

Apalachee Heritage Home Owners Association 2011 Annual Meeting

MINUTES OF MEETING

Date: March 9, 2011 **Time:** 7 pm to 8:45 pm

Location: Dacula High School, 123 Broad St., Dacula, GA 30019

Attendees: All of the HOA board members (John Hembree - President, Gary Gravlin - Treasurer, Hugh Crossman – Secretary) , Darren Thurmond of Atlanta Community Services, Rusty Oliver of KDA Communications and 52 Apalachee Heritage homeowners representing 38 properties as per the sign-in sheets.

Agenda: The purpose of this meeting was to serve as our annual HOA meeting as required in our bylaws. (The full agenda is attached as Addendum A below)

1. Meeting was called to order at 7:09 pm by John Hembree.

Homeowners in attendance who volunteer to serve on various committees that serve our HOA were introduced and thanked for their efforts – most notably the social committee and the ARC. Others are encouraged to volunteer as there continues to be a great need in these areas or to help out with the newsletter preparation, landscaping, website or pool. Please submit the Volunteer/Board Application Form which is on the sign in table or available on our website.

2. Rusty Oliver of KDA Communications spoke about our newsletter.

What KDA does and some of the service it offers such as the quarterly newsletter and production of an annual neighborhood directory. KDA does this for many other communities in our area.

Both are free of charge to the HOA and are supported entirely by advertising revenue. HOA members are invited to advertise in the newsletter and discounts are extended for that or for referrals.

HOA members wishing to have articles included in the newsletter are encouraged to submit them to the board or to KDA.

All are invited to email him with questions, etc. at rusty@kda-communications.com

3. Gary Gravlin gave the treasurer's report.

In 2010, using round numbers, total revenue was \$174,000 and total expenditures were approximately \$147,000 resulting in a surplus of \$27,000.

In 2011 budget we have increased our anticipated revenue to \$191,000 due to increased efforts to collect past due accounts from previous years and non-payment accounts in the current year. Our expenses that we have budgeted for in 2011 are approximately \$149,000. This would result in a surplus to be transferred to our capital reserves account of \$42,000 at the end of 2011 if our expenses remain as budgeted and our collections are at 100% of anticipations.

At the beginning of 2010 our capital reserves were very low – essentially zero – due to too many past due accounts that were not collected and some large expenditures. However, at the end of 2010 we were able to start rebuilding our reserve. When the current board took office the total of uncollected past due balances was around \$100,000.

We will need to do a "Reserve Study" this year to determine what are our community's upcoming needs which will determine what our cash reserve should be in order to be able to operate on a fiscally sound basis and to avoid any special assessments should a large repair or maintenance issue arise. The Reserve Study will help us to predetermine what these needs may be as far as that is possible although it is a fact of life that some expenses will still come up at random that cannot be foreseen such as our pool repair in the summer of 2009 which exceeded \$30,000.

We have extensive past due accounts and some accounts that have been in arrears for many years. There are 4 accounts alone that total over \$10,000 in past due balances. We must be more aggressive in our efforts to collect

these as it is not fair for most homeowners to pay their dues while others simply do not. We have established procedures with ACS to go about this and we are now actively pursuing these past due balances.

4. Darren Thurmond of Atlanta Community Services spoke about ACS's property inspections, covenant enforcement and dues collection policies.

The letters that go out from ACS concerning monthly property inspections and covenant enforcement are a necessary evil. It must be done to keep the neighborhood looking good and to keep property values up.

When questioned by a homeowner about whether the amount of dues that we pay is excessive, Darren stated that if anything our dues are a little bit on the low side of what would be considered average for other neighborhoods comparable to ours. He stated that your dues are as important as your mortgage payment because the dues work to maintain the pool, tennis courts, landscaping in common areas, signage, and so forth. In doing so it maintains or enhances property values.

ACS works as the arms and legs of the HOA's board of directors. Drive through inspections are done once a month and then standard letters are sent out as a result of the inspection report. A resident asked who actually performs the drive through inspections. Darren responded that either he or another employee in his office does it.

Homeowners should always check the covenants and ARC standards before doing any exterior change. It is always a good idea to submit the form to the ARC prior to doing any exterior change just to be safe.

