

**SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.**

**MEETING OF THE BOARD MINUTES**

**SUNDAY, DECEMBER 16, 2007**

APPROVED ON JANUARY 6, 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 (BOD) was held on December 16, 2007, at P.J.'s Coffee at Suwanee Town Center.

**II.**

**III. DIRECTORS PRESENT**

Robert Rohloff, President; Kathy Hedrick, Secretary; Eleanor Love, Treasurer; Warner Coffman, Member-at-Large

**III. DIRECTORS ABSENT**

Shane Turner, Vice-President

**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 4:24 p.m.

**VII. HOMEOWNER FORUM**

N/A

**VIII. SECRETARY'S REPORT**

Additions and corrections of last minutes discussed; corrected minutes will be resent for approval

**IX. PRESIDENT'S REPORT**

Kathy Hedrick welcomed as board member nominee; discussion on appointment followed by motion to vote ; nomination approved by vote of 3-0.

Review upcoming dates

12/19/07 Special budget meeting requested by homeowners

1/14/08 January board meeting – Suwanee Public Library

## Assignments

Shane Turner to confirm with library times (6:00-6:30) for proposed quarterly town hall meetings.

Newsletter – Dave Buechner will publish next newsletter; Jan 15 deadline

Website update – fees paid through 12/07; 2008 payment arrangement to be determined; discussion followed on possibility of obtaining community credit card for small miscellaneous expenses and how to establish parameters for use; motion made by Eleanor Love to research this possibility; second by Kathy Hedrick; approved 4-0; Rob Rohloff will use personal credit card for next payment.

## Status of petitions

Petition to remove President closed on 11/26/07 when resignation submitted

Petition for special meeting will be closed after 12/16/07 meeting

## **X. TREASURER'S REPORT**

Ordering coupon books on hold until after Wednesday meeting – cost of \$550  
If they have to be ordered twice.

No report on delinquency status

## **XI. COMMITTEE REPORTS**

### a. Architecture Review and Landscaping Committee (ARLC)

Committee members are reviewing existing documents. ARC forms are on the website and will be updated by Rob; committee working to get exterior paint colors from Bowen; discussion followed on ARC committee members concern for procedure on handling individual requests. Documents state 3-5 members on committee; all who volunteered were contacted to serve; nomination made to approve committee members; vote followed 4-0.

### b. Communication Committee

Goal for community newsletter to be published quarterly; next issue by January 15

### c. Social Committee

Christmas decorating contest – judging will be Monday, Dec. 17; prizes have been donated by area businesses who will be recognized on website and in next newsletter. Shadowbrook Baptist Church has invited neighbors to help with organizing their Christmas family project. Social committee notified of opportunity 12/17 thru 12/20. Committee working

to begin program of discounts from nearby businesses for our community.

## **UNFINISHED BUSINESS**

President's resignation in November – appropriate thank you for time and service

2008 board meetings – will be booked at the Suwanee Public Library by Shane for 1/14 and 2/11

Status of contract for garbage collection – quotes being compared

Community Advisory Committee – Kathy will draft first proposal for this committee

Landscaping costs – Pinestraw delivery for 2008 reviewed and tabled

Updated status of reserve study – revised projection of \$105/\$132

Overview of budget meeting – established appropriate ground rules including time limit for all parties; meeting to focus only on budget as requested by petition; request for PACT officer at meeting

## **NEW BUSINESS**

Condition of mailboxes in community

## **XII. TABLED BUSINESS**

Collection Policy

Tabled for now. At a later date the Board will consider additional collection methodology, civil suits, foreclosures, etc.

GW performance

Community Advisory Committee – consider having an investor liaison to represent 60+ investors

Establish standardized “For Rent” sign

Future board elections – possibility of nominations prior to election night.

**XII. ANNOUNCEMENT OF NEXT MEETING**

Next meeting will be Monday, January 14 at Suwanee Public Library

**XIII. ADJOURNMENT OF OPEN SESSION**

➤ Motion to adjourn was made at 8:00 pm. (Eleanor / Warner, unanimous)

**XIV. EXECUTIVE SESSION**

N/A

**XV. ADJOURNMENT OF EXECUTIVE SESSION**

N/A