

SHADOWBROOK AT TOWN CENTER COMMUNITY ASSOCIATION, INC.

MEETING OF THE BOARD MINUTES

MONDAY, FEBRUARY 9, 2009

APPROVED ON MAY 19, 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 February 9, 2009 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 7:00 p.m.

HOMEOWNER/GUEST FORUM

None

SECRETARY'S REPORT – SCOTT WINDISH

1. The minutes for November 22, 2008 were approved (Scott, Paul), unanimous.
2. Filing Detention Pond letter from City of Suwanee

PRESIDENT'S REPORT – ROB ROHLOFF

1. Review upcoming dates
 - 2/09 (today)-Q1 Regular Meeting 2
 - 2/09- POA/Leasing Amendment Informational Meeting (need date)
 - 3/17- Q1 Town Hall Meeting
 - Suggests meetings be the 3rd Tuesday of the month
 - Rob to confirm Dan Foster and Jeanne Rispin from City Council as special guests
 - Invite PACT officer-Warner
 - Invite Jessica from GW- Rob
 - 4/21- Q2 Regular Meeting 1

TREASURER'S REPORT – ELEANOR LOVE

Reviewed December 2008 and January 2009 financials (January below)

- The January 31, 2009 financial report lists income for the month at \$17,908 from assessments. There is \$15,455.90 in the cash operation account and regular deposits were added to the common and townhome reserve accounts. Total funds outstanding are \$51,385.00. There were no re-sales reported.
- New system (CINC) is up and running

COMMITTEE REPORTS – WARNER COFFMAN

1. ARC – BOD was asked to vote on a solar uplift modification (Paul, Rob) unanimous with some limitations. Discussed unit address number consistency on townhomes and addition of numbers on back of Single Family Homes.
2. Communications Committee – This committee is still being formed. Warner will continue searching for prospects.
3. Social Committee –No report
4. Community Advisory Committee- No report

UNFINISHED BUSINESS

1. **POA/Leasing Amendment** – Discussed holding the community information session in March and having Brendan (Lueder Law Firm) and Jessica (GW) present. Rob will work on writing the letter to the community addressing the POA & Lease amendments, being clear on options.
2. **Uplights** – All light are working. Need to determine future light maintenance.
3. **Detention pond cleanup** –Official letter was received from City of Suwanee, which is being filed with the BOD Secretary. Clean-up is in process and making great progress.
4. **Evaluate Management Company** – Ongoing review of vendor to manage expenses. Reviewed quotes for 3 companies. Information only, no determination made on moving toward a new company.
5. **Newsletter** – Paul is accumulating articles to send to KDA
6. **Open Project List** – Deferred due to time
7. **Column Caps**- Deferred discussion.
8. **Peeling paint on townhomes and arbors** – Deferred until Spring. Need to address action plan for scheduling townhome and arbor paint maintenance.
9. **Drainage Issue** – Several Townhome owners are experiencing foundation leak issues..
10. **Collection Process** – Discussed Lueder's fees, i.e when charged, collected, etc. Cost went up to \$90 per account.
11. **Website**- Needs to be updated and kept current

NEW BUSINESS

1. **Stain Color** – Allowed color and brand are not discontinued.
2. **Fines and Regulations**– Paul is working with Jessica (GW) on examples from other communities.
3. **Gutter Issues** – Fallen gutters have been replaced
4. **Pine straw** – Complete

EXECUTIVE SESSION

AJOURN

The meeting was adjourned at 8:50 P.M. (Rob, Warner)

