



Bramlett Shoals

TO: BRAMLETT SHOALS HOMEOWNERS
FROM: HOA BOARD OF DIRECTORS
RE: MINUTES FOR NOVEMBER 1, 2011 HOA MEETING

Overview/Attendance

This document provides an overview of the HOA meeting on November 1, 2011. Action items discussed at the meeting are highlighted in Red below. There were 20 people that attended all our part of the meeting including the following:

Jennifer McCarty	Todd McCarty	James Daykah +1	Karen Brown
Clay Abney	Donna Hogan	Maria Copeland	Lester Brown
Cindy Abney	Tommy Edwards	Maria Copeland	David Rotter
Shanlie Young	Amy Taylor	Lynn Hamilton	Steve Sullivan
Bobby Chapman	Judy Brooks	Rob Webb	Joan Sullivan
Jeff Porto			

Opening

- Todd McCarty opened the meeting by introducing himself and asking homeowners to introduce themselves.
- Todd went over the agenda and explained that the purpose of the meeting was to review financials, discuss communications and nominate/elect a new permanent HOA board for 2012.

Financials

- Todd presented a document that outlined the current financial situation for the HOA and also provided a 2 year history to show revenue vs. expense. This document will be emailed out to those who have provided their email address.
- Todd walked through all the expense categories and explained how cuts or changes were made to decrease expenses.
 - Janitorial service was cancelled at the pool in August to save some money.
 - AT&T phone was disconnected in September after the pool closed. Todd spoke to Birch Communication about providing a phone line at half the cost of AT&T starting in May of next year.
 - Main power at Pool has been turned off to eliminate power consumption during winter months. Todd checked with Archer brothers before turning off the pool to make sure it would not hurt the pipes or any pool equipment.
- Based on the chart Todd provided the HOA is in the red for 2011 if you look purely at how much revenue we have brought in vs. expenses. However, since we started the year with a surplus balance in the bank, we are currently projected to end the year with a surplus balance in the bank.
- Todd explained that the HOA is a registered non-profit business with the Secretary of State's office in Georgia. The corporation was dissolved in 2008 for non-payment of fees.

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- Todd got the corporation reinstated, but there was a larger fee to do this. The purpose of registering with the Secretary of State's office is to protect the board as they are acting as the leaders of a Corporation or business.
- Todd told everyone that a Demand Letter for Dues payment was sent to 23 homeowners and mentioned that some homeowners had not yet replied. These homeowners will have a lien filed against their house and they will also be turned over to a collection agency for collection of back dues.

Communication

- Todd talked about all the effort made to improve communication regarding HOA business to homeowners including:
 - Launched Facebook page
 - Launched Bramlett.shoals@gmail.com
 - Launched new website at <http://bramlettshoals.wordpress.com>
 - Launched printed newsletter in August
 - Updated communication board at pool
- Homeowners in attendance mentioned that they were much happier regarding communication.
- There was a lot of discussion around whether or not to continue to publish a printed newsletter or look at other options. The expense to produce the printed newsletter in August was minimal because Stephanie Sims ran copies at her office.
- There was some discussion about putting nice "communication boards" at front of subdivision on right hand side when exiting. Todd mentioned that another neighborhood called North Cliff had a really nice board that we could mimic. He agreed to take photos of the North Cliff board and post.
- Someone asked Karen and Lester Brown if a "nice" communication board could be erected in their front yard. They seemed receptive to the idea if one could not be put at the very front of the subdivision.
- David Rotter volunteered to speak with the people at the front of the subdivision off Marta Crane to see if they would allow a communication board to be posted on their property near the stop sign.
- There was discussion of putting a communication board in the island on Bramlett Blvd to post announcements and provide a location for distribution of a printed newsletter.

Pool Discussion

- Todd talked about all the work that was done on the pool workday including:
 - Both bathrooms were painted with paint that was old and had been left at the pool for many years. This saved us money, but because the paint was "textured" it was difficult to apply to the walls.
 - Supply room was painted.
 - New shelf was installed in supply room to organize pool the room.
 - Paper towel holder installed in Men's room. One still needs to be installed in Women's room.
 - Toilet Paper holders installed in Men's and Women's room.
 - All doors to restrooms and supply rooms were painted.
 - Water fountain was painted.
 - Shrubs to the left of the pool were pruned down to allow better monitoring of people who are at the pool.
 - Indian Summer landscaping pruned some trees around the pool to prevent the fall of leaves.
 - Indian Summer landscaping sprayed grass area closest to woods with roundup so that we could put pine straw there in spring time.

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- David Rotter asked if the pool needed to be winterized and Todd agreed to follow up with Archer Brothers. Since then Archer Brother's has sent a memo outlining the current status of the pool and what has been done to winterize it.
- Bobby Chapman was not able to make the work day so he spent several hours at the pool installing posts at the entry point to the parking lot so that we can install a gate or chain to prevent loitering at the pool when it is not open.
- Bobby also scraped up the tile in the Men's restroom so that we can install better flooring before spring. We still need to scrape up tile in Women's restroom.

