



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

Annual Meeting Minutes	
<u>Date:</u>	Thursday, April 26, 2018 – 6:30pm
<u>Location:</u>	Harperfield Pool Deck
<u>Board Member Attendance:</u>	Brian Prell (President) Tara Adkission (Treasurer) Kayla Hoorelbeke (Secretary) Meg Griffith
<u>Homeowner Attendance:</u>	20 in physical attendance 3 in attendance via designated proxy
<u>Quorum:</u>	23 total towards quorum = 55% participation rate (48% in person)
<u>Note Taker:</u>	Meg Griffith

Agenda Items

- I. Call to Order: Meeting commenced at 6:35 pm with the collection of pool and directory forms and attendance. A quorum was met.
- II. Introduced new members of the neighborhood association
- III. Board presented the budget for 2018. No follow-up questions
- IV. Announce Board Members, Terms, & Roles for 2018:
 - a. Board presented the 2018 Homeowners Association Board Members and roles for 2018
 - b. Meg Griffith and Brian Prell were up for renewal as board members. They previously received nominations to continue on the board and they accepted their nominations.
 - c. Kayla Hoorelbeke and Tara Adkisson were elected last year to serve on the board until 2019.
 - d. The individual roles within the board are shifting to the following:
 - i. President: Kayla Hoorelbeke
 - ii. Treasurer: Tara Adkisson
 - iii. Secretary: Meg Griffith
 - iv. Director: Brian Prell
- V. 2018 Pool Committee:
 - a. This year the pool committee will assist with direct ownership of the pool responsibilities in addition to the roles that they are currently fulfilling such as taking out the trash, cleaning the bathroom, and alerting the board of anything that needs to be addressed formally.
 - b. Volunteering members include: Tara Adkisson, Jenny Ferguson, Hannah Johnson, Tom Sangster, Michelle Yeh
 - c. Items that need to be addressed during non-peak hours this summer
 - v. Flip the door hinge for the left-hand side pool closet so door opens out
 - vi. Apply weed killer / remove weeds around perimeter of pool fence / rocks
 - vii. Apply ant control product around perimeter of pool fence / rocks
 - viii. Address the peeling of paint on the fence with light sanding and repainting while ensuring that paint remains on the fence rather than the concrete or other items around the pool
- VI. Pool Prep Day (*April 29th at 4:00 pm*)
 - a. Pool prep day: Sunday, April 29th at 4pm. Volunteers were selected. Tasks include:
 - ix. Updated signs for the pool rules

- x. Timers that need to be adjusted
 - xi. Overall cleaning and maintenance
 - xii. Replacing lightbulbs as applicable
- VII. Collected updated pool waivers
- VIII. Neighborhood Directory Update: because we only have 50% turned in, we will wait to obtain more or address specific homeowners so we can complete directory this year; forms are located on the Harperfield HOA website: www.harperfield.com/info/documents/
- IX. 2018 Lawn Maintenance:
 - a. North Georgia lawn will be responsible for the mowing and trimming
 - b. Super Lawn Pros will continue to be responsible for the grass chemicals and treatments
 - c. The flower beds and the pine straw have previously been handled by Ragle Landscaping. As they are no longer available to complete this service this year, we bid this to vendors and North Georgia Lawn will be completing this service.
 - d. In an effort to reduce long term costs, it has been determined to replace the pine straw in the neighborhood with mulch. Additional cost should be recouped within 2 years with costs being reduced after that. North Georgia has agreed to maintain mulch, handle washout issues, etc.
- X. Discuss Projects / Goals / Possibilities for 2018
 - a. Front entrance maintenance
 - xiii. The Board is collecting bids to pressure wash the pool deck, pool sidewalk, front sign, brick columns, and split rail fence at the beginning of the neighborhood. Work should complete within May
 - b. Pool party policy reminder
 - c. Common area amenities
 - xiv. Two additional umbrellas with mobile stands were purchased to provide shade
 - xv. The pool furniture is in poor condition and is unsafe for another summer of use. The board has researched and found high quality commercial-grade furniture to replace the existing furniture.
 - xvi. To determine a replacement plan, the quorum at the meeting took a vote to replace all of the existing furniture this year with the following conditions:
 - 1. A \$50 special assessment will be added to each homeowner to assist with this purchase. **Assessment is due to the treasurer by July 1, 2018.**
 - 2. No more than \$2,500 of the Homeowner Association cash on hand will be utilized
 - 3. Replacement of furniture is anticipated during the month of June.
- XI. No new business
- XII. Meeting adjourned

Additional Items & Next Steps

A Special Assessment was approved by the homeowners to purchase new durable pool furniture. Each homeowner will provide \$50 to the treasurer by July 1, 2018.

Next Meeting Date:

TBD – *notification will be sent out when next meeting is scheduled*