

**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
SEPTEMBER 18, 2007**

- APPROVED OCTOBER 15, 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 September 18, 2007 at the residence of President Betsy Buechner.

II. DIRECTORS PRESENT

Betsy Buechner, President; Shane Turner, Vice President; Rob Rohloff, Secretary; Warner Coffman;

III. DIRECTORS ABSENT

Eleanor Love, Member-at-Large (excused)

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 6:41pm.

VII. HOMEOWNER FORUM

N/A

VIII. SECRETARY'S REPORT (MINUTES APPROVAL)

The minutes of the September 10 Annual Meeting was distributed to the Board. We will vote to approve the minutes at the next meeting.

IX. PRESIDENT'S REPORT (MGT CO)

N/A

X. TREASURER'S REPORT (FINANCIALS)

N/A

XI. COMMITTEE REPORTS

a. ACC, Landscaping, and Maintenance Committee

No update this week.

b. Communications Committee

No update this week.

c. Social Committee

No update this week.

XII. UNFINISHED BUSINESS

Signs Issue

Jessica is working on the signs. Betsy will contact Jessica to get a status. We agreed as a Board that Betsy will be the primary person to contact the management company.

Collection Policy

Please review it. Attorney changes have been made. We'll vote on adopting it in the next meeting. If you have any questions or requested changes, please email Betsy prior to the next meeting.

ACC Guidelines

Please review it. Attorney changes have been made. We'll vote on adopting it in the next meeting. If you have any questions or requested changes, please email Betsy prior to the next meeting.

****Note:** we need to discuss the committee at the next meeting. Eleanor has a list of names.

Fire Codes

There was a townhome owner that complained the Board that another townhome owner turkey fryer and tiki torches.

Betsy talked to the Fire Marshall at the GA Insurance Commissioner's Office, International Fire Code says that any flame (i.e. grill, tiki torches) need to be 10 ft from a flammable surface.

The attorney has suggested we send a letter that says you have 10 days to correct. From 11-30 days we will fine you \$25/day, after 30 days we will turn you in to the Fire Marshal and there will be a \$500 fine.

Single family and duplexes do not fall under this; more than 3 units with adjoining walls. Need to be 10 ft from any flammable surface.

Gary at GW is working on a letter.

Landscaper

Waiting to hear back from Nancy to confirm we are doing a walkthrough with her tomorrow. They are ready to start on October 2.

Communication

Anybody that e-mails Jessica needs to copy all Board members so we know what's been said. Responses to homeowners need to come from the Generic email address (shadowbrookhoa@gmail.com), and all Board members need to be copied.

Budget

The Board has to present the approved budget to the community 45 days before it goes into effect (mid-Nov).

Board Positions

We will discuss changes to Board positions due to Warner joining the Board at the next meeting, as Eleanor was not present at this meeting.

XIII. NEW BUSINESS

Homeowner AC Unit

Shane contacted Jessica about a house that has an AC unit in his window.

XIV. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be October 15, 2007

XV. ADJOURNMENT OF OPEN SESSION

➤ *Motion to adjourn was made at 6:47pm. (Rob / Betsy, unanimous)*

XVI. EXECUTIVE SESSION

N/A

XVII. ADJOURNMENT OF EXECUTIVE SESSION

N/A

Respectfully Submitted,

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