Postage	426.29	1,000.00

Printing and Reproduction	144.08	<u>1,200.00</u>
Total General	7,871.19	10,100.00
Property Tax	0.00	0.00
Repairs & Maintenance		
Family Club House	1,642.78	1,300.00
Fountain	1,997.14	600.00
Lake	44.62	500.00
Landscape	228.72	2,000.00
Other		
Pest Control	288.90	
Other - Other	<u>0.00</u>	<u>1,000.00</u>
Total Other	288.90	1,000.00
Pool	26,888.43	20,000.00
Seasonal Decorations	0.00	0.00
Supplies	37.42	250.00
Tennis Court	<u>0.00</u>	<u>3,000.00</u>
Total Repairs & Maintenance	31,128.01	28,650.00
Social		
Association Events		
Contract Labor	0.00	0.00
Summer BBQ	673.52	
Association Events - Other	<u>0.00</u>	<u>5,000.00</u>
Total Association Events	673.52	5,000.00
Awards & Gifts	<u>250.00</u>	<u>300.00</u>
Total Social	923.52	5,300.00
Utilities		
Cable for PC	967.01	1,300.00
Electricity	6,070.14	7,500.00
Water	<u>1,949.99</u>	<u>3,000.00</u>
Total Utilities	<u>8,987.14</u>	<u>11,800.00</u>
Total Expense	<u>66,708.96</u>	<u>87,090.00</u>
Net Income	<u><u>1,417.34</u></u>	<u><u>0.00</u></u>

Statement of Financial Income and Expense 2014

	Jan - Aug 14	Jan - Aug 14
Income		
Homeowners Yearly Dues	68,086.30	68,086.30
Miscellaneous Revenue		
Key Cards	40.00	40.00
Total Miscellaneous Revenue	40.00	40.00
Total Income	68,126.30	68,126.30
Gross Profit	68,126.30	68,126.30
Expense		
Contract Labor		
Cleaning Contracts	1,638.01	1,638.01
Grounds Contracts	3,800.00	3,800.00
Pool & Fountain Contracts	8,042.58	8,042.58
Secretary Contract	2,360.00	2,360.00
Total Contract Labor	15,840.59	15,840.59
General		
Banking Expenses	40.00	40.00
Insurance	5,474.00	5,474.00
Legal-Prof Fees		
Accounting	1,200.00	1,200.00
Total Legal-Prof Fees	1,200.00	1,200.00
Newsletter	236.47	236.47
Office Expenses	194.00	194.00
Postage	424.82	424.82
Printing and Reproduction	144.08	144.08
Total General	7,713.37	7,713.37
Property Tax	0.00	0.00
Repairs & Maintenance		
Family Club House	1,642.78	1,642.78
Fountain	1,925.00	1,925.00
Lake	44.62	44.62
Landscape	228.72	228.72
Other		

Pest Control	<u>256.80</u>	<u>256.80</u>
Total Other	256.80	256.80
Pool	26,888.43	26,888.43
Supplies	<u>37.42</u>	<u>37.42</u>
Total Repairs & Maintenance	31,023.77	31,023.77
Social		
Association Events		
Summer BBQ	<u>673.52</u>	<u>673.52</u>
Total Association Events	673.52	673.52
Awards & Gifts	<u>250.00</u>	<u>250.00</u>
Total Social	923.52	923.52
Utilities		
Cable for PC	967.01	967.01
Electricity	6,070.14	6,070.14
Water	<u>1,949.99</u>	<u>1,949.99</u>
Total Utilities	<u>8,987.14</u>	<u>8,987.14</u>
Total Expense	<u>64,488.39</u>	<u>64,488.39</u>
Net Income	<u><u>3,637.91</u></u>	<u><u>3,637.91</u></u>

Reconciliation Summary Associations

Checking account Period ending 0/29/2014

Aug 29, 14

Beginning Balance 52,076.56

Cleared Transactions

Checks and Payments - 32 items -11,865.88

Deposits and Credits - 1 item 275.00

Total Cleared Transactions -11,590.88

Cleared Balance 40,485.68

Uncleared Transactions

Checks and Payments - 1 item -21.24

Total Uncleared Transactions -21.24

Register Balance as of 08/29/2014 40,464.44

New Transactions

Checks and Payments - 3 items -450.00

Total New Transactions -450.00

Ending Balance 40,014.44

Beautification Committee:

The purpose of the Beautification Committee is to insure 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. For Vaughn Painting Contractors for repainting the Medallion and Fountain at the entrance to Swan Lake Estates. Many thanks to these wonderful volunteers. Mr. Jim Dutton for repairing the switch at the tennis courts and replacing several pieces of wood on the pier. Dave Mandell for fixing the chairs along the pool deck. Karen Messa and her husband for help laying pine straw at the entrance to the Overlook. The Beautification Committee is always looking for volunteers who are interested at improving the beauty and aesthetics of SLE Subdivision. The holidays will be upon us shortly, we'll probably need some volunteers for Halloween and Christmas decorations.

Beautification Committee Chairperson:

Steve Saunders

Basketball Goals

One item that the Board has received complaints on lately is the presence of basketball goals. The covenants for Phase I Unit III and Phase III Unit I specifically stipulate that *“Basketball goals, posts or backboards shall not be erected, altered or permitted on any lot or building site in the subdivision or on any street right-of-way, unless the same is approved by the Architectural Control Committee”*. While the covenants for the other phases and units do not specifically forbid basketball goals, we should always try to be respectful of our neighbors. So, please be kind to your neighbors and keep your basketball goals off the street and out of sight as much as possible.

Jeff Williams

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 of the SLE covenants and restrictions, and is able to 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, Ryan at rdmerrill07@aol.com for further information.