We will be sending out demand letters this month for any current year dues that have not yet been paid. Any accounts that are more than 2 years past due will be proceeding to the legal phase of collection.

5. Hugh Crossman gave a report on projects that have been completed during the last 10 months, an update on our bylaws amendment proposal and some recent disturbing incidents in our community. (See Addendum B below for project list)

Our proposed amendment to our bylaws to change the number of board members from the current number of 3 to 5 now has 143 yes votes and zero no votes. That means we are still in need of approximately 95 yes votes to pass it. Each eligible lot owner can cast a single vote. Only homeowners that are currently in good standing are eligible to vote so that number is about 355 which is 85% of the 418 homes. To amend our bylaws we must have 2/3 voting yes on the amendment. That means we need 67% of 355 to pass the amendment or 238 yes votes. There is no expense involved with increasing the number of board members but we would derive several benefits from this change. Most notably to spread the work out to more people since 3 is too few to shoulder the burden required in a neighborhood of this size. It would also serve to improve continuity as the board changes due to elections or retirements from the board.

The project list was reviewed hitting some of the high points such as the detention pond repair of last year, changes in our management company from AMG to ACS and our pool company to AMS Pools. The new website at www.apalacheeheritage.com was also addressed and residents were encouraged to visit the website for documents, to keep updated and aware of events, and other helpful info.

The second section of planned and proposed projects was discussed. Homeowners were encouraged to join the community email distribution list if they have not already done so by emailing their email address along with their street address to: webmaster@apalcheeheritage.com. There are many benefits from having an email list that is as complete as possible and allows us to communicate quickly and efficiently to the entire neighborhood.

There have been recent acts of vandalism including shooting out windows with a BB gun of at least 2 homes along Chadmon Court Trace, 2 windows and some flood lights at the pool house, and 4 tempered glass lenses from the tennis court lights. These lenses alone will cost us \$1,000 to replace. Three police reports are now on file for these incidents and the perpetrators have been caught. It is very possible that more damage exists and homeowners are encouraged to check their homes, particularly their windows and especially the back side along the even numbered side of Chadmon. Both residences that sustained damage are located there. In addition, there has been quite a bit of drug paraphernalia discovered in our pool and tennis court parking areas as well as along our hiking trails. There was a fire started along the "red" hiking trail near where it starts at Gran Heritage and where drug activity has been observed. Police have been notified and are stepping up their presence in our

neighborhood but we all need to be involved and be more observant of what is going on around us. Do not hesitate to call the police if you see questionable activity especially in any of these areas at 770-513-5000 (non emergency) or, of course, 911 in an emergency.

6. John Hembree gave a follow-up on the recent incidents and some announcements.

The GCPD has been notified of the vandalism and drug activity and is stepping up patrols in our neighborhood to at least three times per day and whenever they are in the area and not otherwise dispatched. Several community response officers have been in contact as a result of these reports. They will also begin patrolling the trails on bicycles periodically.

Announcements:

- Homeowners with seniors that will graduate this spring should submit the graduate's name and the school by April 12th either by email to webmaster@apalacheeheritage.com or by mailing it to our PO Box 1884 in Dacula.
- The Easter Egg Hunt will be Saturday, April 16th at the pool area at 4 pm.
- Our spring community yard sale will be the weekend of April 29th – May 1st.
- The pool will open on Saturday, May 21st.
- Our July 4th parade will be Saturday, July 2nd.

7. John Hembree asked for nominations from the floor for anyone wanting to become a candidate for the upcoming HOA Board of Directors election. There were no nominations.

8. The floor was open for questions and comments from homeowners.

Glenn Collinge asked if the date and time for the annual meeting could be announced further in advance in order to allow people to better arrange their schedule so they could attend. John Hembree answered that the effort would be made. Primarily the problem arises due to difficulties with scheduling a meeting location.

Pam Sauls stated that she would like to see if something could be done to improve our nature trails and make them safer. She would like to see if some type of mulch could be placed along the trails.

A resident directed comments at Darren saying that she would like for ACS to allow for a more realistic time window pertaining to the letters that they mail out. She stated that she had received some where several days had already transpired between the date of the letter and the date of the letter's postmark and this did not allow adequate time for the homeowner to address what was cited in the letter. Darren stated that he would discuss this with her offline but he thought it had only happened one time due to actions from ACS. It may have happened other times due to other circumstances beyond ACS's control but he would stay on top of it.

