

Approved Minutes of the 2018 LLPOA Annual Meeting

At 10:00 a.m. on January 20, 2018, the LLPOA the Annual Membership Meeting at the Nelson City Hall was called to order. Board members in attendance were Paul Feldman, Tom Thomason, Paula Campbell, Tina Kleuckling, Randy Meadows, and Doug Dabbs.

The primary goals of our Annual Meeting as shown on your copy of the agenda are to:

- Welcome new members to the meeting.
- Provide the membership a report on the operation of the corporation.
- The election of the 2018 LLPOA Board.
- Comments from the membership to the Board.
- I am requesting everyone not on the Board or reporting on an LLPOA Committee to hold their comments until the Comments from the Membership portion of the meeting.
- Please note that all questions related to parliamentary procedures shall be settled by Robert's Rules of Order, when they are not inconsistent with our by-laws (Article VII / Section 5).

The general membership was welcomed to the meeting.

New Members were recognized and welcomed to the meeting:

- Steve and Christina Johnston
- Tim Rolader

19 property owners attended the meeting which met the requirements for a quorum.

A motion to approve the minutes from the December 5, 2017 Board Meeting was made by Doug, seconded by Tom, and approved by all members of the board in attendance.

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Officers Reports

Treasurer:

Paula Campbell provided the following end of year financial reports:

- 2017 End of year financials
 - \$ 7,334 in the business checking account
 - \$ 21,525 in the money market account
 - \$ 919 in the Lake Committee account
 - \$ 29,780 total in LLPOA banking funds
- Paul stated that based upon online banking records, Paula's end of year account balances in all accounts are correct.
- Delinquencies
 - \$1,150 for 2017
 - \$1,761 for 2016 and earlier years
 - \$ 2,911 total delinquencies
- Financial projections for 2018.
 - \$10,148 member dues and receivable payments and interest from banking accounts.
 - \$ 6,748 operating expenses
 - \$ 3,215 other operating expenses (includes \$1,250 estimate for legal expenses)
 - \$ 185 net cash flow forecasted
- A motion to accept the Treasurer's report was made by Randy, seconded by Tom, and was approved by all members of the board in attendance.

Vice President & ACC Chairman: Tom Thomason

ACC activities:

In 2017, letters from the ACC were sent to address complaints of covenant violations from our membership. Efforts to resolve some of these are still in progress.

- Vehicles and trailers parked in driveways or front / side yards
- Tree removals.
- Political signs in yards.
- Rabbit pen in yard that is visible from the street.
- Storage of equipment in their driveways and toys and lawn equipment in their front yards.

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Other Homeowner activities:

- Remodeling of house at 2038 Laurel Cove by Shirley Massey's children.
- Remodeling of house at 3029 Cypress Cove (foreclosed property) including paint and new roof. Tom will try to determine the new owner of this property.
- Removal and clean-up of beaver dam at 3004 Cypress Cove.

We are suggesting that all members have a spring cleaning in their yards this year to improve the overall appearance of our neighborhood.

Paul made the following comments about the ACC:

- The ACC is clearly one of the driving forces behind the success of our association.
- Tom Thomason and Tina Kleuckling have done a great job on the ACC team.

Secretary: Tina Kleuckling

Committee Reports:

Community Activity Committee Report: Martha Fast

- The Must Ministries Summer Lunch Program was again sponsored by the LLPOA.
 - We had a car full of food items and lunch supplies donated by 12-15 families in Laurel Lake. The volunteers were so grateful when we delivered the food items and asked us to thank everyone for their generous donations.
 - In May this year we will place a notice on our web site and bulletin board about the PB&J drive for 2018. We will be asking those who wish to participate to contact Martha Fast to arrange for pick-up donations.
- Christmas Drive:
 - Due to the low participation level in 2016, we asked members to donate directly to local area civic organizations.
 - A number of our members donated directly to the MUST ministries and the Ball Ground Masons Christmas drives.
 - Thanks to all LLPOA Members that were able to participate.
- Anyone wishing to join the LLPOA Bunco group should contact Barbara Tilley at 770-735-2285.
- Information about these activities will be place on our website and also mentioned in mailings to the membership this year.

Lake Committee Report: Paula Campbell

There has been no Lake Committee activity this year. The lake appears stable, with the trash rack installed a couple years ago continuing to do a good job.

