

**TO: BRAMLETT SHOALS HOMEOWNERS**  
**FROM: BECKY ANGELL/HOA SECRETARY**  
**RE: BRAMLETT SHOALS HOA MEETING MINUTES AUGUST 2, 2011**

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### **Overview/Attendance**

This document provides an overview of the HOA meeting on August 12. Action items discussed at the meeting are highlighted in Red below. There were 34 people that attended all our part of the meeting including the following:

Darrell Etheridge	Todd McCarty	Becky Angell	Ty Angell
Clay Abney	Jennifer McCarty	Jeff Porto	David Rotter
Cindy Abney	Donna Hogan	Maria Copeland	Emma Wells
Christopher Young	Emily Bliss	Lynn Hamilton	Steve Sullivan
Shanlie Young	James Bliss	Keith Mercier	Joan Sullivan
Bobby Chapman	Tommy Edwards	Brantley Turner	Karen Brown
Rob Webb	Amy Taylor	Kim Turner	Lester Brown
Mary Whitaker	Jason Taylor	Stephanie Meadows	Reginald Teague
Ivor Brooks	Judy Brooks		

### **Opening**

- Darrell Etheridge began the meeting.
- Darrell announced he was stepping down as president of the HOA.
- Todd McCarty will be interim president until elections could be held in November.
- Darrell left and Todd led the meeting from this point forward.

### **Communication**

- Todd spoke about the Facebook page and how it is to be used as a communication tool.
- Todd introduced our own email which is [bramlett.shoals@gmail.com](mailto:bramlett.shoals@gmail.com).
- Email address is best way to communicate if we can get the word out to others in the neighborhood so they can be on email list.
- Todd also introduced the idea of a community directory with names/addresses and a map of the locations.
- **Todd said that he would work on the directory including a spreadsheet of names/addresses and a map of the subdivision.**

### **Participating/Financials**

- The neighborhood when initially built did not have a mandatory HOA clause. You could join if you wanted to use the pool and tennis courts.
- There are 66 people who are supposed to pay but there are 41 who have and 25 who have not. Based on projected expense we are expected to be \$4,000 in the hole this summer we have \$6,100 in expenses for the rest of the year.
- There was an amendment to the bylaws in 2005 that all new move-ins must pay HOA fees. The revenue for 2011 is down and we will be in the red by the end of the year.
- What happens when people don't pay? It was mentioned that Stephanie Sims does send a certified letter at the end of August to those who are supposed to pay but who have not paid.

- Renters were discussed next with regards to who are responsible for paying the HOA fees the homeowner is responsible.
- The Board needs to clarify who has paid and who hasn't and also who is under the grandfather clause.
- We would like to have some kind of receipt for those who pay and the checks should not be held for long periods of time.

### **Landscaping**

- Landscaping was then discussed and the question was asked if we had shopped around for a different landscape contract and what is the scope of our current contract.
- Todd said that it includes area around the pool and tennis courts and center island on Bramlett Blvd.
- Someone asked about the lack of landscaping around the sign on Marta Crane.
- It was mentioned that the property around the sign on Marta Crane belongs to homeowners and the sign on Bramlett Blvd side (the island) is a common area.
- Other common areas include the large grassy area next to the pool is a commons area and the small area by the tennis courts.
- There was a discussion about whether or not Homeowners could take over managing landscaping. If this does happen there were concerns about being licensed, bonded and insured? Someone asked if homeowners could sign waivers to protect the association.
- If there are problems with uncut grass on an unoccupied rental home, Gwinnett Clean and Beautiful can be contacted and the homeowner can be found then given a letter to clean up property if they don't they can be fined. The website is [codeenforcement@gwinnettcountry.com](mailto:codeenforcement@gwinnettcountry.com).
- If we need to find the homeowners of a rental property, they can be found on the Gwinnett Geographic Information Services website.  
<http://www.gwinnettcountry.com/portal/gwinnett/Departments/InformationTechnologyServices/GeographicInformationSystems/GISDataBrowser>
- We discussed the need to develop a landscape committee to determine next steps.

### **Pool**

- The pool is our biggest expense.
- We discussed ways to make it safer and more secure and Todd said that he had spoken with the HOA representatives at Ivey Point and Coldwater Creek to see what they have done.
- They have a pool card that allows access in and out. It tracks each homeowner who comes and goes. Their pool is locked down at 10pm every night.
- It was also suggested to change the code at the end of the season.
- We discussed how the restrooms at the pool are being cared for and that Archer Brothers needs to know that whoever they are contracting with is not doing a good job.
- A suggestion was made for an end of the season pool party and clean-up party to be held on separate dates.

### **Open Discussion**

- Neighborhood watch was a suggestion as well as the idea of a fundraiser.
- Todd was asking if anyone had a hard copy of the original bylaws. He had uploaded some of the documents on the Facebook page with Google Docs.
- We discussed the need for committees so there could be specific roles or duties.
- The suggestion was made for the need of a new interim HOA board and those who were willing to participate are as follows:
  - President Todd McCarty
  - VP Cindy Abney

- Secretary Becky Angell
- Amy Taylor expressed interest in running for treasurer in upcoming elections
- One year term and elections will be held November 1<sup>st</sup>. A room at Oak Hill Baptist is reserved.
- Todd mentioned that he had found some generic HOA Board roles online and tweaked them a bit for Bramlett Shoals. He said he would send them out to people that attended.
- An audit was suggested for the books prior to transitioning to another treasurer.
- A finance committee was suggested to assist the current Treasurer, Stephanie Sims with contacting homeowners who have not paid in person or by mail. The following people volunteered to help Stephanie.
  - Amy Taylor
  - Karen Brown
  - Kim Turner
  - David Rotter
- The possibility of a welcoming committee was discussed, but nobody volunteered to take the lead.
- More meetings to be scheduled and help getting email addresses and those in attendance volunteered to talk to their neighbors who did not show up.
- Maria Copeland works in collections and is willing to help with that if needed.
- Bobby Chapman volunteered to help with owners names if we need to know them.
- The meeting ended with a good attitude and felt like good things were accomplished.
- The next meeting is November 1<sup>st</sup> at Oak Hill Baptist Church.

#### **Summary of Action Items**

<b>ACTION</b>	<b>OWNER</b>	<b>NEXT STEPS</b>
Todd said that he would work on the directory including a spreadsheet of names/addresses and a map of the subdivision.	Todd McCarty	Todd will post to Facebook or email out
The Board needs to clarify who has paid and who hasn't and also who is under the grandfather clause.	Todd McCarty, Stephanie Sims	Once spreadsheet is up to date, they will share with Finance committee
Finance committee to look at spreadsheet and work with Stephanie Sims to engage homeowners who have not paid.	Stephanie Sims, Amy Taylor, Karen Brown, Kim Turner, David Rotter	Engage homeowners
We discussed the need to develop a landscape committee to determine next steps.	TBD	Discuss further at November meeting
We discussed how the restrooms at the pool are being cared for and that Archer Brothers needs to know that whoever they are contracting with is not doing a good job.	Todd McCarty	This is complete. Todd informed Archer by email shortly after the meeting. Jennifer McCarty organized some people to assist for the remainder of the year. This is a savings of \$200.
A suggestion was made for an end of the season pool party and clean-up party to be held on separate dates.	Jennifer McCarty	Determine dates and inform homeowners. Based on the contract, the pool is scheduled to close on 9/12. Tentative party date is 9/10 and tentative clean-up date is 9/24 or 10/1.
An audit was suggested for the books prior to transitioning to another treasurer.	TBD	Discuss this further at November meeting.