

Approved Minutes of the 2017 LLPOA Annual Meeting

At 10:00 a.m. on January 21, 2017, 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, Leah Kelly, Randy Meadows, and Doug Dabbs.

The general membership was welcomed to the meeting.

New Members were recognized and welcomed to the meeting.

21 property owners attended the meeting which exceeded the requirements for a quorum.

A motion to approve the minutes from the December 6, 2016 Board Meeting was made by Tom, seconded by Randy, and approved by all members of the board in attendance.

Officers Reports

Treasurer: Paula Campbell

Paula Campbell provided the following end of year financial reports:

- 2016 End of year financials
 - \$ 4,497 in the checking account
 - \$ 21,520 in the money market account
 - \$ 919 in the Lake Committee account
 - \$ 26,936.00 total LLPOA funds
- Paul stated that based upon online banking records, Paula's end of year account balances in all accounts are correct.
- Paula presented financial projections for 2017; these are summarized in Appendix A.
- A motion to accept the Treasurer's report was made by Doug, seconded by Leah, and was approved by all members of the board in attendance.

Secretary: Tina Kleuckling

Nothing to report

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Vice President & ACC Chairman: Tom Thomason

The following projects were approved and completed:

- Roof replacements at multiple locations
- Tree removals at multiple locations
- House repainting

Other ACC activities:

Tom explained the ACC process for addressing covenant violations which typically include letters to the property owner asking them to resolve the violation and follow-up actions that are sometimes needed.

In 2016 letters from the ACC were sent to address complaints of covenant violations from our membership. One of these is still in progress.

- Trailers parked in driveways or front / side yards, rabbit pen in yard that is visible from the street, political signs in yards, and a tree removal from Laurel Lake.
- This year (2017) we have sent letters to two residents related to the storage of equipment in their driveways and toys and lawn equipment in their front yards.

Tom also made the following ACC related comments:

- Before calling the HOA, all residents should evaluate whether any problem they are having is a covenant violation, or a violation of law. A call to 911 is needed for violations of law to establish an official record of the event.

It was noted by several members that there have been gun shots and very, loud explosions towards the end of Laurel Cove. This is out of the realm and scope of the HOA. Thus, this is an example of when it's prudent to call 911.

- This year we will encourage all property owners to have a spring cleaning in their yards this year to improve the overall appearance of our neighborhood. The ACC will follow-up with a ride thru to see if any items remain that need to be addressed by the ACC.
- All construction projects require ACC approval. Construction of structures may also require a building permit issued by the City of Nelson and / or Cherokee County.
- Burn permits are required and may be obtained by calling the Cherokee County Fire Department or making a request online to them.
- Our covenants require only single family occupancy; please notify the ACC if you observe more than one family residing in a house. This is more likely to occur in rental properties.
- Parking of trailers in front or side yards or driveways and vehicles being parked in yards are an ongoing issue.
- We have had a number of coyote and bear sightings in our neighborhood. Please be aware of this with regard to your pets and your family's personal safety.

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Tom made the following comments about postings on the LLPOA website

- Members should report utility outages to their service providers and not the ACC. Known outages will be posted on our website but most are short in duration and may be resolved before they are posted.
- Contact numbers for governmental and emergency services are available on the website.
- Local home improvement service providers that have been recommended by our Members are also available on the website.

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, Tina Kleuckling, and Leah Kelly have done a great job on the ACC team.

Committee Reports:

Community Activity Committee Report: Paula Campbell

- The MUST PB&J drive for 2016 was completed and the donations were taken to Pickens County where they were distributed. While the number of LLPOA Members that participated was lower than in previous years, the quantity of donated items was significant and helped to feed a number of children in our area.
- Christmas Drive:
 - Due to the low participation level in 2015, 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.
- Anyone wishing to join others in walking the Nelson Nature Trail should contact Martha Fast at 706-455-7510

Lake Committee Report: Paula Campbell

- Our annual dam cleanup day was held on 11/5/16. Martha Fast, Greg Campbell and Leah Kelly worked for about an hour. The dam is cleaned up and looking well, especially considering the brush was waist high.
- Additional efforts are needed in 2017 to address maintenance issues related to the dam.

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President's report on the operation of the corporation:

- High Level Financial View:
 - Expenses
 - Front Entrance area:
 - Due to increased water bills the Board approved the repairs and upgrades to the sprinkler system.
 - Replacement of 6 water control vales
 - Replacement of cabling from controller to the water valves on the south side of the entrance.
 - Relocation or addition of 9 watering heads
 - This project was completed on time and under budget.
 - 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, 93% of our members have paid their maintenance fees last year compared to 93.3% in 2015, and 95% in 2014.
 - 8 members have not made any payment on their 2016 maintenance fees and 1 has made a partial payment.
 - Continuation of efforts will be made with the property owners to collect these fees. If they are not collected, liens will be placed on the properties for the amount of the fees and all associated court costs and attorney fees. Continuation of efforts to receive these payments thru the magistrate courts are needed by the 2017 Board.
- Prior to setting our 2016 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 Board Meeting and input was requested from the membership in attendance.
- LLPOA Accomplishments in 2016:
 - Continued upgrades of plantings in the front entrance.
 - Completion of the sprinkler system upgrade in the front entrance.
 - Continued upgrades of the LLPOA website by Tom Thomason.
 - In our September Board meeting, Lamar Kellett suggested we look at the streets in Laurel Lake and give input to the City of Nelson as to their condition. Ike Grove had also mentioned the deterioration of the streets earlier in the year.
 - Tom and Paul developed a 26 page presentation that was given to the Nelson City Manager, Miranda McDowell for presentation to the City Council.
 - We were advised that our report was to be evaluated and prioritized with other streets in need of repair in Nelson.

