

1. CALL TO ORDER

- a) *President Jeff Wyatt called to order the Board of Directors meeting of the Swan Lakes Estates Homeowners Association at 6:05 pm on October 28, 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, Michelle Ladner, Philip Ward, Allen Jenkins, Diashia West, Violet Brantley – Treasurer, Julianne Wyatt – Secretary*
- b) *Absent: Debbie Biggs, Scott Smith, Dennis Nowell*
- c) *Guests:*

3. READING AND APPROVAL OF MINUTES

- a) *Board members reviewed the July 2025 meeting minutes. (Unable to hold board meeting in August or September – lack of quorum) Philip Ward motioned to accept minutes. 2nd Bart Loftis. Minutes unanimously accepted without amendment.*

4. UNFINISHED BUSINESS

- a) *Pool Renovation Project. Request for Proposal and Statement of Work completed. Allen Jenkins will send out to potential vendors following approval from Board of Directors.*
- b) *Professional Neighborhood Management Company. Michelle Ladner and Barb Cecil received information from 3 vendors interested in submitting a bid. Committee still needs to draft Request for Proposal and Statement of Work. Barb Cecil to provide updates and recommendations at next board meeting.*
- c) *Stop Signs in Neighborhood. No action taken by Harrison County Road Department. Debbie Biggs to continue follow-up on timeline.*
- d) *Board response to Oversight Committee Report. No update.*
- e) *Playground Renovation Project. Allen Jenkins recommends estimate of \$40,000 and purchasing equipment during the fall for best pricing. Discussion ensued regarding need to develop Request for Proposal and Statement of Work, and defining project timeline, a separate line item for installation costs, as well as determining age level for playground equipment, usage rules, liability insurance, and potential use of volunteer organizations for installation.*
- f) *Sports Court Renovation. Bart Loftis will purchase upgraded wind screens for baseline of fencing. He will attempt to repair fencing with volunteer labor and any materials purchased will fit within budget limits.*

5. REPORTS

- a) *Treasurer's Report and Recommendations*
  - i. *Violet Brantley provided status on HOA finances through September 2025.*

- ii. Recommended transferring pool renovation funds to reserve account to draw higher interest rate of return. Recommendation unanimously approved.
- iii. Recommended eliminating additional trash receptacle at clubhouse to reduce bill from Waste Management. Recommendation disapproved.
- iv. Recommended accepting bid from Coastal Pest Control to provide termite and pest control. Recommendation unanimously approved.
- v. Recommended seeking bids to perform landscape services for HOA. Recommendation approval contingent on approval of Request for Proposal by board. Jeff Wyatt to send RFP to board members for approval.

## 6. NEW BUSINESS

- a) *Update Request for Proposal and Statement of Work for all service contracts.*
  - i. *Insurance: Violet Brantley assigned as POC*
  - ii. *Landscaping: Michelle Ladner assigned as POC*
  - iii. *Pool / Fountain Cleaning: Allen Jenkins assigned as POC*
  - iv. *Pest Control: Violet Brantley assigned as POC*
  - v. *Clubhouse Cleaning: Michelle Ladner assigned as POC*
- b) *Motion to renovate Overlook Entrance Landscaping. Michelle Ladner motioned to reallocate \$4,875 from Social Committee, Playground Maintenance, and Pool Supplies funding to renovate the Overlook entrance landscaping. Additionally, to accept bid totaling \$4,875 from Just-In-Time Landscaping to perform the work. 2nd Jeff Wyatt. Discussion ensued. Motion passed.*
- c) *Motion to accept donation of flagpole and installation on Swan Lake Estates HOA property. (See attachment for full text of motion) Jeff Wyatt motioned. 2nd Bart Loftis. Discussion ensued. Motion passed.*
- d) *Motion to amend Homeland Neighborhood Management contract to provide full service starting Jan 1, 2026. Tabled until December board meeting. Michelle Ladner and Barb Cecil to provide board with a review of the bids received from neighborhood management companies.*

## 7. EXECUTIVE SESSION

- a) Jeff Wyatt motioned to move the meeting into executive session to discuss letters of violation being sent to residents. 2nd Michelle Ladner. Motion passed. Board of Directors entered executive session at 7:35pm and resumed regular business at 7:40pm.

## 8. ANNOUNCEMENTS

- a) *Juliane Wyatt resigning as Secretary, effective December 31, 2025.*
- b) *4th Quarter Membership Meeting November 6, 2025, 6pm, Coast Electric Community Room, 14082 US 49, Gulfport, MS 39503.*
- c) *Next board meeting is November 23, 2025, 6pm, Coast Electric Community Room, 14082 US 49, Gulfport, MS 39503.*

## 9. ADJOURNMENT

- a) *Bart Loftis motioned to adjourn. 2nd Michelle Ladner. Motion approved unanimously. Meeting adjourned at 7:52 pm.*

Minutes submitted by Juliane Wyatt, Secretary

Motion to accept donation of flagpole and installation on Swan Lake Estates HOA property:

Move that the Board of Directors of the Swan Lake Estates Homeowners Association, Inc., accept the donation of a 30' flagpole, solar illumination kit, United States flag, and cost of installation from the residents of Swan Lake Estates. That the Board of Directors approve a location for erecting the flagpole. That the Association accept responsibility for future costs associated with maintaining the flagpole, solar illumination kit, and the United States flag. Furthermore, that the Association accept this donation with the understanding that only the United States flag be flown from the flagpole, and that the United States flag will be displayed in accordance with the federal rules outlined in the United States Flag Code, Section 1, Title 4 of the United States Code.