



Homeowners Association, Inc. • 2035 Harperfield Terrace • Bogart, GA 30622

Special Member Meeting Minutes	
Date:	Monday, April 26, 2017 – 6:30pm
Location:	Harperfield Pool Deck
Board Member Attendance:	Brian Prell (President) Tara Adkission (Treasurer) Kayla Hoorelbeke (Secretary)
Homeowner Attendance:	28 in physical attendance 7 participated via absentee ballot
Quorum:	35 total towards quorum / ballots completed = 83% participation rate (67% in person)
Note Taker:	Kayla Hoorelbeke (Secretary)

Agenda Items

Meeting called to order by Kayla Hoorelbeke (Secretary) at 6:37pm.

1. Call to Order – attendance taken by lot number; quorum met; results listed above
2. Approval of Minutes – N/A
3. Collect Ballots / Answer Specific Questions on Ballot Items – recognized Bylaws Committee, addressed main goals, discussed specific questions submitted by homeowners
 - a. Late Fee & Grace Period – reasoning for 15 day grace period is so HOA does not encounter cash flow problems since due date has already been moved back to March each year, and the option for installments has been provided; clarified that \$50.00 late fee is per payment due (if you choose installments)
 - b. Fencing – clarified that per current Covenants, privacy fencing is not allowed, there was prior exception made by Dickens Builders for Lot 1; will leave as-is for now or propose minor changes and table any major changes for a future vote depending on situations that occur with land surrounding neighborhood, etc.
 - c. Parking – suggestions made or concerns expressed for revising:
 - i. Change time length to 72 hours for certain types of vehicles; note it applies to a consecutive time length
 - ii. Penalty could be assessing a fine, not removal / towing
 - iii. Allow option to get board permission for special circumstances
 - iv. Add some type of warning period?
 - d. Window Treatments – suggestions made or concerns expressed for revising:
 - i. Specify it applies to windows that can be seen from the street
 - ii. May need to handle more general items first such as no foil, no flags hanging as window treatments, etc.
 - iii. Specify that bare windows are acceptable and fulfill “neutral” requirement
 - iv. Neutral requirement can be fulfilled by adding blinds or shutters to a window, applying backing to curtains, or simply hanging a second set of curtains behind the interior treatment

- e. Exterior Lighting – suggestions made or concerns expressed for revising:
 - i. Change wording of “subject to approval by ARC”; it is not intended for all exterior lighting decisions to be cleared or approved
 - ii. Use definition “outside normal range of what’s acceptable” to clarify, but allowing for exceptions for certain holidays, seasonal etc.
 - iii. Landscape lighting is allowed so long as it is not obstructing other lots or street traffic and is a normal/natural light color
- f. Owners Maintenance – need to change wording for maintaining pipes, etc. to clarify what the boundary would be especially on public right of way; question regarding 10-day period of compliance and how it may conflict with bylaws ***Update: it does not conflict with bylaws; Covenants would have precedence anyway***
- g. Special Assessment – yes we are at a zero base budget right now; we have very specific rules on use of Reserve Funds; board picked an amount to help us build reserves which is equivalent to a 15% assessment above regular dues
- 4. Presented Official 2017 Budget – budget was previously provided via February mailing with dues notice; we will have savings from landscape vendor changes, which may be moved to Misc to cover other lawn or maintenance items; copy of the revised 2017 budget available upon request; will also be posted on website for 30 days starting May 25th
- 5. Presented New Lawn Maintenance Program – in an effort to save some money as well as to break lawn maintenance into three specific vendors for greater accountability and more specified service; total savings may be \$250-\$400 annually; new plan began March 1st
 - a. **North Georgia Lawn Experts** – owner Adam Hardigree – providing lawn mowing 1x week or 2x month depending on season, tree & shrub pruning, trash removal, controlling beds for weeds, edging, trimming
 - b. **Super Lawn Pros** – providing 7-8 chemical treatments annually for weeds and fertilizer at front entrance and surrounding pool area; they’ve provided some extra spot-spraying at no additional cost to get front entrance under control
 - c. **Ragle Lawn Services** – owner Brian Ragle (Lot 40) - refreshing all pine straw, changing out flowers & maintaining bed at the front entrance sign
- 6. Protocol for Board Members & Terms for 2017
 - a. Up to three spots could be filled for new terms to begin May 1, 2017 and end April 30, 2019
 - b. Announced that nominations were only received by one homeowner with a total of one homeowners nominated – Kayla Hoorelbeke
 - c. Without enough nominees and very low participation rate, board decided the other nominees that would be eligible would be existing board members: Tara Adkisson (Brian Deitz was also eligible but removed his name from any re-nomination)
 - d. Current board member Josh Phillips resigned from the board prior to meeting due to home being for sale; per bylaws the remaining board members decided on his replacement whose current term begins immediately and lasts through April 30, 2018: Meg Griffith
 - e. Proposed moving forward with only four board members due to low participation rate and the fact that should easily serve needs of the neighborhood at 42 homes (10% represented on the board)
 - f. Took verbal vote by show of hands of homeowners in attendance if they agree with the re-election of Kayla Hoorelbeke & Tara Adkisson plus a 4-member board for the next year

