

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

**MEETING OF THE BOARD MINUTES**

**MONDAY, APRIL 21, 2008**

**APPROVED ON MAY 19, 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 April 21, 2008 at the Suwanee Public Library.

**DIRECTORS PRESENT**

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

**DIRECTORS ABSENT**

N/A

**MEMBERS PRESENT**

Ryan Thaxton, Jack Pittman, Stan Love, Kathleen Douglea, Scott Windish, Helene Hitchcock, Kay Schmidt, Kevin O'Brien, a representative from Town Center office development

**OTHERS PRESENT**

PACT Officer Schumacher, Sgt. Casanas

**CALL TO ORDER**

The meeting was called to order by President Robert Rohloff at 7:05 p.m. (Eleanor, Kathy)

**INTRODUCTIONS**

Sgt. Elias Casanas of the Suwanee Police Dept. introduced Officer Fred Schumacher as our new PACT officer. He spoke briefly about the involvement of PACT in the community and offered several tips on homeowner safety. Among his recommendations were to notify the Suwanee Police if you are going to be on vacation and they will keep a watch out for unusual activity at your residence. In addition, he suggested that all homeowners leave lights on overnight behind your home. Dark areas increase the possibility of crime.

**HOMEOWNER FORUM**

Questions were presented regarding appropriate deck maintenance. These will be addressed during the discussion of ARC guidelines.

## **SECRETARY'S REPORT – KATHY HEDRICK**

Minutes from the March 10, 2008 meeting were approved. (Eleanor, Warner, unanimous).

## **PRESIDENT'S REPORT – ROB ROHLOFF**

Discussion of community rules, some of which are in place but consequences don't seem to go beyond a citation letter. Rob has learned from CAI seminars that enforcement should be a process. An example is the pet policy. A policy is in place and a citation letter is sent but no fine is ever levied on subsequent violations.

## **TREASURER'S REPORT – ELEANOR LOVE**

The March report shows we ended the month with \$18,262 in our operating account. Total money outstanding with delinquencies is \$27,484 including 11 accounts with unpaid balances greater than \$1,000. One resale in March allowed us to recoup \$5,000 in assessments and fines/legal fees.

## **COMMITTEE REPORTS – WARNER COFFMAN**

1. Communications Committee  
The board reviewed a newsletter from Laurel Park which is similar in format to the one being printed for Shadowbrook. The first issue for our community will be July 2008. June 15 is the deadline for submitting articles.
2. Social Committee  
No new items.
3. ARC (Architectural Review Committee)  
All proposals from the committee have been submitted and will be posted on the website. Homeowners will have 10 days to review and comment on the recommended guidelines.

## **UNFINISHED BUSINESS**

1. Collection policy – the Board has agreed to enforce the collection policy as it was adopted with no exceptions.
2. Parking – the first event has taken place (Tour de Georgia) and No Parking signs set up by the city have resolved the issue of parking on private property.
3. Community Advisory Committee – 5 residents have been named for this committee and invited to a short planning meeting to be named at a later date. The members of the committee are Scott Windish and Susan Edwards (townhomes), Paul Young and David Soular (single family homes) and David Goldberg (investors). All expressed an interest in being more involved with the community and the Board appreciates their willingness to help.
4. POA (Property Owner's Act) – the board voted for Rob to initiate this with our law firm. (Rob, Warner, unanimous)
5. Iron railings – Kathy spoke with a representative from Gwinnett Iron and Steel who was one of the contractors used by Bowen during construction. Their charge to refurbish the townhome railings is \$100/hour with an estimate of about 2 homes/hour.
6. Uplights – a meeting is scheduled with Pete Sproles to discuss options for correcting the problems.
7. Water meter lids – Eleanor will ask Jessica to get quotes from NatureScapes on keeping these repaired.
8. Standardization of rental signs – Rob will check with Sign-a-rama on this.
9. Storing/maintaining community documents (wiring, irrigation, paint schematics) – Kathy will check on options.

10. Street lights -- some are still without the S. Eleanor will contact the city.
11. PACT -- Kathy will ask Officer Schumacher for an update on problems in the community.
12. Seasonal flowers -- the NatureScapes proposal was approved on 4/10/2008 and we have been added to their planting schedule.
13. Pinestraw -- proposal was approved on 4/10/2008 and cost will be paid in 3 installments at no extra charge.
14. KDA -- Rob has cancelled our contract for a community directory because of legal concerns; the newsletter will proceed as planned.
15. Parking on Suwanee Greenway -- the city has responded to complaints from residents of our community who live by the entrance to the Greenway. They have proposed building a fence and posting No Parking signs; cost of the fence is to be paid for by the city and maintenance of the fence will be paid by Shadowbrook HOA. The Board approved this proposal (unanimous).
16. Fence repair (on Lawrenceville-Suwanee Rd.) -- Jessica (GW & Associates) will get 3 estimates.
17. Townhome gutter repair -- Eleanor will check on funding for that expense and if it should come from operating or reserve account.
18. Exposed wiring on Suwanee Ave. -- Kathy talked with James Miller (City of Suwanee) and that was part of development plans for a new streetlight for the final phase of the retail businesses. That builder will have the option of adding street lights but no decision has been made yet. Georgia Power has been contacted and will cap the light at the ground in the next 30 days.
19. Community insurance -- Kathy has checked with several insurers about a rider that would protect us in the event of a fire and an uninsured resident. The state of Georgia does not allow insurance to be purchased on a property we don't own nor do they allow more than one policy per property. A discussion followed on whether to require homeowner's to submit proof of insurance. Doing so yearly doesn't really address the problem if the homeowner allows the policy to lapse.

#### **NEW BUSINESS**

There was no new business.

#### **ADJOURNMENT**

The meeting was adjourned at 8:55 p.m. (Kathy, Eleanor, unanimous)