

**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
JULY 31, 2007**

- APPROVED AUGUST 6, 2007-

I. PURPOSE

Pursuant to Article III, Section 3.8 of the By-Laws of Shadowbrook at Town Center Community Association, Inc., a Regular Meeting of the Board of Directors was held on July 31, 2007 at the residence of Board Treasurer Debbie Mervis.

II. DIRECTORS PRESENT

Betsy Buechner, President; Shane Turner, Vice President; Rob Rohloff, Secretary; Debbie Mervis, Treasurer; Eleanor Love, Member-at-Large

III. DIRECTORS ABSENT

N/A

IV. MEMBERS PRESENT

N/A

V. OTHERS PRESENT

N/A

VI. CALL TO ORDER

With a quorum established, Mrs. Buechner called the meeting to order at 6:42pm.

VII. HOMEOWNER FORUM

N/A

VIII. SECRETARY'S REPORT (MINUTES APPROVAL)

The minutes of all previous meetings were distributed to the Board members. Rob requested that all Board members review these and note corrections prior to the next meeting.

➤ *Motion to approve Board Minutes format. (Betsy / Eleanor, unanimous)*

IX. PRESIDENT'S REPORT (MGT CO)

We have got to send a letter to the gentleman at 3851 Portland Trail and respond to his hot tub RPM dated July 3. We have 30 days to respond. Eleanor showed us a draft document she put together which identifies additional information we need from the requestor. Eleanor will be sending that to Erin to respond before August 3 (Friday), certified and regular mail.

X. TREASURER'S REPORT (FINANCIALS)

No Treasurer's report given this meeting.

XI. COMMITTEE REPORTS

a. ACC, Landscaping, and Maintenance Committee

There is a volunteer list for the ACC committee from the last Board's tenure. We will ask those on the list if they still want to be involved. This is something that can be brought up at the Town Hall meeting.

b. Communications Committee

Website name — Betsy mentioned that we cannot use the old website name as it appears it has been inundated by pornographers who are spamming the message board. We'll use the new website name.

Newsletter – everyone needs to review this by Thursday so it can be published Friday or Saturday. Betsy will call Erin to get labels. Eleanor can help to stuff envelopes.

Town Hall Meeting - Shane will call the library about getting the room reserved at August 14th at 7:00pm. He will also be putting up signs about the meeting by Friday.

c. Social Committee

Upcoming Activities – Two scheduled activities are forthcoming: ice cream social and garage sale. Eleanor to let David know of the dates so he can put it in the newsletter.

Welcome Baskets – Eleanor will send an email to Erin to request that she needs to notify the Social Committee whenever new people move into the neighborhood.

UNFINISHED BUSINESS

Signs Issues – During the last HOA meeting, the City of Suwanee PD said that if we want the city to provide new signs to replace the missing or broken signs, they will replace them free of charge, but they will be the typical green reflective signs seen around the city. If we want to continue to have custom "brown Shadowbrook" signage as we have now, the city will pay the difference between the cost of the custom signs and the green signs.

It seems that the broken signs are either a manufacturer issue (need to find out who manufactured them) or an installation issue (Bowen). Rob will call Bowen to find out what their position is on the signs.

We also need to check the status of the request that Eleanor sent to the City of Suwanee requesting a new green reflective street sign at Suwanee and Lawrenceville-Suwanee (on the side of the Suwanee Day Center). The current sign is behind the obelisk, thus hard to see, and is also damaged such that the name has fallen off one of the sides. And since it is a "brown Shadowbrook" sign, it is not reflective and hard to see at night anyway. For these reasons we requested a green street sign from the city, but have not heard a response. Rob to follow-up with Suwanee on Eleanor's request.

Management Company – We currently have 3 bids for different vendors. We have 3

quotes so far for comparison with GW's contract. Debbie is currently doing the analysis of the 3 bids vs. GW's contract, and will present the results of costs and benefits to the Board at the next meeting. We also discussed the possibility of getting out of the GW contract, which does not expire until EOY 2008. We can cancel with 90-days notice for any reason, but some on the Board wanted to know if we can be let out of the contract early should we decide to go with a different vendor. Otherwise, we will be switching management companies near the end of the year, which is a tough time for transition due to preparing for the Annual Meeting, preparing the 2008 Budget, etc. Shane will call Gary at GW to see what our options are. Rob will send Shane Gary's contact information.

Imagescapes Lawsuit – Rob sent a letter to Erin at GW on 7/30/2007; she sent the letter to Imagescapes the same day (sent Regular and Priority Mail). The letter stated that the Board was willing to allow Imagescapes to finish out the contract until the end-date of October 3. It also addressed several billing errors and requested that Imagescapes provide an accounting for them or refund the money. We are waiting to hear a response to this letter.

Collection Policy – Betsy distributed a draft collection policy last week. Betsy has some changes recommended by Brandon at Lueder Law Firm which she will incorporate and send to the Board this week. The Board should review the changes so that we can adopt the policy by the next meeting.

Bowen Punch-List – There is a punch list document that came from the old Board's Treasurer's Book. We don't know what this list is for, nor do we know what has been done about it. Betsy will e-mail it to me and Rob will contact Erin to find out what this list is.

We have heard about the presence of another "punch list", that supposedly truly represents the work Bowen agreed to do after handing over the property to the prior Board. However, no one has seen this list, and Reiner at Bowen is saying that no such list exists. According to Reiner, the only outstanding item on Bowen's list of issues for Shadowbrook is to fix the tree uprights in front of the townhomes. Rob will follow-up with Reiner to clarify this issue around the "punch list". Rob will also check the status of the uprights, which are still broken. Last correspondence we heard from Bowen said that they had a subcontractor looking into the issue and who would recommend a solution.

Meeting for August 14 – We need to start planning for our first Town Hall meeting which will occur on August 14. We brainstormed about topics for discussion with the Association members in this meeting. Rob will be drafting a topics list and will distribute to the Board. Board members need to add their input to this list, and we will refine it during our next meeting (prior to the Town Hall).

Landscaping at the Front – We received an email from a resident about missing street signs, that the front neighborhood sign is being covered up by flowers, and that people are having a hard time finding the neighborhood. Betsy replied that these issues were being taken care of.

Shadowbrook Corporate Seal – We think Erin has it currently; Betsy to follow-up.

XII. NEW BUSINESS

Several new business topics were brought up during the course of the meeting. We did not have time to discuss them, but they will be part of the agenda for future meetings.

Parking – How to handle the parking issues in our neighborhood, especially during events at Town Center Park.

Pressure Washing of Townhomes – Regular maintenance of the townhomes may also require pressure-washing. Is this the Board's responsibility?

One-Way Roads – We have been told differing things about the roads in the neighborhood being one-way or two-way. We need to look into this more.

XIII. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held on August 6, 2007 at Eleanor's house.

XIV. ADJOURNMENT OF OPEN SESSION

➤ *Motion to adjourn was made at 8:40pm. (Rob /Debbie, unanimous)*

XV. EXECUTIVE SESSION

N/A

XVI. ADJOURNMENT OF EXECUTIVE SESSION

N/A

Respectfully Submitted,

Rob Rohloff,
Recording Secretary
Shadowbrook at Town Center Community Association, Inc.