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President's report on the operation of the corporation: Paul Feldman

- High Level Financial View:
 - Expenses
 - Front Entrance area:
 - Our Maintenance agreement with Fresh-cut was renewed for 2 years in March 2017.
 - The work content defined in the agreement remained the same as the original contract from 2013 and the renewal in 2015.
 - The new contract pricing remained the same as in 2013.
 - All bills related to operation of the association have been paid on time.
 - We continue to operate with a positive cash flow on an annual basis.
- Income:
 - As stated in the financial report, 89.4% of our members have paid their maintenance fees last year compared to 93 % in 2016, 93.3% in 2015, and 95% in 2014.
 - 13 Members have not paid their 2017 maintenance fees and 1 has made a partial payment.
 - One member has not paid maintenance fees for two years.
 - One former member has not paid maintenance fees for two years.
 - Continuation of efforts will be made with the property owners to collect these fees.
- Prior to setting our 2017 annual maintenance fees, the following considerations were taken into account by the Board:
 - The Board developed a worksheet that indicates a likely financial impact if we reduce fees prior to renewal of our covenants in 2020.
 - As custodians with a fiduciary responsibility, the Board felt they needed to maintain our annual maintenance fees at their current level until our covenants are renewed.
 - These items were discussed in our March 2017 Board Meeting and input was requested from the membership in attendance.

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- LLPOA Accomplishments in 2017:
 - Renewal of our front entrance maintenance contract our was completed.
 - No increase in maintenance fees for 2017; they have remained the same since 2014.
 - Collection of past due maintenance fees from several members.
 - Awarded a \$500.00 contract to resolve long standing maintenance issues on lot 74. The LLPOA was reimbursed for this expense by the property owner.
 - In response to aggressive sales tactics in Laurel Lake, Paula, Tom, and Paul met with Ana Silbernagel (Manager of Cherokee County Developmentally Service Center) to gather information about the way Cherokee County manages the solicitation of sales. We reviewed all the questions the LLPOA Board had developed and found that the company in question has had issues for the past 3 years. The County is considering pulling their permit to solicit sales in the county. Tom has developed some information about this area of concern and placed a link on our website.
 - Continued upgrades of the LLPOA website by Tom Thomason who continues to do an excellent job managing our website.

Election of the 2018 Board

Part of the annual meeting is the nomination and election of the Board for the current year.

- The volunteers that have supported the association over the years have been responsible for our success. Their efforts have allowed us to keep the association fees low as compared to other POAs.
- The core members of the LLPOA Board have served for about eight years and want to encourage others in our community to serve on the 2018 Board.
- Without volunteers, we will need to look at other ways of managing the LLPOA.
 - Strong support by the membership will help in maintaining property values in Laurel Lake.
 - There are a number of options but having neighbors volunteer to serve provides the best results at the lowest cost.
 - To be a community, we need for more members to become involved in the operation of the Association. This includes the Board, ACC, and the Community Activity Committee.
- Voting requirements:
 - Ask for volunteers to form a committee of 3 inspectors of election.
 - Inspectors may not be a candidate nor move or second a motion to be voted upon.
 - Certified copy of the election results will be signed by the inspectors. This document will be added to the minutes of this meeting.
 - Inspectors will count the ballots and tabulate the results.
- Inspector 1 = Joe Lukowski
- Inspector 2 = Ike Grove
- Inspector 3 = Lamar Kellett
- Nominations for each Board Member position were made and added to the ballots.
- Ballots were cast by the membership.
- Ballots were counted and certified by the inspectors as shown in Appendix A.

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Election Results for 2018 Board:

- President: Paul Feldman
- Vice-president: Tom Thomason
- Treasurer: Paula Campbell
- Secretary: Tina Kluckling
- 2 year member at large: Doug Dabbs
- 1 year member at large: Denise Costa
- 1 year member at large: Is being filled by Randy Meadows who is finishing the second year of a two year term.

Recommended goals for 2018 Board:

- Continuing efforts to address covenant related issues from 2017, some of these may require taking the property owner to court.
- Setting annual membership maintenance fees for 2018.
- Develop and prioritize options for covenant renewal in 2020.
- Continuation of efforts to receive past due maintenance fees thru the magistrate courts.
- Follow-up with the City of Nelson on their plans to repair the streets in Laurel Lake.
- Support Community Activity Committee:
 - Encourage members to participate in MUST PB&J and Toy drives as well as other community based programs that help the needy in our area.
 - Encouraging the membership to reach out to their neighbors that are experiencing age and health related issues.

Reimbursement of Expenses to Board Members:

- Paul Feldman requested reimbursement of \$77.70 for the following expenses:
 - \$17.21: 11/20/2017 Bows to update our four existing Christmas wreaths.
 - \$ 6.59: 12/6/2017 Certified USPS mailing to Member
 - \$53.90: 01/10/2018 USPS postage related to the mailing of membership letters for the Annual Meeting.
- Paula Campbell requested reimbursement of \$30 for the 2018 Annual Registration for the LLPOA with the GA Secretary of State.
- A motion to approve these expenses was made by Doug, seconded by Randy, and was approved by all members of the board in attendance.

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Open Comments from the Membership:

Robert's Rules of Order and 5 minute time limit apply to speakers

- Topics are restricted to those directly related to the LLPOA.
- Chairman will time each speaker and give a 1 minute warning.
- Raise hand to be recognized.
- State your name and where you live.

