



# Mirror Lake

*A lake and golf community*

## MLCA Board of Directors Meeting

June 15, 2021  
6:00 pm

# Robert's Rules of Order

(Current Edition,  
Sept. 2020)

Dr. Su vess Ricks is now our Parliamentarian and will ensure are meetings are effective and we comply with Roberts Rules.

## Zoom Protocols:

- 5 Minute technical startup
- Do not multi-task
- Microphone on mute when not speaking
- Limit use of Chat for side conversations
- Commit to civility and respect
- Wave hand or use virtual hand to ask questions
- Note:
  - Roberts Rules restrict speaking to twice on any debatable motion
  - Only board members may speak, except if meeting open for Public Comments

# Roll Call

| Neighborhood       | Member            |
|--------------------|-------------------|
| Beacon Village     | Margaret Garland  |
| Between the Greens | Peggy Hilton      |
| Bridgewater        | Ken Willis        |
| Carrington         | Carey McBride     |
| Chestnut Creek     | Derrick Perdue    |
| Chipping Court     |                   |
| Club Pointe        | Kay Smith         |
| Enclave            | Sucess Ricks      |
| Fairway Seven      | Rodney Alston     |
| Gateway            | W. Vernon Reedy   |
| Gold Creek         | Levorsey Scott    |
| Golfers Way        | Tom Flowers       |
| Harmon Springs     | Melissa Frederick |
| Magnolia           |                   |
| Northwoods         | Tyler Barr        |
| Overlook           | Richard Glass     |
| Park Place         | Polly Oliver      |
| Parkview           | Warren Scandrick  |
| Reflections        | Ken Johns         |
| Somersport         | Carmen Williams   |
| South Harbour      | Oliver Clifton    |
| Southwoods         | Fred Molnar       |
| Spyglass           | Judy Whitley      |
| Stillwater         | Mike McCrary      |
| Watermist          | DeAngela Dothard  |
| Woodcliff          | Carolyn Nelson    |
| At Large           | Sherri Kelley     |

# Adoption of the Agenda

## MLCA Board of Directors Meeting Agenda

June 15, 2021, 6:00 pm

### Prior to Call to Order

- Robert's Rules of Order

### Agenda

**Call to Order** (President Polly Oliver) 5 min

**Roll Call** (Secretary Dee Dothard) 5 min

**Adoption of the Agenda** (Secretary Dee Dothard) 5 min

**Approval of Minutes** (Secretary Dee Dothard) 5 min

- Board Meeting 05/18/2021

### Financial Update

- Financial Update (Treasurer Tyler Barr) 5 minutes

### Unfinished Business

- Vacant Board Positions (President Polly Oliver) 5 minutes
- MLCA Committee Updates (20 minutes)
  - Lake Committee (Chair Derrick Perdue)
  - HOA Management Committee (Vice President Ken Willis)

### New Business

- Partnering with City of Villa Rica (President Polly Oliver) 10 minutes
- Motion from Executive Committee

**Public Comments** (limited to 3 minutes per speaker)

### Adjournment

# Approval of the Minutes

## Minutes

May 18, 2021, 6:00 pm  
Regular Meeting of the MLCA Board of Directors  
Location: Zoom

**President-** Polly Oliver  
**Vice President-** Ken Willis  
**Treasurer-** Tyler Barr  
**Secretary-** Dee Dothard

### Call to Order

President Polly Oliver called the meeting to order at 6:05 pm, reminding participants of Virtual Meeting Protocols from Robert's Rules of Order, current edition, v.11

### Attendance

**Present:** Margaret Garland, Derrick Perdue, Suveess Ricks, Tom Flowers, Melissa Frederick, Richard Glass, Polly Oliver, Ken Johns, Thomas Clifton, Judy Whitley, Mike McCrary, Carolyn Nelson, Sheri Kelley, Rodney Alston, Peggy Hilton, Carey McBride, Ken Willis, Vernon Reedy, Dee Dothard, Kay Smith

**Absent:** Fred Molnar, Tyler Barr, Ed Buhler, Carmen Williams, Warren Scandrick

### Agenda and Minutes Adoption

The agenda was adopted by the board by common consent.  
The minutes were approved by the board by common consent.

