

## Shadowbrook at Town Center Community Association

Meeting Minutes  
February 24, 2011

### Opening:

The Town Hall meeting of the Shadowbrook at Town Center Community Association was called to order at 7:00pm on February 24, 2011 in the Suwanee City Hall by Ryan Thaxton.

### Directors Present:

Ryan Thaxton, President

Chuck Edwards, Vice President

Jeff Koontz, Treasurer

### Others Present:

Scott Windish

#### A. Approval of Agenda

The agenda was unanimously approved as distributed.

#### B. Financial Report

##### Financial Recap-Cash Position

|                |                           |                    |
|----------------|---------------------------|--------------------|
| February 2011- | Operating account:        | \$34,270.05        |
|                | Reserve accounts: common- | \$32,231.83        |
|                | Townhome-                 | <u>\$61,913.01</u> |
|                | Total Funds:              | \$128,414.89       |

##### Accounts Receivable

February 2011 – \$35,113.59

30 accounts outstanding, 13 greater than \$1000

#### C. Open Issues

**Painting of Townhomes:** a motion was unanimously passed to negotiate quote for townhome painting. A total of 5 quotes/bids were reviewed. The list was narrowed down to 3 quotes/bids.

**POA:** It was determined that approximately 10 additional signatures were needed to obtain the POA for the community. Obtaining the necessary signatures will help to streamline efforts to collect past due homeowner fees.

**Drainage issue in the upper green space:** A motion was passed to pursue a quote to fix the drainage in the upper green space common area.

**Adjournment:**

Meeting was adjourned at 8:15 by Ryan Thaxton.

Minutes submitted by: Jeff Koontz

**Approved by:**

Ryan Thaxton

Jeff Koontz

Chuck Edwards