

# 2023 LLPOA Annual Meeting Minutes

January 21, 2023 (APPROVED)

## Meeting Called to Order (President)

THE MEETING WAS CALLED TO ORDER BY ELISA. BOARD MEMBERS IN ATTENDANCE; PAULA CAMPBELL, KRISTINA JOHNSTON, ELISA MARATHAS, AND TINA KLEUCKLING. LAMAR KELLETT WAS ABSENT AND DEBORAH SWANSON GAVE HER LETTER OF RESIGNATION DUE TO PERSONAL CIRCUMSTANCES.

## Welcome MEMBERSHIP and NEW HOMEOWNERS OF LAUREL LAKE (President)

ELISA WELCOMED ALL MEMBERSHIP IN ATTENDANCE AND ANY NEW HOMEOWNERS.

## Approval of Minutes (Secretary)

- Approval needed for LLPOA Oct. 2022 Meeting Minutes- KRISTINA MADE A MOTION TO ACCEPT THE MINUTES, TINA SECOND AND ALL WERE IN FAVOR.
- Approval needed for LLPOA Dec. 2022 Meeting Minutes- ELISA MADE A MOTION TO TABLE ALL UNFINISHED BUSINESS UNTIL THE MARCH QUARTERLY MEETING. PAULA SECOND AND ALL WERE IN FAVOR.

## Officers Reports

- President: Elisa Marathas- NO REPORT MADE
- Vice President: Lamar Kellett- ABSENT
- Secretary: Kristina Johnston- NO REPORT MADE
- Treasurer's Report: Paula Campbell- ANNUAL FINANCIAL REPORT WAS GIVEN AND IS ATTACHED AS APPENDIX A. BANK BALANCES WERE VERIFIED BY THE SECRETARY ON JANUARY 18, 2023.

## Committee Reports

- LLC (Laurel Lake Community) Committee Chairwoman: Whitney Kimber- WHITNEY GAVE COMMENTS ABOUT THE FUNDING OF THE COMMITTEE AND OFFERED TO HANDLE COMMUNITY EVENTS AS MEMBERSHIP REQUESTS.
- Lake Committee Chairman and Chairwoman: Bill and Bert- BILL AND BERT RESIGNED AS THE LAKE COMMITTEE CHAIRMEN. PAULA CAMPBELL WILL GET THE LAKE PROPERTY OWNERS TOGETHER. A NEW CHAIRMAN WILL NEED TO BE ASSIGNED.

## OLD BUSINESS- \*\*TABLED UNTIL MARCH QUARTERLY MEETING

- FRONT ENTRANCE: Was approval given to Chase to move forward replacing plants with hardier plants? Updates if any.
- LLPOA WEBSITE: Elisa will reach out to Mary Levy after the first of the year (2023). Updates if any.
- FRONT ENTRANCE SIGNS: Elisa will be attaining quotes to repair/replace/repaint signs. Updates if any.

- **VEHICLE DECALS:** a motion needs to be made pertaining to discussion made at the 2022 October Board Meeting. Most Board Members and Membership in attendance were not in favor of.
- **COMMUNITY EVENTS FUNDING:** a motion needs to be made to approve funding for the 2022 Social Events as discussed at the 2022 March Board Meeting. LLC Committee Chairwoman suggested \$500 for each event. Actual expenses have already been paid for 2022 \$323.66.

## **NEW BUSINESS**

- **PROPOSE The 2023 LLPOA BUDGET**  
A MOTION WAS MADE BY PAULA TO TABLE THE PROPOSED BUDGET UNTIL THE MARCH QUARTERLY MEETING. KRISTINA SECOND AND ALL WERE IN FAVOR
- **ASSESS FINANCIAL REPORT AND MEMBERSHIP DUES:** There is a surplus of \$27,695, the 2023 income projection is \$10,442, and the 2023 total expense forecast is \$12,110 with a negative net cash flow of (\$1,668) per the annual financial report attached.  
A MOTION WAS MADE BY KRISTINA TO TABLE UNTIL THE MARCH QUARTERLY MEETING. ELISA SECOND AND ALL WERE IN FAVOR
- **SET 2023 LLPOA QUARTERLY MEETINGS:** usually the first Tuesday of each quarter;
  - March 7<sup>th</sup>, June 6<sup>th</sup>, September 5<sup>th</sup> (day after Labor Day), December 5<sup>th</sup>

LLPOA Secretary will send out an Annual Membership Letter that includes the 2023 Board Members and Quarterly Board Meeting Dates. LLPOA Secretary needs to reach out to Tom Thomason to add 2023 Board Members and Quarterly Board Meeting Dates to the LLPOA website.

A MOTION WAS MADE BY KRISTINA TO ACCEPT THE 2023 QUARTERLY MEETING DATES AS SUGGESTED. PAULA SECOND AND ALL WERE IN FAVOR

- **DISCUSS ROLES AND RESPONSIBILITIES OF BOARD MEMBERS**

EACH BOARD MEMBER STATED THEIR ROLES AND RESPONSIBILITIES. IT IS RECOMMENDED THAT THE NEW BOARD PARTICIPATE IN BOARD MEMBER TRAINING THROUGH HOA LAWYER AND PROPER HANDOFF INFORMATION GIVEN TO NEW BOARD MEMBERS.

