

Austin Lake Homeowners Association Monthly Meeting Minutes

October 2, 2019

Officers in Attendance:

President:	Susan Smith
Secretary:	Kelly Layfield
Architecture:	Steve Stoichev
Treasurer:	Ruth Zimmerman
Vice President:	Missy Baisden
Social Committee:	Lia Williams
Grounds & Maintenance:	Leanne Allen

I. Call to Order

II. Welcome

III. Minutes from September 2019 Board meeting were approved

IV. Board Member Reports:

President's Report:

- The Board discussed dates for the annual meeting and the progressive dinner:
 - Annual Meeting December 3, 2019 (notice package must go out no later than 11/12)
 - Progressive Dinner December 7, 2019
- The Board discussed plans for the annual meeting, including a visual presentation of accomplishments for the year.
- Susan presented for the Board's review and discussion of a comparison of actual improvements/maintenance performed in the common areas from 1999 to present against to existing reserve study which details advisable improvements/maintenance which should have been performed. The comparison is clear that several items that should have been performed through the years were deferred and have not been addressed.
- The Sterigenics plant has closed.
- Susan mentioned that the Board maintains a number of different versions of contact lists. The Board will include a space on the proxy form for the annual meeting to allow members to update their contact information.
- The Board discussed that the By-Laws clearly prohibit paying or otherwise offering financial incentives for Board participation.

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- Susan pointed out that the Declaration with amendments and By-laws are available for review by all members on the Association website.
- Susan mentioned the misconception that the neighborhood perimeter fence is an HOA responsibility (perhaps derived from initial salesperson and/or developer oral representations). In actuality, the perimeter fence maintenance obligation is not in writing, and upkeep of the fence is an individual homeowner responsibility.
- Estee Lassiter is contacting interested parties to assemble a slate of officers for 2020.

TREASURER:

Current Account Balances:

Operating:	\$40,000
Community Development Fund:	\$ 9,400
Reserve Fund:	<u>\$14,231</u>
	\$63,808

- One homeowner paid the balance of their 2019 assessment.
- The Board discussed the two liens which were recorded against homeowners who have not paid 2019 assessments. Neither homeowner has responded.
- Ruth said there were very few out-of-the-ordinary expenses last month, aside from a replacement DVR for recording security camera footage.
- Ruth analyzed expenses for the last quarter of 2018:
 - \$ 3,065 October
 - \$ 9,386 November (including clubhouse renovation expenses)
 - \$11,141 December (including progressive dinner expenses)

Ruth asked a question about funds moved to the community development fund in 2018.

CLUBHOUSE:

- Missy mentioned one upcoming Clubhouse rental on 10/20/19.
- Missy purchased additional cleaning and bathroom supplies for the Clubhouse.
- Missy mentioned that Clubhouse renters are also responsible for cleaning bathrooms.

GROUNDS AND MAINTENANCE:

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- The Board received a \$1,600 quote for tennis court pressure washing which included filling in cracks at no charge. A discussion followed concerning the best time to pressure wash the courts, considering falling leaf debris which will stain the courts. The Board decided to wait until the end of January to tackle this project, and to pressure wash them every two years thereafter.
- Leanne is considering switching landscaping companies. Gibbs is the current provider. Georgia Landscape is roughly \$600 a year less. The Board elected to postpone the seasonal landscape at the entrance until the change occurs.
- Ruth discussed changing the cleaning schedule in the Clubhouse since it is used less in Fall and Winter.
- Ruth mentioned the need to clean the Clubhouse windows.
- The Board was surprised and pleased that NO umbrellas had to be replaced this summer season, likely as a result of the late evening inspection system Leanne instituted.
- The pool company will examine the pool for broken/missing tiles after the pool closes next week. The depth must also be etched into the concrete surround in order to meet Cobb County requirements.
- The Board discussed pressure washing the brick columns at the neighborhood entrance.
- Teo's Landscaping quoted \$2,200 to install catch basins and drains to prevent mud overflow onto the pool deck and playground area and to install river rock to help direct the water flow.
- Leanne changed the code to the Clubhouse front door lock.
- Steve suggested that trim be added to the top of the clubhouse windows next year. A sample was installed temporarily when the clubhouse was painted earlier this year, and the Board generally liked the look but did not want to spend the money at the time.

ARCHITECTURE:

- 2239 Austin Lake paved most of his backyard and is not yet in compliance with the plan he submitted for approval. The plan calls for the shed to be screened or moved, which has not happened yet.

SOCIAL:

- Missy is considering hosting a neighborhood happy hour in October.

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- The Board will host a Halloween children's party and parade at 5:30 at the Clubhouse. Refreshments will be served (pizza, juice boxes and water).
- The date for the anticipated fishing rodeo is undetermined.
- The Progressive Dinner is planned for Saturday, December 7th. The menu will be heavy appetizers and dessert.
- The Board will plan to hang Christmas decorations at the Clubhouse following the November Board meeting.
- The Board discussed whether to host a children's Christmas party.

Next meeting board meeting will be November 5, 2019 at 7:00 pm.

VI. Meeting adjourned.