Swan Lake Estates HOA Board of Directors Meeting **April 2025**

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 April 8, 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, Debbie Biggs, Michelle Ladner, Dennis Nowell, Allen Jenkins, Diashia West, Philip Ward, Violet Brantley -Treasurer, Juliane Wyatt – Secretary*
    b) *Absent: Scott Smith*

3. UNFINISHED BUSINESS

4. READING AND APPROVAL OF MINUTES
    a) *Board members reviewed the March 2025 meeting minutes. Debbie Biggs motioned to accept minutes. 2nd Bart Loftis. Minutes unanimously accepted without amendment.*

5. REPORTS OF OFFICERS
    a) *President*
        i. *Jeff Wyatt reviewed the status of board elections, neighborhood amenities, 2025 calendar of events, 2026 budget, interim business. (Report attached)*

6. NEW BUSINESS
    a) *Neighborhood Management Ad Hoc Committee – Motion from 1st Quarterly Meeting to create an ad hoc committee to investigate hiring a full-time neighborhood management company.*
        i. *No members have volunteered to serve on the committee*
        ii. *Jeff and Juliane Wyatt had previously scheduled a visit to the Jackson, MS office of Homeland Neighborhood Management Company (HNM), the HOA's current financial management company. They met with owner Julie Hardy and owner/attorney, Brad Wilkenson. Full-time management will cost the HOA $7.50 per lot. HNM has an office in Bay St. Louis.*
        iii. *For comparison, Florence Gardens employs one person as a liaison for vendors, covenant enforcement and other daily operations. They employ a local accounting/billing firm.*
    b) *Board Meeting Dates*
        i. *Board members agreed to move meetings to 4th Tuesday of each month to align with HNM financial reports posting ~ 15th of each month. Jeff Wyatt to send out updated calendar of events.*

7. INTERIM BUSINESS

8. ANNOUNCEMENTS

a) *Next board meeting is May 27, 2025, 6pm, Coast Electric Community Room, 14082 US 49, Gulfport, MS 39503.*

9. ADJOURNMENT
   a) *Debbie Biggs motioned to adjourn. 2nd Dennis Nowell. Motion approved unanimously. Meeting adjourned at 7:29 pm.*

Minutes submitted by Juliane Wyatt, Secretary

PRESIDENT'S REPORT TO BOARD OF DIRECTORS

12 MAR 25 – 8 APR 25

BOARD OF DIRECTORS ELECTIONS

Current Status

Phase 1 Unit 1 (A) – Allen Jenkins (Term ends January 2028).
Phase 1 Unit 1 (B) – Dennis Nowell (Term ends January 2026).
Phase 1 Unit 2 (A) –Debbie Biggs (Term ends January 2027).
Phase 1 Unit 2 (B) – Scott Smith (Architectural Control Committee Chair) (Term ends January 2026).
Phase 1 Unit 3 – Phillip Ward (Term ends January 2028).
Phase 2 Unit 1 – Jeff Wyatt (President), (Term ends January 2027).
Overlook (A) – Michelle Ladner (Term ends January 2028).
Overlook (B) – Bart Loftis (Vice President). (Term ends January 2026).
Village –Diashia West (Term ends January 2027)

ELECTION SCHEDULE

NEIGHBORHOOD PHASE	TERM BEGINS	TERM ENDS
PHASE 1 UNIT 1 (A)	JANUARY 2025	JANUARY 2028
PHASE 1 UNIT 1 (B)		JANUARY 2026
PHASE 1 UNIT 2 (A)		JANUARY 2027
PHASE 1 UNIT 2 (B)		JANUARY 2026
PHASE 1 UNIT 3	JANUARY 2025	JANUARY 2028
PHASE 2 UNIT 1		JANUARY 2027
OVERLOOK (A)	JANUARY 2025	JANUARY 2028
OVERLOOK (B)		JANUARY 2026
VILLAGE		JANUARY 2027

OFFICERS

Current Status

President – Jeff Wyatt (Term ends January 2027)
Vice President – Bart Loftis (Term ends January 2026)
Secretary – Juliane Wyatt (Term ends January 2027)
Treasurer – Violet Brantley (Term ends January 2028)

AMENITIES PROJECTS

Entrance Fountain

A. Wind damage to fountain structure. Vendor expects to start repairs within 15 days.
B. Debris from nearby trees clogging skimmer, reducing water flow in fountain.

Fishing Pier

C. No new activity.

Clubhouse

A. Make repairs to structure.

To Do List / Recommendations:

1. Replace the broken window in the men's bathroom.
2. Repair gutters and down spouts.
3. Pressure wash the exterior of the clubhouse.
4. Remove the interior gate from the breezeway.
5. Remove overgrown bushes from the northeast side of building.
6. Repair book exchange cabinet to protect contents.

Pool

A. No new activity.

To Do List / Recommendations:

Sports Court

A. Needed repairs:

To Do List / Recommendations:

1. Repair wind screen.
2. Repair surface.
3. Repair fence.
4. Repair gate and lock.

Lake

A. Beavers damming up stream feeding the lake.

To Do List / Recommendations:

1. Vendor monitoring lake to trap and remove beavers.
2. Review lake report for recommendations, turn into action items with cost estimates for 2026 and 2027 budgets.

Playground

A. No new activity.

Greenspace

A. Overlook Entrance Markers Irrigation System

To Do List / Recommendations:

1. Repair irrigation system at the Overlook entrance markers.
2. Install metal borders around garden beds in front of entrance markers.

B. Overlook Boulevard Landscaping

To Do List / Recommendation:

1. Update landscaping

Nature Trail

A. No new activity.

GENERAL ACTIVITY

Bylaws

A. Amend Section 9.0(c) Duties of Secretary to read "The Secretary shall (i) record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; ~~(ii) keep the corporate seal of the Association and affix it on all papers requiring said seal,~~ (iii) serve notice of meetings of the Board and of the Members; (iv) keep appropriate current records showing the

Members of the Association together with their addresses; and (v) perform such other duties as required by the Board.

Recommendation: Amend bylaws Section 9.0(c)

B. Amend ARTICLE XI CORPORATE SEAL to read "~~The Association shall have a seal in circular form having within its circumference the name of the Association.~~

Recommendation: Amend bylaws to remove ARTICLE XI CORPORATE SEAL

Budget & Finance

A. Forecasting a $450 annual assessment for 2026 to meet current operating expenses and increase reserve fund to 11% of estimated replacement cost of amenities. Best Practice is 70%.

Charters

A. No changes.

Motions from Quarterly Meeting

A. Ad Hoc Committee to investigate feasibility of Professional Neighborhood Mgmt Company.
   1. Visited Homeland Neighborhood Management, LLC. to discuss enhanced management of HOA.

Policies

A. Finished draft on Surveillance policy.
B. Drafting Enforcement and Fine Schedule policy. Will need to link with collections policy.