A resident complained about basketball goals and games in the street which seemed to be hazardous. Darren said that Gwinnett County Code Enforcement would be the best place to go for resolution to something like this. Another resident had a similar complaint and stated that she has had a car dented and a car window broken as a result of this. Someone in the audience responded "Where are the parents & why don't they control the kids?".

Ramona Hampton stated that she did not feel that she had received very good response from her attempts to make contact with ACS. Darren said to please email him and he will get back to her or call and either talk to him directly or leave a voice mail message.

A resident wanted to know why the basketball goal at the pool parking area was removed. John Hembree stated it was because it was always being torn up and in need of repair and that there were numerous noise complaints from the nearby residents.

Lyle Rauch stated that he will begin to monitor activity in the pool parking area and call police if necessary.

Sarah Ricker said that she would like to ask those who use the tennis courts at night to please turn off the lights when they are finished. It seems that the light timer is not working properly and she has had to go up there and turn off the lights because they have been disturbing them in their home.

A resident wanted to know from Darren what the normal course of action was when you believed that a violation letter that you received was in error and probably went to the wrong address. He stated that you just need to contact ACS and advise them of the error. If you did not hear anything back then to consider it resolved. If it is not resolved there would be a follow-up letter. No letters are sent when problems are considered to be resolved.

A resident wanted to know if the drive through inspections include problems that exist in the back yards. Darren stated that they can only address what is observable from the street. She further stated that there seems to be drainage problems which is causing her lot to become flooded with rain water from her neighbors yard which includes a very large rock in the back that she feels Ryland should have removed.

A resident wanted to know what is being done concerning the storage shed on Gran Heritage that is not in compliance with the ARC Standards. Darren said that he could not discuss the details but there is an ongoing case with it and that it was being handled aggressively.

A resident stated that there was too much trash in the lower detention pond on Heritage Oaks Circle and wanted to know what could be done about it.

A resident wanted to know what can be done to get dog owners to cleanup after their dogs when they walk them. It will be mentioned in the next newsletter and residents will be reminded that it is their responsibility to cleanup after their pets.

A resident wanted to know if garage doors were still only allowed to be painted white. John Hembree responded that they could be painted colors other than white now.

Becky Hembree made an appeal for some residents to please volunteer to help out with the newsletter as it is very time consuming and John Hembree has been doing it by himself for quite some time.

A resident wanted to find out why there are ATV four-wheeler tracks on the trail. Aren't they prohibited on the trail? Resident John Jones of Creekside Landscaping said that they are prohibited but that he does take his on the trail to do maintenance on the trail and those tracks were probably from him. There should not be any other motorized vehicles on the trails.

Terry Tittle stated that he would like it if we could have some sanitary stations around the neighborhood for placing dog waste in. Pam Sauls also said she thought it would help with litter if there were some trash receptacles (on the trail?).

9. Hugh Crossman wished to have it clarified to everyone who the only candidates were that had applied to run for the board since no nominations had come forward as a result of this meeting. John Hembree identified the candidates as those currently serving on the board – himself, Gary Gravlin and Hugh Crossman. Hugh Crossman said that it needed to be stated for the record that at the close of this meeting the election for the board would essentially be over since there were only 3 candidates for the 3 seats on the board. No ballots would be mailed out because the election results were pre-determined and the existing board would be re-elected by virtue of that fact.

10. John Hembree asked if anyone had any further business to bring up. There was none. He motioned that the meeting be adjourned and it was promptly seconded by numerous attendees. The meeting was adjourned at approximately 8:45 pm. No future meeting was scheduled at this time.

