

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

**MEETING OF THE BOARD MINUTES**

**MONDAY, OCTOBER 20, 2008**

**APPROVED ON NOVEMBER 22, 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 October 20, 2008 at the Suwanee Public Library.

**DIRECTORS PRESENT**

Robert Rohloff, President; Paul Young, Vice-President, Eleanor Love, Treasurer; Scott Windish, Secretary; Warner Coffman, Member-at-Large

**DIRECTORS ABSENT**

None

**MEMBERS PRESENT**

David Goldberg, Jack Pittman

**CALL TO ORDER**

The meeting was called to order at 7:00 p.m. (Rob, Scott)

**HOMEOWNER/GUEST FORUM**

None

**SECRETARY'S REPORT – SCOTT WINDISH**

The minutes for September 29, 2008 were approved (Eleanor, Rob), unanimous.

**PRESIDENT'S REPORT – ROB ROHLOFF**

Upcoming dates are as follow

11/01-2009 Budget final draft due for Board review

11/14-2009 Budget mailed to homeowners

11/22-Q4 Regular Meeting 2

12/15-Q4 Town Hall Meeting

- Dan Foster from City Council as special guest?
- Invite PACT officer?

01/01-2009 Budget goes into effect

01/12-Q1 Regular Meeting 1

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

The September 30, 2008 financial report lists income for the month at \$18,597 from assessments, late fees and legal court charges. There is \$22,141.30 in the cash operation account and regular deposits were added to the common and townhome reserve accounts. Total funds outstanding are \$35,644.32 of which \$21,734 are budgeted association fees. There was one re-sale reported.

## **COMMITTEE REPORTS – WARNER COFFMAN**

1. ARC – The committee is in possession of 4 modification requests. The ARC conveyed to the Board they are receiving pressure from community members to make a quick decision. The committee expressed the community needs to understand in order to make a timely decision, the committee needs a timely request. The committee feels there should be some type of penalty to individuals who do place a timely request (ex. placing a request for work to be completed within a week).
2. Communications Committee – On the look out for committee members. Jessica Garner mentioned she would consider being on the committee in April/May. Warner will continue searching for prospects.
3. Social Committee – Kristen Thaxton has assumed the leadership role for this committee. Halloween Spooktacular will take place on 10/31. This event doubles as a canned food drive for Suwanee Shadowbrook Baptist Church. 12/16 is the outdoor Christmas decorating contest. The Committee would like some signs to help publicize activities. Warner requested the Social Committee to start preparing some form of welcome package for new members of the Community.
4. Community Advisory Committee- Warner asked Kathy Hedrick to chair this committee. Warner also talked with another community member, Randy Quarles, who is interested in the committee. Randy fills the last remaining spot on the committee. It is now full.

## **UNFINISHED BUSINESS**

1. **Exterior paint color book** – This book will be used for the ARC to insure correct colors are selected to paint houses. Eleanor has completed the book; Scott volunteered to double check color schemes on specific houses.
2. **Fall color** - Fall planting has been proposed by Naturescapes; cost is \$1240; Proposed to not plant fall flowers (Rob, Eleanor) unanimous; We will ask Naturescapes to remove old flowers. Add topic to new business to consider more permanent planting.
3. **2009 Budget** – Jessica has provided draft budget; need to set due dates. Proposed dates for discussion:
  - a. 10/24 - First draft budget due
  - b. 10/27 - First budget meeting 6PM
  - c. 11/01 - Final draft budget due to GW
  - d. 11/14 - Budget sent to homeowners
4. **Tree replacement** - 2 SF trees were removed by Naturescapes; we have agreed to replace in Fall. Paul received quote for a cost of \$200 each. The Board voted to approve replacement (Rob, Scott) unanimous
5. **Uplights** – Paul assessed the uplights. He determined multiple lights were the incorrect type, lighting units needed to be raised above ground level, the installation used the wrong connectors for underground. Questions asked if we can seal the bottom of the lights. (Paul answered we could use clear silicone caulk). Paul recommends purchasing light bulbs and fixing each uplight as assessed. Paul is willing to do the initial

assessment and repair on all the lights. He has already changed many photo cells and they appear to have fixed the issue of lights staying on all the time or during the wrong hours. There was a vote to give Paul a \$1000 budget to order light bulbs and install with maintenance by end of November (Scott, Rob) unanimous.

