

SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.

MEETING OF THE BOARD MINUTES

SATURDAY, NOVEMBER 22, 2008

APPROVED ON FEBRUARY 9, 2009

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 November 22, 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

None

CALL TO ORDER

The meeting was called to order at 1:00 p.m. (Rob, Scott)

HOMEOWNER/GUEST FORUM

None

SECRETARY'S REPORT – SCOTT WINDISH

1. The minutes for October 20, 2008 were approved (Scott, Rob), unanimous.
2. The minutes for August 18, 2008 were approved (Rob, Eleanor), unanimous

PRESIDENT'S REPORT – ROB ROHLOFF

1. 2009 budget is complete!
2. Review upcoming dates
 - 11/22-Q4 Regular Meeting 2
 - 12/15-Q4 Town Hall Meeting (Need to put community sign out)
 - Proposed moving this meeting to 12/16 and all future meetings to the 3rd Tuesday of the month. Warner to check with Library staff.
 - Dan Foster and Jeanne Rispin from City Council will attend. Need to confirm once the date is determined.

- Invite PACT officer? Warner to ask PACT officer
01/01-2009 Budget goes into effect
01/20-Q1 Regular Meeting 1

TREASURER'S REPORT – ELEANOR LOVE

The October 31, 2008 financial report lists income for the month at \$23,407.32 from assessments, late fees and legal court charges. There is \$24,691.32 in the cash operation account and regular deposits were added to the common and townhome reserve accounts. Total funds outstanding are \$39,739.32 of which \$23,915.00 are budgeted association fees. There was one re-sale reported.

COMMITTEE REPORTS – WARNER COFFMAN

1. ARC – Waiting on the status of the most recent drive-thru.
2. Communications Committee – This committee is still being formed. Warner will continue searching for prospects.
3. Social Committee –12/16 is the outdoor Christmas decorating contest. Warner will attend the next meeting to discuss new homeowner greeting procedures.
4. Community Advisory Committee- Kathy discussed up coming events, such as the 2009 Budget mailing, with members present. Asked for them to be listening for comments from the community. Discussed working on gathering email addresses fro residents. Dave Goldberg has concerns and questions about the POA and Lease amendments. He requested an opportunity to address the Board before anything is finalized. Dave is also interested in trying to reach other investors to get their opinions. This committee will not meet again until January.

UNFINISHED BUSINESS

1. **Tree replacement** – Complete. J&J will be sending an invoice for our records
2. **Uplights** – All light bulbs have been replaced that can be replaced. The remaining issues are transformer replacements. Paul will need to get an accurate count on remaining fixes necessary. BOD has authorized Paul to complete remaining repairs up to \$1000 in expenses. Anything above this he will respond back to the Board. (Eleanor, Rob) unanimous
3. **Detention pond cleanup** –Waiting on another bid. J&J has added the cleanup to their current contract bid. The new contract cost would be \$69,000. This would include the initial cleanup and ongoing maintenance.
4. **Evaluate landscaper** – Need to inform Naturescapes of recent bid 30 days prior to contract expiration. Discussion to fine tune J&J's contract. Paul and Eleanor will work on this. Paul to determine if J&J will allow for 3 installment payments on pine straw installation.
5. **POA/Leasing amendment** – No discussion on POA amendment. The POA amendment is ready to move forward. Most mortgage/insurance restrictions start when over 30% of a neighborhood is rentals. Jessica suggests 10-15% as the common cap. Motion made to draft the lease amendment to read as 10% community cap, grandfathering all existing rentals until sold. (Rob, Warner) unanimous
6. **Evaluate lawyer** – Jessica suggested against changing attorneys at this time. Warner suggests we monitor Lueder more aggressively in regards to billing and length of time on resolutions.