### Financial Update

Vice President Ken Willis provided the financial update in the absence of Treasurer Tyler Barr. An addendum to the financial update will be provided. Update as of April 30, 2021 is Wells Fargo (operating account) balance is \$485,187.77. BB&T (reserve money market) \$194,018.59. Signature Bank (reserve CD) \$215,792.52 and total cash on hand is \$894,998.88. The YTD HOA Dues revenue collected as of May 17, 2021 are \$528,549.77 (roughly 85% of total expected). The YTD Actual Expense as of April 30, 2021 is \$79,427.18 (roughly 60% below expectations assuming even monthly spend).

### Unfinished Business

**Vacant Board Positions-** President Polly Oliver gave an update of the vacant positions for Chipping Court (as of 4/20/21), Club Pointe, and Gold Creek. Stephen Adams resigned as board member for Magnolia on 5/18/2021. Recommendations for Kay Smith (Club Pointe) and Levorse Scott (Gold Creek) were voted on and accepted by common consent from the board. The board is currently searching for replacements for Magnolia and Chipping Court.

### MLCA Committee Updates

**Grounds Committee** - President Polly Oliver and Vice Chair Marshall Smith gave an update on the Grounds Committee. Warren Scandrick is transitioning out of the position as Chair of the Grounds

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# Financial Update

# Financial Update

## Treasurer's Report (Ten Minutes)

Treasurer Tyler Barr

- Operating funds transferred to Mirror Lake/Premier Assn Mgmt
- Will handle Accounts Receivables and Payables
- Regular monthly reporting available next month

# Unfinished Business



# Vacant Board Positions

## **Currently two open Board positions**

- Board Members are needed for Chipping Court & Magnolia
- Covenants state that Board will backfill open positions
- Interested residents should submit short bio outlining interest

# MLCA Committee Updates (30 Min)

- **Lake Committee – Update (Derrick Perdue)**
- **HOA Management Committee – Premier Association Management Update (Ken Willis)**

# Premier Association Management, Inc.

## ➤ Look for announcement letter & details in your mailbox

- Premier Office 9:00-5:00 Monday – Friday, with Emergency Contact 24/7
- On site (MLCA Office) Monday – Thursday, 9:00 – 12:30, Available in Douglasville office remainder of week
- Oversight and administration of day-to-day operations
- Quick turnaround for refinance and closing letters, etc. via HomeWise
- Website update underway to enable resident's access for general information, amenity sign-up, community events, on-line payment of HOA dues, ability to download individual statements, streamline ARC requests, new homeowner information, legal documentation, community calendars, etc.
- Strict covenant enforcement with prompt follow-up (violation pictured on notice & fines/liens for non-compliance), in marked vehicles

# Sample Violation Notice

Chapel Hills Community Association, Inc.  
PO Box 1892  
Douglasville, GA 30133  
(770) 949-6536 | mporter@premierassociationmanagement.com



March 14, 2018

John Smith  
123 Apple Street  
Douglasville, GA 30135

Re: 123 Apple Street

## **Friendly Reminder**

As a service to the community and homeowners, we routinely inspect the homes and common elements of your neighborhood. Inspections help to maintain the overall appearance of your community and help to maintain and promote property values at optimum levels. On March 14, 2018 the following infraction was observed and stands to be in violation of the covenants and restrictions or supplement:

**Garbage Can** - please ensure garbage can, recycling bin, or debris is stored properly according to your community guidelines -

We would appreciate your cooperation in making the repairs, replacements or changes needed within 10 days of this letter. Failure to comply could result in monetary fines or other actions required to obtain compliance in this matter. If the repair, replacement, or change cannot occur within the 10 days, please communicate the estimated time of correction to your property manager.

If you feel this violation was attributed to you in error, if you need more time to correct the violation, or you are disputing the violation you must notify the association in writing within ten (10) days of this notice.

First Offense - Friendly Reminder

Second Offense - Warning of a Fine

Third Offense - \$50.00

Fourth Offense - \$50.00

Successive Offenses - \$10.00/day from previous violation

Please note that all violations are not subject to the tiered process detailed above due to infraction or safety concerns and may be escalated.

Separate from any current association website registration, if you have any questions regarding this notice, to view your account and inspection photos or to submit payment register at <https://pam.cincweb.com>. Approvals may take up to 24 hours, pending weekends and holidays.

