

## OFFICIAL MINUTES

### SHADOWBROOK TOWN CENTER - HOA BOARD MEETING

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- Date and Time:** Wednesday, July 9, 2007, 7:30pm
- Location:** Gwinnett Library, Suwanee Branch, 361 Main Street
- Officers Present:** Betsy Buechner, President - present  
Shane Turner, Vice-President - present  
Rob Rohloff, Secretary - present  
Debbie Mervis, Treasurer - present  
Eleanor Love, Member-at-Large – present
- Others Present:** Erin Byers, Property Manager, GW & Associates  
Sabrina Butler, Former Board President
- Minutes Ratification:** N/A
- Old Business:** N/A
- New Business:**
1. The purpose of this meeting was to do a formal transition from the old Board to the new Board. Sabrina Butler, the former Board President, was present as was our current Property Manager, Erin Byers.
  2. Sabrina went through a document she prepared called, “Transitional Information”, in which she discussed all of the open issues.
  3. Sabrina gave to Betsy a compact disc that she said contained the Transitional Information document as well as 3000+ e-mails.
  4. Erin Byers brought 5 copies of an association binder she put together, one for each of the officers. The binder contains old board minutes, plats, budgets, etc.
  5. Prior to the meeting, Betsy requested that Erin provide all ACC requests and all violation letters to the Board. Erin e-mailed a summary report on all ACC requests and all violations.
- Next Meeting:** Thursday, July 10, 2007, 6:30pm at Rob’s house