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Election of the 2017 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 2017 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.
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- Inspector 1 = Doug Catlett
- Inspector 2 = Joe Lukowski
- Inspector 3 = Ike Grove
- 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.

Election Results for 2017 Board:

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

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Recommended goals for 2017 Board:

- Renewal of the maintenance contract for our front entrance.
- Develop and prioritize options for covenant renewal in 2020.
- Setting maintenance fees for 2017.
- Continuation of efforts to receive past due maintenance fees thru the magistrate courts.
- Follow-up with the new City of Nelson Clerk, Tina Monaghan, on street repairs in Laurel Lake.
- At this time the City of Nelson has no police department. We need to determine how and by whom the City of Nelson Code will be enforced.
- 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 needed 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 \$61.07 for postage and office materials related to the mailing of membership letters for the Annual Meeting.
- A motion to approve these expenses was made by Tom, seconded by Doug, and was approved by all members of the board in attendance.

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.

Joe Lukowski: Now is the time to volunteer to help the LLPOA. Covenant renewal is coming and we all need to help with this effort.

Lamar Kellett: Thanks the Board and ACC for their quick responses to requests for support. He also cautioned homeowners on planting English Ivy as it is very invasive.

Martha Fast: Thanked Members for their support of the PB&J drives; it helps feed many children in our area who would go without lunches during the summer break from school.

Doug Catlett: Suggested we encourage more Members to serve on the Board when we mail our meeting notification letters.

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

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APPENDIX A: Treasurers Report of 2016 Results and 2017 Projections

Income and Cash Flow

For the year ended December 31, 2016, the LLPOA collected \$10,715 in membership dues, of which \$1,110 was for prior years' dues. The Association collected 92% of 2016 dues receivable, with 10 members' dues outstanding, 1 of which is partially outstanding. Income also includes \$400 received against an outstanding receivable of \$400 due from a former Association Treasurer; his balance is now -0-.

The LLPOA's 2016 recurring operating expenses were \$6,414, and other operating expenses were \$2,322, for total operating expenses of \$8,737.

Net cash flow for 2016 was \$1,978.

The LLPOA has \$4,497 cash in its business checking account, \$21,520 in its money market account, and \$919 in a Lake Committee Account for a total of \$26,936 in cash.

Other assets include utility deposits of \$260.

Total homeowners equity, including current year income, is \$27,196.

Delinquencies

The 2016 delinquencies are \$840, 2015 and prior delinquencies are \$1,682, for a total delinquent balance of \$2,522.

Projections for 2017

Income projections for 2017 are \$9,960 for member dues and receivable payments, and \$6 in interest income from the money market account.

Recurring operating expenses are forecast at \$6,748, comparable to 2016 recurring expenses with the exception of a potential increase in the front entrance landscape contract which has had no increases for four years.

Other operating expenses are forecast at \$3,215. The 2017 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 \$3.

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APPENDIX B: 2017 Election Certification Sheet

Election Certification Of 2017 LLPOA Board

Ballot Tabulations For 2017 LLPOA Board Members	# Votes Received
President:	
Candidate = Paul Feldman	21
Candidate =	
Candidate =	
Vice-President:	
Candidate = Tom Thomason	21
Candidate =	
Candidate =	
Treasurer:	
Candidate = Paula Campbell	21
Candidate =	
Candidate =	
Secretary:	
Candidate = Tina Kleuckling	21
Candidate =	
Candidate =	
2 Year Member at Large	
Candidate = Randy Meadows	21
Candidate =	
Candidate =	
1 Year Member at Large (Doug Dabbs is serving his 2nd year)	
Candidate = Denise Costa	21
Candidate =	
Candidate =	
Election Inspector 1 Signature = Jan L. Carter	
Election Inspector 2 Signature = [Signature]	
Election Inspector 3 Signature = [Signature]	

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APPENDIX C: 2017 Attendee List

<u>Last name</u>	<u>Address</u>
Campbell	1014 Laurel Lake Dr
Catlett	3060 Cypress Cove
Costa	3069 Cypress Cove
Dabbs	2042 Laurel Cove
Deere	3004 Cypress Cove
DensMoore LLC	1018 Laurel Lake Dr
Densmore	1000 Laurel Lake Dr
Fast	3036 Cypress Cove
Feldman	3048 Cypress Cove
Fraysier	3075 Cypress Cove
Grove	2058 Laurel Cove
Kellett	1005 Laurel Lake Dr.
Kelly	3044 Cypress Cove
Kleuckling	3039 Cypress Cove
Lukowski	3035 Cypress Cove
Meadows	3016 Cypress Cove
Schultz	1016 Laurel Lake Dr
Stevenson	2020 Laurel Cove
Swanson	2022 Laurel Cove
Thomason	3025 Cypress Cove
Tilley	2011 Laurel Cove