Action items resulting from this meeting:

No	Assigned to	Details
1	Board	Follow-up with GCPD on incidents of vandalism and drug abuse
2	All residents	Be observant & maintain vigilance - call GCPD when something does not look right
3	Board	Improve timeliness of general meeting announcement and scheduling
4	Board	Look into possibility of mulching hiking trails
5	Darren/ACS	Watch time window to allow for enough time for corrective action on letters
6	All residents	Turn off lights at the tennis court at night when finished playing
7	Board	Look into trash removal from detention ponds
8	Board	Advise dog owners it is their responsibility to cleanup after their pet
9	All dog owners	Pickup after your dog, remove waste and take home with you
10	Board	Look into placing sanitary/trash stations around the neighborhood and trails

Minutes prepared and submitted by Hugh Crossman – Apalachee Heritage HOA Secretary

2011 Apalachee Heritage HOA Annual Meeting Agenda

- John Hembree-Welcome and Introductions
 - Rusty Oliver—Newsletter
 - Gary Gravlin-Treasurer's report
- Darren Thurmond-Atlanta Community Services
Property Inspections, Covenant enforcement policy, and Assessments' policy.
- Hugh Crossman-Bylaw update and projects report
 - John Hembree-Announcements
Graduating seniors names for banners
Egg hunt on April 16th—time TBA.
Community Spring Yard sale on April 29-May 1st.
Pool opens on May 21st
4th of July parade and BBQ-July 2nd
- John Hembree-Introduction of board candidates
- John Hembree-General HOA questions.
- Adjournment

Addendum B

Apalachee Heritage HOA Projects for 2010 - 2011

	PROJECT	STATUS	COST
	Completed projects		
1	Repair of Heritage Oaks Circle detention pond	complete 6/11/10	\$13,500
2	Develop, register & publish new community web site	complete 6/14/10	\$30 + \$8/month
3	Improve landscaping at pool entrance	complete 6/21/10	\$754
4	Replace pool pump & motor (emergency repair)	complete 6/24/10	\$1250
5	Paint all neighborhood signs & parking pads & pressure wash composite pool deck area	complete 6/10/10	\$1,100
6	Move HVAC duct from pump room to lifeguard room	complete 6/28/10	\$0 - Hugh C.
7	Replace all burned out lighting at pool	complete 6/28/10	\$32 - "
8	Change management company from AMG to ACS	complete 7/1/10	\$0
9	Post tennis court sign with rules for use of the courts	complete 8/6/10	\$128
10	Fix missing pool border tiles & crack	complete 8/4/10	\$0
11	Repair broken curbing on Stockbridge Way	complete 8/1/10	\$0 - county
12	Repair/replace/repaint trailhead markers	complete 8/1/10	\$0 - John H.
13	Fix base of columns at pool entrance & inside & paint	complete	\$480
14	Change pool company to AMS Pools	complete 9/11	\$5,600 saved
15	Repair tennis court cork board cabinet (vandal.)	complete 3/2/11	\$58
16	Buy new Christmas entrance décor from Illuminating Designs - includes install, take down, & storage	complete 11/25/10	\$1,475
17	Replace all 3 trailhead signs and stain wood frames	complete 3/6/11	\$513
18	new roll-dry refill cartridge for tennis courts	complete 2/13/11	\$36
19	Replace non-working heater in tennis bathroom	complete 2/13/11	\$41
20	New net & center strap for tennis court #1 (vandal.)	complete 2/13/11	\$144
21	Add shelving for storage in tennis building closet	complete 2/25/11	\$0 - Hugh C.
	Planned/Pending projects		
1	Develop community email list	in progress	\$0
2	Pass bylaws amendment to increase board to 5	in progress	\$0
3	Video security system for tennis area	in progress	~\$400 to \$500
4	Repair 4 shot out tennis court light lenses (vandal.)	in progress	\$1,000
5	Repair 2 shot out windows in pool building (vandal.)	in progress	~\$700
6	Install backflow preventer - tennis court bathroom	in progress	\$760
7	Repair inoperative underwater pool lights	spring 2011	\$500 to \$3000
8	Add landscaping around upper detention pond on Heritage Oaks Circle	in progress	\$875+
9	Resurface tennis courts	near future	\$5k - \$7,500
10	Paint pool house & deck area	future	\$1,400
11	Consider converting pool to salt water system	future - 2011?	~\$5,000
12	Resolve vacant lot eyesore on Kachina Tr. cul-de-sac	future	unknown
13	Improve landscaping at Dacula Rd. entrance	2011?	unknown
14	Reserve study	2011	~\$3,000
15	Engineering infrastructure study including pool	future	unknown
16	Replace aging pool furniture	future	unknown