

1. CALL TO ORDER

- a) *President Jeff Wyatt called to order the Board of Directors meeting of the Swan Lakes Estates Homeowners Association at 6:01 pm on January 14, 2025, at the Coast Electric Community Room, 14082 US 49, Gulfport, MS 39503.*

2. ROLL CALL

- a) *BOD Members Present: Jeff Wyatt – President, Bart Loftis – Vice President, Frank Scott-Treasurer, Julianne Wyatt-Secretary, Michelle Ladner, Debbie Biggs*
- b) *Guest: Buck Lawrence*

3. UNFINISHED BUSINESS

4. READING AND APPROVAL OF MINUTES

- a) *Board members reviewed the December 2024 meeting minutes. Bart Loftis motioned to accept minutes. 2nd Debbie Biggs. Minutes unanimously accepted without amendment.*

5. REPORTS OF OFFICERS

- a) *Treasurer*
 - i. *Frank Scott provided status on HOA finances through December 2024.*
 - ii. *Overspent 2024 budget by \$271.*
 - iii. *No recommendations:*
- b) *President*
 - i. *Jeff Wyatt reviewed the status of board elections, neighborhood amenities, 2025 calendar of events, 2026 budget, interim business.*
 - a. *CY2026 Budget Draft – Based on a \$400 annual assessment amount compared to estimated amenity renovation and replacement costs, the HOA will operate in a deficit for 2026.*
 - ii. *Interim Business:*
 - a. *Emergency repair to pool pump plumbing. The pool maintenance vendor repaired leaking chlorinator tube. \$160 repair bill.*

6. NEW BUSINESS

- a) *2025 Calendar of Events – Board approved posting 2025 calendar of events to public website.*
- b) *Playground and Pool Committee Charters – Debbie Biggs moved to approve Pool Charter, 2nd Michelle Ladner, unanimously approved. Bart Loftis moved to approve Playground Charter, 2nd Debbie Biggs, unanimously approved.*
- c) *Approval of Policy letters (Architectural Review, Collections, Conflict of Interest, Document Retention, Liability Release).*
 - i. *Conflict of Interest – change wording to not for profit.*
 - ii. *Liability Release – no edits suggested.*
 - iii. *Architectural Review – no edits suggested.*

- iv. *Document Retention – change retention of meeting minutes from 3 years to permanently. Change retention of standing/at hoc meeting minutes (if recorded) to 3 years.*
- v. *Collections – Remove specifics for fees (ex. check return fee) but keep \$25 late fee.*
- d) *Debbie Biggs moved to have HOA attorney review policy letter prior to board approval. 2nd Frank Scott, motion unanimously approved. Policy letter approval is now pending legal review.*
- e) *Mr. Buck Lawrence offered the following observations:*
 - i. *The board's earlier decision – that elements of the Amended and Restated Covenants of Phase I, Unit I, dated March 26, 2008, limiting assessments enacted through the association's procedural requirements, contradict the original covenants and are without authority, unenforceable and not binding on Swan Lake Estates Homeowners Association – will result in a lawsuit.*
 - ii. *The board should improve its recordkeeping regarding executive sessions, in particular the reason for executive session and decisions resulting from the session.*
 - iii. *The board should develop an investment strategy for the HOA.*
 - iv. *Requested the board brief the association on lessons learned regarding collecting past due assessments from properties in foreclosure and/or bankruptcy.*
- f) *Bart Loftis suggested drafting a charter for the Beautification Committee. Jeff Wyatt to coordinate drafting of charter.*

7. ANNOUNCEMENTS

- a) *Next board meeting is February 11, 2025, 6pm, Coast Electric Community Room, 14082 US 49, Gulfport, MS 39503.*

8. ADJOURNMENT

- a) *Bart Loftis motioned to adjourn. 2nd Debbie Biggs. Motion approved unanimously. Meeting adjourned at 7:44 pm.*

Minutes submitted by Julianne Wyatt, Secretary