

APALACHEE PLANTATION 2017 HOA MEETING MINUTES

April 11, 2017; 6:30 pm
Ft. Daniel Elementary School

Call to Order and Welcome

Introduction and Opening Remarks

The general health of the community is good and stable. The real estate market in our area seems to be improving. To date, 185 homes have paid their 2017 dues. We cannot meet our operating expenses without funds!

Attending: Six homeowners and Helen Johnson with SMGmanagement of Atlanta LLC.

Since there were not enough attendees to elect a Board, the following homeowners volunteered to serve for 2017/2018:

| | |
|----------------|---------------------|
| Mike Fry | President |
| Joseph Rotella | Vice President |
| Kim Vogel | Secretary/Treasurer |
| Edna Guinn | Landscape Committee |

Accomplished in 2016:

- a. Replaced retention pond fence on Fort Shawnee Trail
- b. Requested a Speed bump study by Gwinnett County transportation department; study results should be received by 2nd week in May
- c. Continued to remove fallen trees from the common area
- d. Continued update to website.
- e. Continued enforcement of the Covenants, particularly as they pertain to parking. It takes all of us to monitor and help with this to keep our streets safe for our children and our neighbors.

Any items you feel should come to the Board's attention, please do not hesitate to contact Helen via email at helen@smgmt.com.

Open Discussion

1. Would like seasonal color at entrance. Discussed lack of irrigation to support plantings. Board will look at alternatives.
2. Question about ratio of renters to homeowners. CCRs does not require monitoring of rentals so no definitive figures. Based on off-site addresses, there are approximately 75 rentals within Apalachee Plantation.
3. Concern about trash on street leading into homes; Landscape Company removes on their scheduled day every two weeks.

Covenant Restrictions:

1. Primary violation of covenant restriction is street parking. Article 6.15 of the Covenants states that vehicles owner or used by Owners or Occupants of a Residence shall be parked only in a garage or on the driveway serving the

residence, and **shall not [park] on the streets of the Development**. All vehicles parked outside of a garage must be properly licensed and in working order, and no vehicle maintenance may be conducted outside of a garage. Cars cannot block access to their neighbor's driveway or mailbox. These are public streets and the HOA cannot tow cars that park on the street, but they can report to 911 cars parked in a manner that impedes the flow of traffic.

2. Mailboxes without house numbers or posts that are falling down. Board agreed to send notice to homeowners to either repair or replace or pay a fine (\$50).
3. Under the current covenants, homeowners must ask permission before making any changes/improvements (particularly fences) to their property. Send the request to Helen and she will forward a form for you to complete. There is also a form that can be completed online under HOA Forms tab at top of home page
4. Board would like to start the Yard of the Month program again. Edna Guinn volunteered to assist with this project. Monthly winners will be posted on the Home Page of the website as well as on the Yard of the Month website tab.

Financials

Presented Financials for 2016 (attached). These will also be posted on website.

Stressed need for homeowners to pay dues as soon as possible if you have not done so. There is information on the home page of the website with mailing address and links to PayPal. Board encourage everyone to take advantage of this convenient service.

Note to homeowners: **Annual assessments are always due by January 1 of each year**. They have not been increased in the last five years. Make it a practice to log onto the website for discount notices if dues are paid early.

If dues are not paid after the late notice is mailed, HOA will be forced to send notification of intent to file a lien and then file a lien against homeowner's property address if payment is not received at that point. This lien means home cannot be sold until the delinquent dues are paid. We do not want to take this step, but we need money to manage the subdivision. *We have contracted with an attorney to aid in our collection efforts.*

We are maintaining a reserve because of the potential notice from Gwinnett County of the need to clear one of our retention ponds. The last time we had to do this in 2014, the cost was \$36,000.

Open Discussion:

Website and Communication: Kathryn Dawal has done an outstanding job on the website, and we would like to have a **Communication Committee** that works with SMGmanagement and reports to the Board re newsletter and other communication needs of the neighborhood. If you would like to serve on this Committee, please contact Helen.

There being no further questions or discussion, the meeting was adjourned.

**Apalachee Plantation HOA
Profit & Loss Budget vs. Actual
January through December 2016**

| | <u>Jan - Dec 16</u> | <u>Budget 2016</u> | <u>Difference</u> |
|-------------------------|---------------------|------------------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Finance Charge | \$300.00 | | |
| HOA Dues Income | \$34,769.35 | | |
| HOA Late Fees | \$710.00 | | |
| HOA Legal Fee | \$800.00 | | |
| Total Income | <u>\$36,579.35</u> | <u>\$34,650.00</u> | <u>\$1,929.35</u> |
| Gross Profit | | | |
| Expense | | | |
| Attorney Fees | \$922.23 | \$1,000.00 | -\$77.77 |
| Early payment discount | \$870.00 | \$1,000.00 | -\$130.00 |
| Foreclosure Write Off | \$872.50 | | \$872.50 |
| Grounds Maint | \$314.00 | \$750.00 | -\$436.00 |
| Insurance Expense | \$2,032.00 | \$2,000.00 | \$32.00 |
| Landscaping | \$12,723.37 | \$13,880.00 | -\$1,156.63 |
| License | \$30.00 | \$30.00 | \$0.00 |
| Management Fee | \$6,780.00 | \$6,780.00 | \$0.00 |
| Office Supplies | \$129.62 | \$250.00 | -\$120.38 |
| PayPal fees | \$332.23 | \$350.00 | -\$17.77 |
| Postage | \$213.00 | \$250.00 | -\$37.00 |
| Professional Fee | \$401.00 | \$750.00 | -\$349.00 |
| Repairs and Maintenance | \$75.00 | \$1,250.00 | -\$1,175.00 |
| Retention Pond | \$1,800.00 | \$2,000.00 | -\$200.00 |
| Taxes - Property | \$98.82 | \$200.00 | -\$101.18 |
| Utilities- electric | \$461.00 | \$600.00 | -\$139.00 |
| Utilities- water | \$324.00 | \$350.00 | -\$26.00 |
| Website | \$333.75 | \$500.00 | -\$166.25 |
| Total Expense | <u>\$28,712.52</u> | <u>\$31,940.00</u> | <u>-\$3,227.48</u> |
| Net Ordinary Income | -\$28,712.52 | \$2,710.00 | \$5,156.83 |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | \$4.65 | | \$4.65 |
| Restitution Payment | \$56.84 | | \$56.84 |
| Total Other Income | <u>\$61.49</u> | | <u>\$61.49</u> |
| Net Other Income | <u>\$61.49</u> | | <u>\$61.49</u> |
| Net Income | <u>\$7,928.32</u> | <u>\$2,710.00</u> | <u>\$5,218.32</u> |

Apalachee Plantation HOA
Balance Sheet
As of December 31, 2016

Cash Basis

| | <u>Dec 31, 16</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BB&T | 28,949.72 |
| BB&T- Savings | 25,004.65 |
| Total Checking/Savings | <u>53,954.37</u> |
| Accounts Receivable | |
| Accounts Receivable | -927.00 |
| Total Accounts Receivable | <u>-927.00</u> |
| Total Current Assets | <u>53,027.37</u> |
| TOTAL ASSETS | <u><u>53,027.37</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Prepaid HOA dues | 17,840.00 |
| Total Other Current Liabilities | <u>17,840.00</u> |
| Total Current Liabilities | <u>17,840.00</u> |
| Total Liabilities | 17,840.00 |
| Equity | |
| Retained Earnings | 27,259.05 |
| Net Income | 7,928.32 |
| Total Equity | <u>35,187.37</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>53,027.37</u></u> |