

# QUARTERLY NEWSLETTER

Donna Richards, President

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## From the President – Donna Richards

Hello and Happy Fall!

The Summer Bash in July was a huge success. Many thanks to Michelle Ladner and the Social Committee! The sides and desserts everyone brought were delicious. I hope to see everyone at the Fall Festival in October.

Now, on to the not so fun stuff. The Board of Directors charged the Strategic Planning Committee to develop a community master plan for the future, which included renovating and/or replacing the amenities. Thanks to all the members of the SPC for the many hours they volunteered to move our community into the future.

In a nutshell, the HOA requires more money than is budgeted based on the current annual assessments. In fact, to repair or upgrade the pool will virtually deplete our cash reserves and will not pay for the full renovation. This means a Special Assessment is needed to renovate the pool. Additionally, to replenish our cash reserves for future renovations and upgrades, we must increase the annual assessments.

We will discuss the financial situation as well as present the 2024 Budget at the next Quarterly Meeting **6pm, WEDNESDAY September 27** at the **Coast Electric Power Association Auditorium, 14082 US 49, Gulfport, MS 39503**. We look forward to seeing you all there as we need everyone to understand our financial status.

## Architectural Committee – Don Newton, Chair

Thank you for continuing to contact the Architectural Committee with your questions concerning renovations, fences, driveways, and outbuildings. We are happy to help you understand how the neighborhood's covenants help maintain architectural standards. Please refer to the documents section of the Swan Lake Estates website for a copy of covenants, bylaws, and a phase/unit map of the neighborhood. <https://www.swanlakehoa.org>

The best method to submit requests to the committee is through the Homeland Neighborhood Management portal. After signing in, navigate to the third tab at the top of the page labeled "Account Info." Then click on "ARC Requests." To create a new ACC/ARC Request, click the "Add ACC Request" link, enter the required information, and click "Submit." <https://homeland.cincwebaxis.com/>

By using the portal, all committee members are simultaneously notified of new requests. The committee will notify you of the decision and/or if any additional information is required. Several homeowners using this method report that it works well. The portal site allows committee members to communicate with one another, also speeding up the process. Although the covenants allow 30 days for committee review, requests are usually reviewed, and the homeowner notified of the decision within a week. However, this timeline also depends on how expedient the homeowner is providing any additional information.

Please remember that many ACC requests require approval from both the SLE Architectural Control Committee AND the Harrison County Office of Zoning before a permit is issued.

<https://harrisoncountymys.gov/departments/zoning/index.php>

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## Treasurer's Update – Frank Scott, Treasurer

The 2024 Budget will be handed out at the Quarterly meeting on Wednesday, September 27. We are on track to finish the year with an income rather than a loss due to the Board of Director's decision to not spend the budgeted amount on the lake.

## Social Committee – Michelle Ladner, Chair

Fall Festival Saturday, October 28. Stay tuned for updates. 😊

## Strategic Planning Committee (SPC) – Jeff Wyatt, Chair

The SPC completed interviews with architecture and development firms to develop a master plan for sustaining and upgrading the neighborhood's amenities. The intent is to develop a master plan with objectives, stakeholders, resources required, constraints, timelines, and deliverables. The SPC will forward a recommendation and course of action to the Board of Directors by the end of September.

Over the next several months, the SPC will review the current strategic plan to evaluate how the HOA has incorporated the plan's action items. Additionally, the review will evaluate whether elements of the plan require amending.

A special note of thanks to Dottie Machen for donating so much of her time, talent, and treasure to the SPC over the last 18 months. We will miss her insight and are grateful for all her assistance.

## Oversight Committee – Buck Lawrence, Chair

One of the initial goals of your Strategic Planning Committee is the improvement of the Homeowners Association methods of governance. To advance that goal, our Board of Directors has recently approved the creation of a Management Oversight Committee. I have agreed to serve as the chairperson. The purpose of this committee is not to create a "gotcha" environment. Rather, it is to review financial and administrative documents as to their accuracy, to question if policies and procedures are being followed, to probe if Best Management Practices techniques could make our governance more efficient and effective.

Our charter (operating guidelines) is attached to this newsletter. I envision it might take up to five hours of your time over a couple of meetings with Board members to build the necessary foundation of knowledge the first year. Thereafter, the oversight work should only take a couple of hours per year. We need from two to four volunteers willing to perform this vital oversight function. We all want a better Homeowners Association, and this is an easy and enjoyable way for you to give back to your community.

Please e-mail me at [molwrnc@gmail.com](mailto:molwrnc@gmail.com) or phone 228-424-5748 if you are interested or want to know more. As the Marine Corps advertisement says: "We are looking for a few good men and women."

## 3<sup>rd</sup> Quarter Membership Meeting Agenda

The 3<sup>rd</sup> Quarter HOA Membership Meeting is scheduled for **6pm, WEDNESDAY September 27** at the **Coast Electric Power Association Auditorium, 14082 US 49, Gulfport, MS 39503**. Your attendance is greatly appreciated.