Greg Campbell: A dumpster is being provided by the City of Nelson this week

Martha Fast: Thanked the Board for their efforts, she said it is a pleasure to be a member.

Barbara Tilley: Asked everyone to watch their speed when driving in the neighborhood. She also asked everyone to be careful when parking on the streets on hills where visibility is limited; we have had several near miss accidents.

Doug Dabbs: Stated that the quarterly meetings are open to the membership and encouraged everyone to try to attend.

Tom Thomason: Gave out our www.llpoa.com website address and mentioned contractors and other who have provided good home maintenance to LLPOA members and other house related services are listed on the website.

Paul Feldman: Many of us have chosen to age in place at our homes in Laurel Lake. In the last year, a number of our neighbors have had significant health issues and 3 have passed from us. The LLPOA provides the basic framework for our organization but neighbors knowing each other and reaching out in times of need is critical to our being the neighborhood we all want.

I strongly encourage each of us to be a good neighbor and help each other as much as you can.

Adjournment:

Paul Feldman thanked everyone for attending and participating in the association. A motion to adjourn was made by Tom, seconded by Paula, and voted to accept by all members of the board in attendance.

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Appendix A: Treasurers Report of 2017 Financial Results and 2018 Projections

Income and Cash Flow

For the year ended December 31, 2017, the LLPOA collected \$9,530 in membership dues, of which \$690 was for prior years' dues. The Association collected 89.4% of 2017 dues receivable, with 13 members' dues outstanding, one of which is partially outstanding. Interest earned in 2017 was \$7.

The LLPOA's 2017 recurring operating expenses were \$5,864 and other operating expenses were \$829, for total operating expenses of \$7,192.

Net cash flow for 2016 was \$2,845. Considering one outstanding check to our lawn maintenance contractor for \$390, our actual net cash flow is \$2,455.

The LLPOA has \$7,334 cash in its business checking account, \$21,525 in its money market account, and \$919 in a Lake Committee Account for a total of \$29,780 in cash.

Other assets include utility deposits of \$260.

Total homeowners equity, including current year income, is \$30,040.

Delinquencies

The 2017 delinquencies are \$1,150, 2016 and prior delinquencies are \$1,761, for a total delinquent balance of \$2,911.

Projections for 2018

Income projections for 2018 are \$10,140 for member dues and receivable payments, and \$8 in interest income from the money market account.

Recurring operating expenses are forecast at \$6,748, comparable to 2017 recurring expenses with the exception of a potential increase in the front entrance landscape contract which has had no increases for five years.

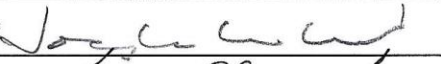
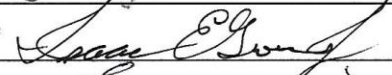

Other operating expenses are forecast at \$3,215. The 2018 forecast includes a nominal estimate for legal expenses of \$1,250 incurred for court and legal costs for the purpose of collecting past due membership dues.

Total expense is forecasted at \$9,963.

Net cash flow is forecast at \$185.

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APPENDIX B: 2018 Election Certification Sheet

Ballot Tabulations For 2018 LLPOA Board Members	# Votes Received
President:	
Candidate = Paul Feldman ✓	18
Candidate =	
Candidate =	
Vice-President:	
Candidate = Tom Thomason ✓	18
Candidate =	
Candidate =	
Treasurer:	
Candidate = Paula Campbell ✓	18
Candidate =	
Candidate =	
Secretary:	
Candidate = Tina Kleuckling ✓	18
Candidate =	
Candidate =	
2 Year Member at Large	
Candidate = Doug Dabbs ✓	18
Candidate =	
Candidate =	
1 Year Member at Large (Randy Meadows is serving his 2nd year)	
Candidate = Denise Costa ✓	18
Candidate =	
Candidate =	
Election Inspector 1 Signature = 	
Election Inspector 2 Signature = 	
Election Inspector 3 Signature = 	

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APPENDIX C: 2018 Attendee List

Last Name	Address
Campbell	1014 Laurel Lake Dr
Clark	1027 Laurel Lake Dr.
Dabbs	2042 Laurel Cove
Deere	3004 Cypress Cove
DensMoore LLC	5015 Governors Walk Drive
Densmore	P O Box 66; Ball Ground GA
Fast	3036 Cypress Cove
Feldman	3048 Cypress Cove
Frantz	1009 Laurel Lake Dr.
Green	3008 Cypress Cove
Grove	2058 Laurel Cove
Johnston	3060 Cypress Cove
Kellett	1005 Laurel Lake Dr.
Kleuckling	3039 Cypress Cove
Lukowski	3035 Cypress Cove
Meadows	3016 Cypress Cove
Rolader	1015 Laurel Lake Dr.
Thomason	3025 Cypress Cove
Tilley	2011 Laurel Cove