

**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
OCTOBER 15, 2007**

- APPROVED OCTOBER 20, 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 October 15, 2007 at the residence of President Betsy Buechner.

II. DIRECTORS PRESENT

Betsy Buechner, President; Shane Turner, Vice President; Rob Rohloff, Secretary; Warner Coffman; 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 6:10pm.

VII. HOMEOWNER FORUM

N/A

VIII. SECRETARY'S REPORT (MINUTES APPROVAL)

The minutes of the September 10 Annual Meeting and the September 18 Board Meeting were distributed to the Board during prior meetings.

➤ *Motion to approve September 10 and September 18 Minutes as written. (Rob / Betsy, unanimous)*

IX. PRESIDENT'S REPORT

Vote on New BOD Positions – Eleanor was unanimously supported for the role of Treasurer. Warner will assume the role Eleanor formerly held, Member-at-Large. Eleanor will type up a new list with our contact info. Rob will update website to reflect the changes, remove Debbie's name, and add Warner's name.

X. TREASURER'S REPORT

No discussion this week as we had not chosen new Treasurer.

XI. COMMITTEE REPORTS

a. ACC, Landscaping, and Maintenance Committee

Forming the Committee - Eleanor gave list to Warner where people had signed-up expressing interest in being on the committee. He will contact the names on the list to form committee. In addition, Warner will assist in getting the committee started. Additional action for the ACC Committee, when formed: we need to get a listing of original paint colors from Bowen for ACC reference.

b. Communications Committee

Forming the Committee – There are 2 people on the committee so far: David Buechner and Jessica Garner. In addition, Semra signed-up expressing interest in being on the committee. Warner will contact her to see if she is interested in joining. In addition, Warner will assist in getting the committee started.

c. Social Committee

Eleanor gave an update on the upcoming social committee events. Warner will work with the Communications Committee to make sure the website is updated to reflect the event information.

Garage Sale – Happened on Oct 6; early feedback is that we had moderately good turnout.

Halloween – Event for kids planned for Wed, Oct. 31 at the raised green space between the townhomes.

Tailgate Party – Planned for Oct. 20 in the green space behind Memphis Drive. There will be TV's; people required to bring their own tents, coolers, drinks, food, chairs, etc.

Bunco – Andrea is organizing to meet 2nd Wed of each month.

XII. UNFINISHED BUSINESS

Signs Issue

Jessica has not gotten a response from the city. Betsy talked to her today and suggested calling the Fire Chief as he may have an issue with us having unmarked street signs in case of emergency, and may be able to influence a response from the City of Suwanee. Betsy will follow-up on the issue with Jessica. As a possible alternative, Betsy mentioned that she has seen signs that are the typical green street signs, but they are affixed to wooden posts like ours and they look good.

ACC Guidelines

Made a few small changes to the current guidelines regarding 1) modification of decks and 2) giving the BOD veto authority over the ACC committee. Betsy will update the document and send the updated version to all for final approval no later than Wednesday, 10/17/2007.

Collection Policy

➤ *Motion to approve Collection Policy as written. (Rob / Betsy, unanimous)*

2008 Budget

The Board has to present the approved budget to the community 45 days before it goes into effect (11/15/2007). Since there is so much to discuss on this topic alone, we

agreed to schedule a separate meeting for tomorrow, October 16, to go over the budget.

Old Landscaper – Imagescapes

Before the meeting, Jessica sent us a copy of the latest invoice from Imagescapes, which includes our outstanding credit for \$1,605. In addition, Imagescapes gave to Jessica the keys for the poop stations. Rob has 2 boxes of replacement bags that Jessica delivered to him earlier. We will need to get the keys and the bags to Naturescapes so they can take over this duty.

New Landscaper – Naturescapes

Betsy reported that Naturescapes has agreed to maintain the poop stations as Imagescapes did. Jessica will get the keys to them. Need to get the bags from Rob to them as well.

Reserve Study

We need to get the reserve study completed prior to completing the budget, as the amount we need for reserves is an important component in determining budget numbers. Betsy has requested a quote from Nancy Cooper, a reserve study contact she was referred to and will see how quickly we can get this done.

XIII. NEW BUSINESS

Garbage Collection Vendors

Since the rate for our current garbage vendor is increasing significantly, we are looking into switching vendors. We have received 5 quotes (including our current vendor). Eleanor has been reviewing the quotes and will make a recommendation to the BOD as to which vendor to go with.

ACC Request to Add Window Screens

A homeowner has submitted an ACC request to add window screens to her windows. We voted to approve the request (4 approved, 1 disapproved) with the stipulation: we want to make sure the colors and materials used will be consistent with the house and neighborhood.

The following issues are all new items that were brought up during the meeting, but were tabled due to lack of time to discuss. These will be discussed in detail in later meetings.

Boy on Moped – There is a boy who rides his moped through the neighborhood--does he pose a safety issue?

Willow Trees – Naturescapes mentioned to us that the willow trees growing in the detention pond behind Portland Trail are improperly located as they pose a danger to the nearby sewer pipes.

Broken Water Meter Lids – There are holes in the sidewalks in front of some townhomes where water meter lids are missing, or where holes were created in the concrete to repair water lines. This is a safety hazard and needs to be repaired.

Warner brought up the question of who is responsible, the homeowner or Gwinnett County, or someone else?

No Parking Signs – Eleanor pointed out that her “No Parking” signs in the alley behind Memphis Drive have been very effective at keeping concertgoers from parking there. We need to determine if we want to adopt similar signs throughout the neighborhood, and whether we will contract with a towing vendor to tow cars parked illegally. Rob to come up with a parking policy and will present his ideas to the BOD. Eleanor gave Rob the information she collected so far.

Indigo Joe's “Shadowbrook Night” – Mark from Indigo Joe’s suggested to Shane that on Tuesdays or Wednesdays he would like to offer a 25% discount to residents of Shadowbrook. Need to find out more information and publicize to neighborhood.

XIV. ANNOUNCEMENT OF NEXT MEETING

Undetermined.

XV. ADJOURNMENT OF OPEN SESSION

➤ *Motion to adjourn was made at 9:25pm. (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.