6. **Detention pond cleanup** – Determination on what must happen is up to the City of Suwanee. The City sent us some guidelines. Paul received a \$4500 quote to clear out the big pond, pump out water, clean out bottom, replace gravel around outlet, bush hog 10ft for water line and create access route to service in the future. It would also be \$1000 per visit for maintenance. Paul will get additional, separate quotes for removing willow trees and full clean out
7. **Evaluate landscaper** – Paul received a quote from J&J Landscaping out of Conyers. The Board needs to review services against the current landscape company contract. Paul will provide references and look for additional quotes from other companies.
8. **POA / Leasing amendment** – The Board discussed capping the number of leases and grandfathering in current owners in some fashion. The topic was tabled for future discussion.
9. **Incoming emails** – Continue to have Jessica Mooney respond to all emails. If it requires a Board answer, Rob will respond. (Rob, Eleanor) unanimous
10. **Maintenance letter on website** – Rob has added the maintenance letter to website.
11. **ARC Guidelines on website** – Rob has added the ARC Guidelines to website.
12. **Forum posting about contractors** – A Forum already exists for community members to post information.
13. **Evaluate management company** - Scott will collect at least 3 quotes for contract renewal comparison; Rob/Eleanor to provide existing contracts; decision to renew or get new vendor by 12/31.
14. **Newsletter** - Due-date for getting content to KDA is 10/15. Content is still in process.

#### **NEW BUSINESS**

1. **Sofa on front porch** – Many complaints regarding sofa on front porch of 3881 Portland. Board voted to send certified violation letters to all parties; owners and renters. (Eleanor, Rob) unanimous
2. **Waiving fines** – Board has made previous decision to not waive late fees under any circumstances. What about fines (i.e. ARC violations)? Board unanimously agreed neither late fees nor fines will be waived. Will need to document a formal regulation once we determine the process.
3. **Arsenault garbage issue** – Received violation about garbage can; she works out-of-town; wants to know if SSI can retrieve her can and put it back. Issue already resolved by SSI.
4. **Dwyer deck issue extension** – She received violation about deck; she requests extension to Nov 30. Extension granted.
5. **White deck stained prior to color being set** – She stained the deck prior to the color being set. Determined if done prior to the maintenance letter it is grandfathered in.
6. **Schmidt ARC Request** – Painting her house; painters coming this week. Confirm approval with ARC.
7. **Malouf house numbers request** – Suggested matching numbers from Lowe's or Home Depot.

#### **TABLED BUSINESS**

1. **POA / Leasing amendment-** Continue discussion at next Regular Meeting.

2. **Evaluate lawyer** - Rob to collect at least 3 quotes for contract renewal comparison; Rob/Eleanor to provide existing contracts; decision to renew or get new vendor by 12/31.
  - a. Retainer for 2009 is unchanged from 2008 at \$960.00
  - b. Moving collection accounts would be difficult and would require us to pay for accounts in-process
3. **Follow-up on questions to city**- Questions from Shadowbrook to City of Suwanee; Rob to follow-up; plan to have answers no later than next Town Hall
4. **Dan Foster visit** - Plan to have city councilman Dan Foster at our next meeting; Rob to confirm dates
5. **Fines** - Daily or Monthly fines (need regulation for length of rolling over the fines). Scott to lead discussion on this and present alternatives for Board vote. ➤ (*Vote Required*)
6. **Handrail painting** – Is this complete to everyone’s satisfaction?
7. **Gift deck stain suggestion** – Do we allow other brands of stain other than Behr?
8. **Schmidt landscaping issue** – She wants to “opt-out” of hedge trimming
9. **320 Suwanee roof leak** – Jessica sent out someone to do repair; what is the status?

## **EXECUTIVE SESSION**

### **AJOURN**

The meeting was adjourned at 9:00 p.m. (Rob, Scott)