
Swan Lake Estates Homeowners Association

Board of Directors Emergency Meeting Minutes

Location: Neighborhood Clubhouse
Date: Tuesday, June 23, 2026
Time: 7 pm

I. Call to Order and Roll Call

- a. Meeting called to order at 7:01pm. Attendees: Allen Jenkins, Debbie Biggs, Michelle Petersen, Bonnie Grant, Phillip Ward, Scott Smith (via cell phone). Absent: Violet Brantley (out of town)

II. Unfinished Business

a. Spillway Repair - D. Biggs

Creation of an ad hoc committee - Motion to create an ad hoc committee to address the spillway repairs was made by Debbie Biggs, 2nd Allen Jenkins. Discussions were conducted as to the purpose and structure of the committee and a review was conducted of a draft charter. A vote was held on creation of the committee. There were 4 aye votes - Allen Jenkins, Michelle Petersen, Scott Smith and Debbie Biggs and 2 nay votes - Bonnie Grant and Phillip Ward. The motion passed. Allen Jenkins was selected to chair the committee and will be inviting neighbors with expertise in applicable fields to be members.

b. Pool Renovation Project – A. Jenkins

Allen Jenkins provided an update on pool renovation. The contractor was presented a punchlist of remaining items to address on Tuesday, June 23 and had his team on site working the list that day. They are awaiting the Certificate of Occupancy from Harrison County. The goal is to have the pool open by the upcoming weekend.

- c. Common Areas Cleaning Service - Jani-King has done the initial cleaning of facilities and will service them each Tuesday.

III. New Business

a. Resignation of President

The Board discussed the vacant officer positions and reviewed the bylaws for guidance on filling vacant positions. Debbie Biggs resigned as Secretary. A motion was made by Michelle Petersen for Debbie Biggs to be elected president to fulfill Jeff Wyatt's remaining term ending Dec 31, 2026. Scott Smith 2nd. The motion passed unanimously. Debbie Biggs made a motion for Michelle Petersen to be elected Secretary. Bonnie Grant 2nd. The motion passed unanimously. The meeting was adjourned at 8pm.

IV. Announcements

- a. Next board meeting 6pm, July 7, 2026, Neighborhood Clubhouse