7. **Follow-up on questions to city-**

- a. What is the revised timeline for the construction of the pedestrian tunnel from Town Center Park to the Old Town area? **End of the year**
- b. We have a 'No Solicitation' sign posted at our entrance but are not sure how to enforce it. Does the city have an ordinance on the books that would help us? We have companies that solicit several times a week. **Checking with PACT officer**
- c. Do future plans include a parking deck behind the new City Hall? What landscaping is planned to enhance the area between the parking lot and the greenspace that is behind the construction? **There are no future plans for a parking deck. There are plans for the planning of shrubs and 6 red maple trees.**
- d. The city constructed a split rail fence at the Shadowbrook entrance to the Greenway and our HOA agreed to maintain it. After only a few months, there are problems with the posts that seem to be related to the quality of the construction. Will someone check on this for us? **Suggestion to place a request on City website. Rob will send in this request.**
- e. Parking in our community during events has improved significantly and we appreciate the efforts of the city and police department. Is it possible to have 2 additional signs - 1 for the area at Chicago St/Suwanee Ave. and 1 at the entrance to the back alley area at the round-about at Memphis Dr./Chicago St? **Yes**
- f. The kudzu on the trees and ground on Lawrenceville-Suwanee Rd. is ready to take over the landscaping on Portland Trail! Who is responsible for maintaining that section of vegetation? **Suggested us looking at our community lot lines. The County sprays for kudzu along Lawrenceville-Suwanee Rd.**
- g. Will the city look at a plan for cleaning the streets after events? **They already pick up larger items along Charleston Market and Savannah Square.**
- h. The greenspace behind City Hall is not maintained as well as Town Center Park. What is the plan for improvement? Will there be a gazebo? benches? **Minimal plans for improvement. They may install trash cans, additional side walk and benches. There is no timeframe available. The green space will remain open.**
- i. We understand that the city maintains the streets in our community but who is responsible for curbs, sidewalks, etc? We've had some trouble with water leaks and have been told that the residents are responsible for leaks from the meter to the home but the **county** would be responsible for a leak from the meter to the road. The Board and residents need clarification about where city property ends and resident property begins. Who is responsible for the trees at the curb? Who is responsible for the curbing? We have several curbs that have been broken – some of which has happened with people jumping the curb to park during events. The question came up again when the city posted signs to the Greenway – the nearby residents were not advised in advance which led them to believe the sidewalk/curb area was city property. **The City is responsible for the curbing along the main streets. They will only fix the curbing if it looks like a safety issue. No clarification on other items.**

8. **Evaluate management company** – Scott will collect at least 3 quotes for contract renewal comparison; Rob/Eleanor has provided existing contract and past companies for bidding. Scott has left messages for management companies and is waiting on a response.
9. **Newsletter** – Need to delete Social Committee events that have passed. Paul to convey this to KDA and have newsletter sent out.
10. **Gift deck staid suggestion** – Warner will discuss allowing other brands of stain other than Behr with the ARC Committee.

NEW BUSINESS

1. **Deck responsibility** – Lueder is suggesting the decks are the responsibility of the HOA. The HOA determined otherwise, prior to last years budget discussions. Until the Board receives further clarification, we will let the current decision stand and require individuals provide their own maintenance to the decks.
2. **3701 Portland wrong paint color** – Jessica reviewed during drive-thru. If the color is incorrect, necessary actions will be taken.
3. **Skip Trace** – Current resident substantially past due can not be located. Lueder suggested conducting a skip trace. Board will request, from Lueder, a success rate for skip tracing prior to making a decision
4. **New Operating System for GW** – No discussion. GW is switching to a new Operating System. New payment information was sent to all homeowners in the 2009 Budget mailing.
5. **Require ARC approval for paint color** –
 - a. Jessica says the documents state that “any proposed work shall be in the form required by the reviewer.” In other words, permission is needed even for the same color.
 - b. Request for a shorter timeframe for turnaround on painting houses. Warner will discuss with the ARC, proposing a 7 day turnaround for same paint color requests.
6. **CBS Block Party TV Show** – Received a flyer to participate in a reality show. Will look into this further.

TABLED BUSINESS

1. **Open Project List**- Did not have time to discuss.

EXECUTIVE SESSION- N/A

AJOURN

The meeting was adjourned at 3:00 P.M. (Rob, Scott)