Thank you for your cooperation in keeping Chapel Hills Community Association, Inc. beautiful!

- Notice includes photo of violation
- Date of inspection
- Enforcement policy:
  - 1<sup>st</sup> notice - 10 days to comply with covenants
  - 2<sup>nd</sup> notice – Warning of pending fine
  - 3<sup>rd</sup> offence - \$50 fine
  - 4<sup>th</sup> offence - \$50 fine
  - Successive offences - \$10/day fine

# Clubhouse Update

- Clubhouse being set up to better enable hoa business, board & committee meetings
  - One office has been converted to small conference room
  - Facility will not be rented
  - Pending development of South Harbour will increase business needs of clubhouse
- Some of existing furniture will be sold and proceeds will fund:
  - Kiosk so homeowners can electronically update information as they come into office, eliminating need for paper file retention
  - Large screen for meeting utilization
- For meetings with board members or specific office staff, management office will schedule

## Committee Charter:

The purpose of the Lake Committee is to provide oversight and improvement opportunities for Mirror Lake to include relationship management and compliance obligations imposed by the Safe Dams authority, lake use management, lake aesthetics and fisheries management.

## Objectives:

1. Ensure compliance with all GA Safe Dams Rqmts.
2. Maintain a contractual relationship with a Fishery Management Partner to ensure proper habitat composition
3. Consider options for improvement or enhancements enabling ease of lake access for homeowners.
4. Provide general oversight and recommended improvement options for all lake management practices.

## Deliverables:





1. Aqua-Doc Services Fish Population Audit – Electro-fishing inclusion
2. Safe Dam Rqmts: Seepage issue  
Provide Villa Rica City approved Engineering proposal  
Negotiate Seepage Resolution with Villa Rica
3. Safe Dam Rqmts: Vegetation around Spillway and Plunge Pool
4. Safe Dam Rqmts: 12" Grass Root: Irrigation: Tractor/Pump Servicing

## Committee Members:



- Derrick Perdue, Chair
- Ken Willis
- Greg Jones
- Richard Glass
- John Yacup
- Marshall Smith

## Projects: Status: Due Date:

As outlined within stated objectives and deliverables:

- |                                   |                                                                                     |             |
|-----------------------------------|-------------------------------------------------------------------------------------|-------------|
| 1. Aqua-Doc Electro Fishing       |  | June 2021   |
| 2. Safe Dam Rqmts: Seepage issue  |  | August 2021 |
| 3. Safe Dam Rqmts: Vegetation     |  | June 2021   |
| 4. Safe Dam Rqmts: 12" Grass Root |  | TBD         |

## Deliverable Status: Due Date:

- |                                                                   |                                                                                     |             |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|
| Aqua-Doc Electro-Fishing - Complete                               |  | June 2021   |
| Safe Dam Rqmts: Seepage                                           |  | August 2021 |
| Provide Villa Rica City approved Engineering proposal - Completed |                                                                                     |             |
| Negotiate Seepage Resolution with Villa Rica – Next steps         |                                                                                     |             |

Safe Dam Rqmts: Clear debris and Vegetation: Spillway and Plunge Pool

## Project Status Key:

- |                                                                                                        |                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|  Planned            |  At Risk                                           |
|  Discovery          |  Stopped – Need Assistance or Direction from Board |
|  Underway/on Track |                                                                                                                                       |

# New Business

# Partnering with City of Villa Rica

- New Home Construction
  - Building Requirements – In-Fill homes must match existing
  - Additional Amenities
- Somersport Detention Ponds
  - Currently privately owned
- Conners Right-of-Way – Cart Paths



# Motion from Executive Committee

## Background:

- We have held monthly Board meetings year-to-date as the new board assumed control of the Mirror Lake Community Association.
- Committees have been formed to enable work efforts between board meetings and bring recommendations to the Board for a vote.
- Premier Association Management is now responsible for day-to-day management, enabling our board to take the leadership/strategic roles as outlined in our Covenants & ByLaws.
- Written communications will be utilized to ensure critical decisions can be evaluated and approved as needed.

## Motion:

- The Executive Committee makes a motion that we move from our current monthly Board meetings to a quarterly meetings.

# Public Comments

Limit to 3 minutes per speaker

Please do not speak until you have been recognized by the Chair.

# Adjournment