- i. Both measures passed with a vote of 25-3
 - g. Brian Prell remains on the board as planned with his current term ending April 30, 2018; notified members he will serve as new President (as chosen by Board)
- 7. Pool Prep Day Details – confirmed volunteers for Pool Prep Day on April 30th at 2:00pm: Ryan Doss, Tom Sangster, Renee Skaggs, Jamie Royal, Hannah Johnson, Amy Griffis, Roger Brock, Kevin or Rebecca Branch, Maury Adcock **Update:** *we had a successful day of pressure washing, cleaning bathrooms, cleaning light fixtures, setting out furniture for the pool to officially open as of May 6th!*
- 8. Establish Pool Committee Members 2017 – Tara Adkisson will be Board representative; joined by: Hannah Johnson, Jenny Ferguson, Kevin or Rebecca Branch, Annette Brock, Stephanie Ragle (alternate / back up only)
- 9. General Maintenance Issues – addressed the following upcoming projects / needs:
 - a. Pool gate hinges need to be replaced with self-closing **Update:** *scheduled to be fixed by Mr. Dennis Vance handyman*
 - b. Pool gate lock is tight **Update:** *has been successfully sprayed with WD-40*
 - c. One umbrella needs to be fixed **Update:** *has been exchanged & replaced*
 - d. Pool restrooms – girls' wood rot, boys' shower fixture **Update:** *scheduled to be fixed by Mr. Dennis Vance, handyman*
 - e. Storage Closet & Pump Room exterior doors – need to be replaced due to warping and rotting **Update:** *received quote on material from Harbin; will discuss further as a Board to complete at low-cost and replace with fiberglass doors; determined that no venting is needed on the doors themselves per county code (only need ventilation in pump room, which is provided via exhaust fan)*
- 10. New Business – the following items were discussed:
 - a. Can pool hours be extended beyond dusk? – Rule & Regulation which requires 51% of the vote; did pass with vote of 21-7, however Board will check with insurance and/or pool code policies to ensure they are not contradicting
 - b. Unattended children at pool – can we allow 16 & 17 year olds without adult supervision? Not voted on at meeting, Board will check with insurance and/or county pool code; once determined it will require 51% vote on future ballot
 - c. Pool chemical levels were off to such an extent that water needed to be replaced; first occurrence in 4 years; need to do further research to see if more affordable water replacement options are available for future reference
 - d. We may consider re-wording Bylaws to dictate steps if no Board nominations are made (or if only current Board members are re-nominated) – assume the board stays as-is unless 51% of homeowners object? We can revisit on a future ballot
 - e. Consider Initiation Fee for homes that are sold; new owner pays a certain lump sum in addition to dues to go towards Reserves? No positive feedback on this; will table this issue at this time
 - f. Question if personal pools are allowed on individual lots; yes they are allowed at the discretion of the Architectural Review Committee

Meeting adjourned at 8:25pm.

Ballot Item Results

The following ballot items were all amendments or additions to the Covenants, and therefore require 67% (28 lots) of the full neighborhood vote to pass any changes. Here are the results:

1. Late Fees & Grace Period - ****passed****; 31 favor / 4 oppose
2. Fences – failed; 26 favor / 9 oppose
3. Parking – failed; 26 favor / 9 oppose
4. Window Treatments – failed; 27 favor / 8 oppose
5. Exterior Lighting - ****passed****; 28 favor / 7 oppose (*Note: results announced at the meeting were 27 favor / 7 oppose, however since it did not match the number of ballots received, a second count found that one favor vote was omitted*)
6. Owner's Responsibility Maintenance - ****passed****; 31 favor / 4 oppose
7. Special Assessment to Build Reserve Funds - ****passed****; 29 favor / 6 oppose

Any items that passed will be re-worded based on the notes on each item above (as discussed at the meeting) and a revised version of the Covenants, including these amendments, will be available via www.harperfield.com or upon request by May 25th.

Additional Items & Next Steps

- Covenant Amendments will be posted to the neighborhood website by May 25th (with necessary re-wording) or are available as hard copy upon request at any time
- Items that were proposed yet did not pass will be re-worded based on feedback at the meeting and new ballots will be sent out shortly and due June 1st; the results of those amendments, if passed, would be updated on the website by June 15th
- Revised 2017 Budget will be available on neighborhood website by May 25th for a period of 30 days, or will be sent upon request at any time now or thereafter
- Special Assessment towards Reserves of \$75 will be due August 1st; notices will be sent

Next Meeting Date:

TBD – late-August or September for Members Meeting
(unless otherwise needed; goal to meet at least biannually)

Other Announcements:

- ☐ Note that **ALL** structures, fences, or other such construction-related projects on your lot do require approval by the Architectural Review Committee who has 30 days to respond; please plan accordingly and allow for this time prior to moving forward
- ☐ As a reminder, the Facebook page is not a good medium for communicating official neighborhood business; please submit all requests for approval or special exceptions as well as any questions, concerns, feedback, etc. via email to hoa@harperfield.com
- ☐ Help keep the pool in good condition this summer by: closing umbrellas, straightening out furniture that has been moved/shifted, disposing of all trash, using restrooms & showers responsibly, and keeping bathroom doors fully closed