



**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
DECEMBER 09, 2007**

- APPROVED JANUARY 8, 2008-

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 December 9, 2007 at P.J.'s Coffee at Suwanee Town Center.

II. DIRECTORS PRESENT

Rob Rohloff, President; Shane Turner, Vice-President; Eleanor Love, Treasurer; Warner Coffman, Secretary / 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, Mr. Rohloff called the meeting to order at pm.

VII. HOMEOWNER FORUM

N/A

VIII. SECRETARY'S REPORT (MINUTES APPROVAL)

Minutes from November 25th and December 2nd meetings have been distributed to the Board and approved.

IX. PRESIDENT'S REPORT

Review important upcoming dates:

12/07 - Notice of Member Budget Meeting and Budget Q&A sent to Members

12/09 - Board Meeting, 4pm, P.J.'s Coffee – Rob to have rough draft of Budget Meeting Powerpoint prior to this meeting. Others to review prior to meeting so we can discuss changes.

12/16 - Board Meeting, 4pm, P.J.'s Coffee – Rob will have final draft of Budget Meeting Powerpoint by this date.

12/19 - Member Budget Meeting, 7-9pm, Library

12/21 - Required day to send out notice of Special Meeting for Veto of Budget – Petition received 11/21

01/14 - Q1 Regular Meeting 1

02/09 - Last day to hold Special Meeting for Veto of Budget

02/11 - Q1 Regular Meeting 2

03/10 - Q1 Regular Meeting 3
04/14 - Q1 Member Update Meeting

Website update

Director Roles & Responsibilities

Budget Q&A Document

"Petition to remove Betsy" – Rob has notified petitioners that this meeting has been cancelled.

"Petition to veto the budget"

X. TREASURER'S REPORT

November Financials

Not yet received from GW.

GW Visit

Eleanor went to GW to understand accounting.

XI. COMMITTEE REPORTS

a. Architecture Review and Landscaping Committee (ARLC)

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b. Communications Committee

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c. Social Committee

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XII. UNFINISHED BUSINESS

Betsy's Resignation -

Ray Engineering

2008 Board Meetings

Budget Overview Meeting (12/19)

Street signs –

Status of Garbage Collection –

PACT Program –

Uplights –

Lights out at entrance –

Community Advisory Committee -

Landscaping Costs -

XIII. NEW BUSINESS

Iron Railing -

XIV. TABLED BUSINESS

Retention areas – This will have to be re-addressed at a later date. Main issues are:

- a. Safety – Do the retention areas pose a safety risk due to their steep slope and depth of water?
- b. Willow Trees – We have been told by the Landscaper (and confirmed by the Engineer) that willow trees are not good to have in retention ponds as their roots can damage the pipes.
- c. Aesthetics – Can the aesthetics be enhanced with tree plantings?

Parking – This will have to be re-addressed at a later date. Main issues are:

- a. How will we prevent parking on green space, alleyways, or on both sides of street?
- b. Should we put up “No Parking” signage?
- c. Should we sign contract/put up signs about towing?
- d. Are streets one-way or two?

Garbage can storage – See notes from 11/25 Minutes for explanation of where we are at with this issue.

HOA Docs and Initiation Fee for New Residents

A neighbor of Eleanor's did not get any HOA docs when she moved-in, and did not know how much the monthly fees were. She did pay a \$250 initiation fee, however. It appears we are not collecting this amount consistently, and we do not have a very smooth process for making sure people get their docs. Need to look into this.

Gray Water

Eleanor made a suggestion to add to the newsletter: to remind homeowners to capture your gray water for watering of plants. You can capture so-called gray water, for instance, when you are taking a shower—take a bucket in with you and the water that collects there is “legal” to use.

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.

Landscape/ Tree Removal

Jessica is finding out when the trees that were removed (dead trees) are going to be replaced.

XV. ANNOUNCEMENT OF NEXT MEETING

Next meeting will be Sunday, December 16 at 4:00pm at P.J.’s Coffee at Town Center Park.

XVI. ADJOURNMENT OF OPEN SESSION

➤ *Motion to adjourn was made at pm. (Rob / Eleanor, unanimous)*

XVII. EXECUTIVE SESSION

N/A

XVIII. ADJOURNMENT OF EXECUTIVE SESSION

N/A

Respectfully Submitted,

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