### Agenda

1. Welcome – Introduction of Board Members
2. 2024 Budget Proposal
3. Assessments
4. Adjournment

## SLE HOA Board of Directors

Donna Richards, President	(P4-Village)	<a href="mailto:dmrichards61@hotmail.com">dmrichards61@hotmail.com</a>	228-297-3903
Bart Loftis, Vice President	(P3-Overlook)	<a href="mailto:bart.loftis@caffeyinc.com">bart.loftis@caffeyinc.com</a>	228-380-0807
Frank Scott, Treasurer	(P1 U1)	<a href="mailto:scott_f@bellsouth.net">scott_f@bellsouth.net</a>	228-349-0474
Michelle Ladner	(P1 U2)	<a href="mailto:cmladner75@gmail.com">cmladner75@gmail.com</a>	228-669-0761
Karol Musslewhite	(P1 U1)	<a href="mailto:mussle2@yahoo.com">mussle2@yahoo.com</a>	270-243-0537
Don Newton	(P3-Overlook)	<a href="mailto:dnewtonslhoa@gmail.com">dnewtonslhoa@gmail.com</a>	228-223-4008
Scott Smith	(P1 U2)	<a href="mailto:fireman139@gmail.com">fireman139@gmail.com</a>	228-297-1391
Philip Ward	(P1 U3)	<a href="mailto:glory6151@aol.com">glory6151@aol.com</a>	228-539-9195
Juliane Wyatt	(P2)	<a href="mailto:jwyattflute@gmail.com">jwyattflute@gmail.com</a>	859-750-8951



08 August 2023

Oversight

## OVERSIGHT COMMITTEE CHARTER

### Purpose

The purpose of the Oversight Committee is to assist the Board of Directors (BoD) with performance of duties and responsibilities aligned with the Swan Lake Estates Homeowners' Association (SLEHOA) covenants and bylaws. The BoD may amend this charter as necessary.

### Responsibilities and Duties

In lieu of an external or internal audit mechanism, the Oversight Committee will oversee the integrity (moral, ethical, legal) and effectiveness of SLEHOA financial reporting, performance reporting, risk management, and internal controls.

1. **FINANCIAL REPORTING:** Review and reconcile banking statements and SLEHOA documents as to receipts of income and disbursements of expenses to include proper allocations to assets, liability, and equity accounts.
2. **PERFORMANCE REPORTING:** Review and provide advice on the procedures for assessing, monitoring, and reporting performance as measured by budget execution.
3. **RISK OVERSIGHT AND MANAGEMENT:** Review and provide advice on managing risk associated with individual projects, program implementation, and activities.
4. **INTERNAL CONTROL:** Review and provide advice on internal controls regarding separation of duties, conflicts of interest, business continuity management plan, and compliance with established policies and procedures.

### Relationship to the SLEHOA Board of Directors

The Oversight Committee is a standing committee subordinate to the BoD. The committee will present specific written recommendations to the BoD as appropriate. The BoD may disband and discontinue the committee, as well as appoint or dismiss any committee member, with or without cause. The BoD may act and/or make decisions with or without involving the committee and to act and/or make decisions which are consistent with and/or contrary, in whole or in part, to any committee recommendations.

### Compliance

The Oversight Committee will not obligate SLEHOA financially or legally in any manner e.g., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the BoD outside of the approved annual budget without approval by the BoD.

**Confidentiality**

The Oversight Committee will not disclose any privileged or confidential information acquired as part of its responsibilities and duties. The Committee Chair is responsible for immediately reporting any breach of confidentiality to the BoD.

**Membership**

The Oversight Committee will have a minimum of three and maximum of five SLEHOA members in good standing. Due to the nature of the duties and responsibilities, no member of the oversight committee will simultaneously hold a position as an officer or director of SLEHOA. Recommended qualifications are a degree in a business-related major or experience in management, operations, or customer contact, or written recommendation from two SLEHOA members in good standing.

**Meetings and Structure**

The Oversight Committee will meet at least annually no later than March, or more frequently as circumstances dictate. The committee Chair will schedule all meetings. The presence of the committee Chair and two committee members will constitute a quorum. The Chair will prepare meeting agendas, preside over meetings, and coordinate reporting to the BoD. Committee meetings may take place in-person or virtually. The committee chair may invite SLEHOA directors, officers, or others to attend meetings and provide pertinent information. Committee recommendations, reports, products, and minutes will be available to SLEHOA members.

**Budget**

The Oversight Committee will include its operating requirements in the SLEHOA operating budget.

**Reporting**

The Oversight Committee will present an annual report to the BoD no later than May 31. The report will be updated with BoD responses until all actionable items are addressed. The committee will present an overview of the annual report to the general membership at the second quarterly membership meeting.