- **DISCUSS THE ROLE AND ESTABLISH GUIDELINES FOR THE SOCIAL COMMITTEE**
  - By-laws state rules for use of Annual Assessment Fees
  - Membership has a right to participate or not in the community events
  - Suggestion was made at December Board Meeting to hold two community events per year and add event dates to the Annual Membership Letter
  - Suggestion was made at December Board Meeting to send a Welcome Basket to all New Homeowners by the Community Committee. Funds for baskets should be through donations and fundraisers
  - Events should be held at proper spaces/buildings that offer adequate parking

A MOTION WAS MADE BY ELISA TO HAVE THE NEW BOARD MEMBERS CLARIFY ROLES AND GUIDELINES FOR THE SOCIAL COMMITTEE. PAULA SECOND AND ALL WERE IN FAVOR

### **Reimbursement of Expenses**

- Kristina is requesting reimbursement for mailing labels, \$15.89.
- Paula is requesting reimbursement for renewal of Business Registration (GA Sec. of State), \$30
- Elisa is requesting reimbursement for first month's rental/insurance of a 5x5 unit at Paradise Climate Storage. The monthly fee is regularly \$55 but was prorated to \$51.45 since the rental began January 4. The additional amount of \$8.42 is their insurance fee which was also prorated, \$59.87.

A MOTION WAS MADE BY KRISTINA TO ACCEPT ALL REIMBURSEMENTS. TINA SECOND AND ALL WERE IN FAVOR

### **President's Report on the Operation of the Corporation- NO REPORT**

### **President's Recommended Goals for 2023- NO REPORT GIVEN**

### **Election of the 2023 LLPOA Board**

- Who did not receive an election ballot?
- Note at the bottom of election ballot there is a place for any property owner to show their interest in one of the community committees. Circle one or more committees and add your name and phone number. A Board Member will reach out to you.
- Need 3 volunteers as Election Inspectors
- Take nominations for President, Vice President, Secretary, Treasurer, 2-Yr Member and 1-Yr Member.
- Receive votes. Election Inspectors need to count votes.

QUORUM FOR MEETING WAS MET WITH 21 PROPERTY OWNERS OUT OF 106 PRESENT. SIGNATURES ARE RECORDED.

NOMINATIONS WERE GIVEN. CANDIDATES WERE ACCEPTED AND VOTED ON. EACH CANDIDATE GAVE THEIR QUALIFICATIONS. ELECTION CERTIFICATE IS ATTACHED AS APPENDIX B. CERTIFICATE AND BALLOTS ARE RECORDED.

### **Open Comments from the Membership on LLPOA Topics**

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

- Please raise your hand and state your name
- Speak on topics ONLY directly related to the LLPOA
  - TOM THOMASON VOLUNTEERED TO CONTINUE MANAGING THE LLPOA WEBSITE.
  - IT WAS SUGGESTED THAT THE FRONT BULLETIN BOARD BE USED MORE OFTEN.
  - ANY VIOLATIONS OF CODE OF ORDINANCES FOR CHEROKEE COUNTY WITHIN NELSON CITY LIMITS SHOULD BE ADDRESSED TO NELSON CITY HALL.

**Adjournment-** ELISA MADE A MOTION TO ADJOURN THE MEETING. KRISTINA SECOND AND ALL WERE IN FAVOR.

# APPENDIX A

## Laurel Lake Property Owners Association Annual Meeting January 21, 2023

### Treasurer's Report of 2022 Results and 2023 Projections

#### Income and Cash Flow

For the year ended December 31, 2022, the LLPOA collected \$9,440 in membership dues, of which \$640 was for prior years' dues. The Association collected 94% of 2022 dues receivable, with 6 members' dues outstanding, one of which owes for two years. The LLPOA also received \$350 in closing letter fees. The Lake Committee received net revenue of \$350.

The LLPOA's 2022 recurring operating expenses were \$7,139 and other operating expenses were \$6,750, for total operating expenses of \$13,888.

Net cash flow for 2022 was (3,746).

The LLPOA has \$1,583 cash in its business checking account, \$27,695 in its money market account, and \$1,070 in a Lake Committee Account for a total of \$30,348 in cash.

#### Delinquencies

The 2022 delinquencies are \$540, 2021 and prior delinquencies are \$90.

#### Projections for 2023

Income projections for 2023 are \$10,190 for member dues and receivable payments, and \$2 in interest income from the money market account. Closing letter income is estimated at \$250.

Recurring operating expenses are forecast at \$8,090, comparable to 2022 recurring expenses.

Other operating expenses are forecast at \$4,220. The 2023 forecast includes a legal retainer of \$1,800 for seeking legal advice and a nominal estimate for legal expenses of \$600 incurred for court and legal costs for the purpose of collection and covenant issues.

Total expense is forecasted at \$12,310.

A negative net cash flow is forecast at (\$1,868).

## APPENDIX B

### Election Certification of 2023 Board Members

PRESIDENT:	# VOTES RECEIVED
CANDIDATE = Jason Cheshire	
CANDIDATE =	
CANDIDATE = Elsa Marathus write in	
VICE-PRESIDENT:	# VOTES RECEIVED
CANDIDATE = Brandy Meadows	
CANDIDATE =	
CANDIDATE =	
TREASURER:	# VOTES RECEIVED
CANDIDATE = Paula Campbell	
CANDIDATE =	
CANDIDATE =	
SECRETARY:	# VOTES RECEIVED
CANDIDATE = Becky Dabbs	
CANDIDATE = Tina Klakking	
CANDIDATE = → write in	
2 YEAR MEMBER AT LARGE	# VOTES RECEIVED
CANDIDATE = Denise Costa	
CANDIDATE =	
CANDIDATE = William Keel write in	
1 YEAR MEMBER AT LARGE	# VOTES RECEIVED
CANDIDATE = Barbara Tilley	
CANDIDATE =	
CANDIDATE = Daryne Cronin write in	
Election Inspector #1 Signature: <i>Sue G...</i>	
Election Inspector #2 Signature: <i>Brandy Meadows</i>	
Election Inspector #3 Signature: <i>Judy Cochran</i>	

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