

SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.
MEETING OF THE BOARD MINUTES
MONDAY, JANUARY 6, 2008
APPROVED ON JANUARY 14, 2008

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.

DIRECTORS PRESENT

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

DIRECTORS ABSENT

N/A

MEMBERS PRESENT

N/A

OTHERS PRESENT

N/A

CALL TO ORDER

With a quorum established, Mr. Rohloff called the meeting to order at 4:30 p.m.

HOMEOWNER FORUM

N/A

SECRETARY'S REPORT

Kathy Hedrick presented the amended minutes for 12/9, 12/16, 12/19 and 12/30/2007 which were approved by unanimous vote.

PRESIDENT'S REPORT

No action taken on selection of new board member. Rob will be out of town for 1/14/08 board meeting; Kathy Hedrick will preside at that meeting in his absence; Rob will prepare the agenda.

TREASURER'S REPORT

Eleanor will request of meeting with GW Associates to discuss 2007 invoices and expenditures; Board reviewed disbursements for December 2007. Update on status of collections from delinquent HOA accounts. Goal set of getting new coupon books to residents before 3/1/2008 payment is due.

COMMITTEE REPORTS

1. Communications Committee - Warner reported that newsletter should be ready by 1/15/2008.
2. ARC Committee - next meeting is Monday, Jan. 7; working on standards for landscaping in the community.
3. Community Advisory Committee - board discussed several possibilities for structuring this committee; Kathy will present first draft at next board meeting; goal is to have committee in place by April 1, 2008.

UNFINISHED BUSINESS

Final discussion on dues for 2008; nomination made to set the dues at \$105 for single family homes and \$115 for townhomes (Eleanor, Warner, unanimous); budget will be amended and mailed to homeowners by 45 day deadline. New assessment will be in effect beginning March 1, 2008. Based on homeowner input at Dec. 19 meeting, the board will review the reserves before next year.

NEW BUSINESS

N/A

TABLED BUSINESS

1. Pinestraw - Are we going to do this in the first half of the year?
2. Collection Policy - need to revisit this and consider additional collection methodology, civil suits, foreclosures, etc.
3. Iron Railing - Complaint from Mrs. Deborah Radford, 399 Suwannee Avenue that railings are rusting and not wearing well. We told Jessica this will have to wait until Q1
4. PACT Program - We will meet with Ofc. Nguyen quarterly. Warner to setup meeting for Q1.
5. Uplights - Need to find out root cause of issue with tree uplights. Jack Pittman can get them at cost-Eleanor to discuss with him.
6. 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?
7. 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?

8. 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.
9. 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.
10. Boy on Moped - There is a boy who rides his moped through the neighborhood--does he pose a safety issue?
11. 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.
12. 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?
13. 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.
14. Landscape/ Tree Removal - Jessica is finding out when the trees that were removed (dead trees) are going to be replaced.
15. For Rent Sign Standardization
16. Future Board Elections - consider possibility of nominations prior to election night.
17. Traffic - Kristen Russell; no speed limit signs, no thru trucks signs, speeding in the neighborhood; Charleston Mkt
18. Replace VP Director position
19. Property Modification Form on Website
20. Itemization of charges from GW - We need better visibility into what we are being charged for from GW.
21. Schematics - Need to get these for irrigation system, lighting, etc, in common areas.
22. Managing Landlords/Tenants - we need to make sure all renters have copies of the covenants and by-laws. Also need to have landlords send their agreements to the Board to file.

ADJOURNMENT

Motion to adjourn at 6:15 p.m. (Warner, Eleanor, unanimous).