Capital Improvements

Capital improvement projects maybe suggested and directed by any member in the SLEHOA. The Board will closely supervise and assist any project proposed by a member. The person wishing to promote a capital improvement project will ultimately be the director of that effort. The Board will assist and guide in every step to insure value, procedures and subsequent funding are met. Here is a general path of an idea for a capital improvement project from beginning to its completion:

- 1) A SLEHOA Member makes a proposal to the Board for a project at a regular Board Meeting.**
- 2) The Board reviews the idea and if it is sanctioned, then this person will assume all project duties to move forward. This will need to happen between January and the June Board meeting in order to meet the bylaw requirements on voting and budgeting in the next budget year.**
- 3) Project Overview, specifications, estimated cost, benefits will be presented in the Second Quarterly Newsletter, presented at the 2Q Meeting held in June, and posted on the Swan Lake website.**
- 4) This information will stay posted for questions and review by the membership until the 3Q Meeting where upon a vote will be taken by voice and absentee ballot. The vote will be for or against based on the final project as altered by the months of review opportunity and will be decide by a simple majority of the membership vote. If the project passes it will be placed in the next year's budget which is approved in the 4Q meeting.**
- 5) If the membership accepts the proposal then it is the responsibility of the Board to fund the project even if it takes more than one budget year to accumulate the funds. Priorities such as emergency repairs or budgeted repairs must be considered in the annual budget as it relates to a capital improvement funding.**
- 6) An approved project will remain viable until funding is available and the originator will then assume its execution and contract fulfillment.**

The Board will be a partner throughout the whole process to guide, satisfy HOA bylaws and policies, formulate contracts, receive bids and approve the effort until it is complete. Any future projects once approved by the membership will be found at this location on the SLE website for member review.

Absentee Ballot for BOD Elections – September 25th

In the event I am unable to attend the September 25th

Homeowner’s Association meeting, I am placing a vote to elect: (please print nominee’s name clearly).

_____ □

Write in candidate name

To the Swan Lake Estates Homeowner’s Association

Board of Directors to represent my phase:

Village ONLY (to complete term for vacancy through MARCH 2015)

Your Name: _____ (Printed)

Signature _____

Date _____

Address _____ Lot _____

Should there be contention concerning this vote contact me at

_____ to authenticate this ballot.

Absentee ballots must be mailed to 1) SLEHOA, P.O. Box 3748, Gulfport, MS 39505, 2) hand delivered to any SLEHOA Director, or 3) delivered in person immediately prior to Quarterly Meeting. All ballots must be received by the SLEHOA Secretary before Quarterly Meeting is called to order.

Absentee Ballot for BOD Elections – September 25th

In the event I am unable to attend the September 25th

Homeowner’s Association meeting, I am placing a vote to elect: (please print nominee’s name clearly).

_____ □

Write in candidate name

To the Swan Lake Estates Homeowner’s Association

Board of Directors to represent my phase:

Phase I Unit II ONLY (to complete term for vacancy through MARCH 2015)

Your Name: _____ (Printed)

Signature _____

Date _____

Address _____ Lot _____

Should there be contention concerning this vote contact me at

_____ to authenticate this ballot.

Absentee ballots must be mailed to 1) SLEHOA, P.O. Box 3748, Gulfport, MS 39505, 2) hand delivered to any SLEHOA Director, or 3) delivered in person immediately prior to Quarterly Meeting. All ballots must be received by the SLEHOA Secretary before Quarterly Meeting is called to order.

2015 BOARD OF DIRECTORS

PHASE I UNIT I

*Bill Massie - Vice President	596-3537	billmass@cableone.net	<u>Term ends 03/2015</u>
Casey Lyons - Treasurer	323-0713	dchi157@yahoo.com	<u>Term ends 03/2017</u>

PHASE I UNIT II

**Vacant			<u>Term ends 03/2016</u>
*Ryan Merrill - President & Architectural		rdmerrill07@aol.com	<u>Term ends 03/2015</u>

PHASE II UNIT I

*Jeff Williams - Secretary	328-2036	geotech@cableon.net	<u>Term ends 03/2015</u>
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OVERLOOK

*Steve Saunders - Beautification & Social		saunders70077@bellsouth.net	<u>Term ends 03/2015</u>
Mary Kate Walton - Pool	861-1971	mkwalton@aol.com	<u>Term ends 03/2017</u>

VILLAGE

**Currently no Director			<u>Term ends 03/2016</u>
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ACCESS CARDS

Dave Mandel	539-3969	damarasu@aol.com
Jim Dutton	539-2559	jaclet@aol.com

* Names indicate Directors whose spots terms are complete in March and will not be returning.

** Spots are currently vacant and a volunteer is needed.

Please consider volunteering on our Board to represent your phase.

Service on the Board is a great opportunity to get to know your neighbors and understand how and why our community is so successful. Together we all make Swan Lake a great choice for Gulf Coast Living.

This is not a contentious board or responsibility. We all work together to VOLUNTEER to may our subdivision great. You do not have to be "retired" to have the time to be a director, but retirees are always appreciated and welcome. The majority of the directors have full time jobs and use the 1 monthly meeting as productive time to review neighborhood needs. So many new and young families have chosen our neighborhood and are still busy in the work arena. We need everyone's energy and talent to keep our success going. We all do what we can. Special appreciation go to Dave Mandel and Jim Dutton, both former directors, who do a great job as Access card volunteers as well as managers of other small projects for the board. If a small project area comes up that you could contribute to, please consider sharing your interest and talent. For example, if you have gardening knowledge and talent, and there is even a small "area" you would like to tend, please speak with your director. Every little bit helps and won't necessarily require a full time volunteer commitment. The board is looking at volunteering in a new model that fits today's busy household.