Landscaping

- Todd explained that he sent a letter to the three homeowners at the front of the subdivision to ask if they needed help with landscaping. Only one home replied and ask for the assistance.
- Todd told everyone that he took a close look at the contract with Indian Summer landscaping and spoke to the owner/operator about reducing the number of visits per year and other services to cut expense. The contract cost for 2011 was \$4,200 and the proposal submitted for 2012 is currently \$1,800 for a savings of \$2,400. The proposal cost may change a bit if we add to the scope and include some work on one of the homes at the front of the subdivision.
- Todd mentioned that he would like to go and talk to the homeowners at the front of the subdivision to see if they want assistance prior to finalizing the contract with Indian Summer landscaping for 2012.

Covenant Violations

- Steve Sullivan asked about enforcement of covenant violations such as uncut grass, people parking in their yard and leaving equipment and things out in their yard.
- If there are problems with uncut grass or other violations, Gwinnett Quality of Life can be contacted and the homeowner can be given a letter to clean up property if they don't they can be fined. Their website is as follows:
<http://www.gwinnettcountry.com/portal/gwinnett/Departments/Police/QualityofLife>
- Todd mentioned that Gwinnett County ordinances supersede neighborhood covenants and his intention is to not spend time writing letters regarding violations to homeowners and instead call Gwinnett Quality of Life. If you call their tip line you don't have to give your name and phone number. You can make anonymous calls if you desire.

Nominations/Elections

- Todd explained the roles for the HOA board for 2012 that he recommended.
- The roles and elected people are outlined below:

President	website/communications/manage utilities (phone, power, water)/lead meetings/get quotes for upgrades & improvements	Todd McCarty
Vice President	manage pool & landscaping vendors with help from a stay at home mom/dad	Bobby Chapman
Treasurer	financials (revenue & expense)/accurate list of residents/budget management and reporting/collections	Amy Taylor
Secretary	meetings/social events/minutes/calendar	Cindy Abney

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- Todd suggested that each board member build their own team to help them as needed.
- Tommy Edwards expressed interest in helping with social events and David Rotter expressed interest in helping with financials and collections as well as other duties with pool and tennis courts to help Bobby Chapman.
- Todd said that he would take the lead in setting up a transition meeting with Stephanie Sims regarding treasurer duties so that Amy Taylor can take over as Treasurer. Amy has experience in collections.

Priorities for 2012

- Todd led a discussion of priorities for the board for 2012.
- Todd recommended the following priorities:
 - Better gate and lock at pool to prevent non-residents or non-members from entering the pool and doing things to cause damage and thus cause paying HOA members more money. Todd believes that some of the problems we experienced with a dirty pool in the summer of 2011 were a result of people throwing things into the pool during hours when the pool was closed.
 - Develop more stringent rules for the pool in 2012 and ask homeowners to sign a rules document before granting them access. Nobody will be granted access without signing the document. Everyone will be provided with a lanyard or some other token to identify them as a member to other members so everyone can help police access.
 - Better gate and lock at tennis courts. The current gate does not close and the locking system is non-existent. If we want our subdivision to be a Swim/Tennis community we need to control access to the Tennis courts as well.
 - Fence at pool. If we have money and this is a big if we need to put a new fence around the pool. The current real iron fence is falling apart. Todd recommends putting in a chain link fence instead of a privacy fence so that we can see who is at the pool. Some neighbors suggested that we install a fence ourselves. This is something the board can investigate for 2012 and see if we have the skills and people power to get the job done on our own.
- Maria Copeland asked how to get homeowners who are exempt involved. Todd talked about the possibility of an initiation fee for people who purchase the homes of homeowners who are currently exempt. Todd talked about how the Waterton subdivision in Grayson had recently made a similar move to “encourage” participation.
- Todd also introduced the idea of increasing dues for all homeowners, but then providing a deduction if homeowners will participate in scheduled workdays.
- The board needs to discuss increasing dues to pay for the improvements outlined above. The board also needs to schedule workdays for 2012 in advance so that people will have plenty of notice to participate and offset the additional expense for dues.
- Todd wants to call a board meeting soon to discuss next steps for the board and introduce the idea of using a collections agency or law firm to collect dues.
- Todd believes that many homeowners in the subdivision are not paying dues because they are confused about whether or not they are supposed to participate and because there have been no consequences (liens filed, collections agencies notified) for non-payment of dues.

SEE NEXT PAGE FOR SUMMARY OF ACTION ITEMS

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Summary of Action Items

ACTION	OWNER	STATUS
Post new board members to Facebook and Website	Todd	Complete
Set up Transition meeting for office of Treasurer with Stephanie Sims	Todd	In Progress
Set up meetings between Bobby Chapman and Pool/Landscape Company	Todd	In Progress
Set up board meeting for sometime in November	Todd/Cindy	Meeting scheduled for 11/14
Develop budget for 2012	Todd/Amy	Discuss at board meeting
Gather quotes for 2012	Todd/Bobby	Discuss at board meeting
Finalize scope for landscaping	Todd/Bobby	Discuss at board meeting