

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

**MEETING OF THE BOARD MINUTES**

**MONDAY, JULY 21, 2008**

**APPROVED ON AUGUST 18, 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 July 21, 2008 at the Suwanee Public Library.

**DIRECTORS PRESENT**

Robert Rohloff, President; Eleanor Love, Treasurer; Warner Coffman, Member-at-Large

**DIRECTORS ABSENT**

Kathy Hedrick, Secretary

**MEMBERS PRESENT**

Scott Windish

**OTHER'S PRESENT**

Officer Fred Schumacher, PACT, Suwanee Police Department

**CALL TO ORDER**

The meeting was called to order by Rob Rohloff at 7:0 p.m. (Warner, Eleanor)

**HOMEOWNER/GUEST FORUM**

Scott Windish presented an update on the Community Advisory Committee. Officer Schumacher followed with information on crime analysis for June, traffic information, burglary and identity theft tips and a request for people to participate in the Citizens Police Academy. The BOD will consider some of the information for the next newsletter.

**PRESIDENT'S REPORT – ROB ROHLOFF**

Upcoming meeting dates:

- 8/18 Regular board meeting
- 9/15 Quarter 3 Town Hall meeting  
City Council attendees
- 9/29 2008 Annual Meeting  
Elections for Board of Directors

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

The June 30 financial report lists income for the month at \$28,500.99 from assessments, late fees, collection administrative fees and legal court charges. There is \$26,597.12 in the cash operation account and regular deposits were added to the common and townhome reserve accounts. Funds outstanding are \$25,587.82 of which \$17,231.50 is budgeted association fees. No resales were Reported for June and one property is in foreclosure.

## **COMMITTEE REPORTS – WARNER COFFMAN**

1. ARC  
No update
2. Communications Committee  
The summer newsletter will be delivered to residents by July 31. We would like a resident to chair this committee before the fall (October) issue.
3. Social Committee  
Two events are planned for August. A potluck dinner will be held on the greenspace behind Memphis Dr. on 8/9 and an ice cream social on the greenspace behind the new City Hall on 8/12 (rain date 8/19).

## **UNFINISHED BUSINESS**

1. Covenant violation issues – screen door on a single family home residence with no ARC request and several complaints about children's toys being left outside on a regular basis. Warner will talk with Jessica about how to proceed.
2. Dan Foster (Suwanee City Council) has requested to attend a Shadowbrook meeting and has been confirmed for the 9/15 meeting.
3. Pit bulls – a number of residents have voiced concerns about these dogs in our community, especially when unleashed. Rob will post the Gwinnett County Ordinance concerning dangerous dogs on our website. Will also include another statement about laws requiring owners to keep dogs on a leash and cleaning up after them.
4. Loose bricks – Eleanor will check with the resident who reported this and recommend how to proceed.
5. Outstanding bids
  - a. Uplights – Jessica has 2 bids and is waiting for the 3<sup>rd</sup>. Contractors seem hesitant to be involved and unwilling to offer a warranty.
  - b. Column caps – several have been vandalized by the school bus stop; we are waiting to hear from our insurance company to see if our policy covers vandalism.
  - c. Fence repair – BOD voted to accept the bid to replace the fence on Lawrenceville-Suwanee Rd. Work will begin in August and will be paid from common reserve account.
  - d. Tree replacement – will take place in fall per recommendation from landscaper.
  - e. Detention pond cleanup – BOD voted to accept bid from Naturescapes.
  - f. Iron railings – BOD voted to accept bid from Southern Perfection Painting to prime and paint townhome railings.
6. Status of ARC guidelines – Jessica has requested further clarification from Lueder but has not heard back. Warner will follow up.
7. Maintenance letter for homeowners – will be drafted by Rob
8. Paint colors for single family homes – a representative from Bowen has agreed to visit the

property to design a new schematic and will get this information to Kathy.

9. Changes to covenants – POA, controls on spending reserves, yearly assessment increases
10. Leasing agreements – need to revisit this. Are there additional collection options (civil suits foreclosures) to consider? Rob will schedule time with Lueder.
11. Broken water meter lids – broken irrigation/water meter lids are an ongoing problem and responsibility seems to be an ongoing question. The county will replace broken water meter lids and residents need to contact Jessica for those situations. Irrigation lids should be maintained locally.
12. Broken curbs – the streets are maintained by the city/county but curbing is a local issue.

### **NEW BUSINESS**

1. Seasonal color – should we consider something more permanent at the entrance to Shadowbrook instead of replacing flowers seasonally?

### **TABLED BUSINESS**

1. HOA documents/initiation fee for new residents – getting this information to new residents is not taking place and a process needs to be in place.
2. Future board elections – possibility of having nominations prior to election night. Kathy has checked with Jessica and we can accept nominations on 9/15 and hold the election on 9/29. Per the documents, residents must be notified of the annual meeting no more than 50 days and no less than 10 days before the meeting date.
3. Replace the VP position – term will expire at September election so will wait for homeowners to elect a new member.
4. Property modification form on the website
5. Managing landlords/tenants – we need to be sure all renters have copies of the covenants and by-laws. Also need to have landlords send agreements to the Board to file with the management company.

### **ADJOURNMENT**

The meeting was adjourned at 8:50 p.m. (Rob, Warner)