



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

Special Member Meeting Minutes	
Date:	Thursday, July 28, 2016 - 7:00pm
Location:	Harperfield Pool Deck
Board Member Attendance:	Tara Adkission (Treasurer) Kayla Hoorelbeke (Secretary) Brian Deitz (President) – <i>absent for medical reasons</i>
Homeowner Attendance:	18 in physical attendance (including 1 by proxy) 1 in physical attendance w/o ballot 10 participated via absentee ballot
Quorum:	29 total towards quorum 28 ballots completed = 67% participation rate
Note Taker:	Kayla Hoorelbeke (Secretary)

Agenda Items

Meeting called to order by Kayla Hoorelbeke (Secretary) at 7:05pm.

1. Roll Call – attendance taken by lot number; quorum met; results listed above
2. Approval of Minutes – N/A
3. Recap of Proposed Bylaw Changes – recognized Bylaws Committee, addressed main goals, discussed specific questions submitted by homeowners
 - a. Annual Meeting date move proposed to ensure better weather conditions and election timing proposed in order to ensure transitions do not interfere with corporate filing dates
 - b. 3.3 Removal of Board of Directors – please note that Board Members can be removed at the discretion of the other Board Members if the Director is delinquent on any dues or assessments, has violated or is in violation of Covenants or Rules & Regulations, or has their house for sale for more than 60 days
 - c. 3.4 Vacancies – question posed regarding Board making decision on vacancies; Board will fill vacancies for purposes of efficiency, however any decision made can be overruled (like most items) by a majority vote of all homeowners
 - d. 3.10 Nominations – it was requested that notice be given annually for the nomination period from March 1st – March 15th; we will add this to that clause prior to official recording
 - e. 4.4 vs. 8.2 – discrepancy with when external audit is required; we discussed that 4.4 will be revised to align with 8.2 – the Treasurer and the Board should review the accounts annually and an independent external audit is only required if called upon by a majority vote of the homeowners
4. Recap of Proposed Covenant and Rule & Regulation Changes - only specific question to address was regarding Pool Gatherings; confirmed that this policy applies specifically to **planned parties**; this will require discretion from both parties – the host as well as the

Board; when in doubt, provide notification, however the Board recognizes that this rule is not intended to apply to situations of extended family visiting or informal invitations to individual guests; language will be added to this rule in order to clarify these points

5. Collected Outstanding Ballots & Counted All Ballots – from absentee ballots and those turned in from homeowners in attendance, Tara Adkisson counted the votes for each proposed amendment while Meg Griffith, representing the Bylaws Committee, confirmed the counts
6. Election of Additional Board Members
 - a. Announced that nominations were only received by two homeowners with a total of three homeowners nominated – Josh Phillips, Brian Prell, and Heath Chambless
 - b. Voting was set to occur among those three candidates, however Heath Chambless had to decline the nomination for personal reasons
 - c. Provided homeowners in attendance an option of voting in the remaining nominees by default, given there were two vacancies to fill, or to complete official ballots with the two nominees
 - i. Decision was made to elect remaining two nominees by default without using ballot voting by a vote of 16-3
 - ii. Some concern that the new formal process set forth in amended bylaws was not being followed; Board acknowledged this was not their preference, however due to low participation in nomination process and needing to proceed with election of new members, Board accepted the majority vote of homeowners in attendance to pass motion to elect two new board members
 - iii. Board Nominations & Elections will follow the new documented process in the future
 - d. Josh Phillips & Brian Prell were officially elected to the Board of Directors; their term will begin August 15th and will last through May 1, 2018 unless they resign or are otherwise removed via policy provided in bylaw item 3.3
7. Announced Results of Ballots – all proposed Bylaw, Covenant, and Rule & Regulation amendments passed with “yes” votes ranging anywhere from 23 to 28 votes, and “no” votes anywhere from 2 to 5 votes
 - a. Copies of revised Bylaws & Covenants will be posted to the website within 14 days
 - b. Amended Bylaws & Covenants are effective immediately upon adjournment of meeting, however enforcement will not begin for 14 days to allow for a grace period and give homeowners proper notice
 - c. Rule & Regulation on Pool Gatherings will not take effect until September 1st
8. Report from Pool Committee – Tara Adkisson addressed homeowners
 - a. Concerns with urinals flushing slowly; homeowner Eric Johnson agreed to look into this problem; if they cannot be fixed a plumber may need to be called
 - b. One umbrella is broken but will likely be replaced in the next 30 days
 - c. Chairs that fall into the pool should be **removed from the pool deck** to avoid staining the concrete until they dry out
9. Update on Website & Email Procedures – Casey Hoorelbeke has been appointed Technology Chairperson and is responsible for the neighborhood website and official email addresses for the HOA
 - a. Board would like to keep an email address on file for all homeowners for emergency purposes or informal use
 - b. Homeowners can use email as preferred method of communication should notify the Board; they will no longer receive correspondence via regular mail

- c. Up to two email addresses per lot can be on record
 - d. Website will be official source of communication; Facebook group will still be a great way to interact informally, but all events, announcements, etc. must be posted to the website too
 - e. A password-protected area of the website will be introduced in the coming months in hopes of introducing message boards, neighborhood directories, etc.
 - f. The Board and any Committees will have collaborative file sharing set up so permissions can be added or removed as positions change; the goal is to have all documentation for the Homeowners Association stored online for continuity of record-keeping and ease of collaboration amongst Board or Committee Members
 - g. Official HOA email addresses have been established for all officers on the Board as well as a few others; Board members should refrain from using personal email addresses and all official correspondence should be sent from an official email address; the addresses currently set up are as follows:
 - i. hoa@harperfield.com - Main / General Inquiries
 - ii. president@harperfield.com - Brian Deitz
 - iii. secretary@harperfield.com - Kayla Hoorelbeke
 - iv. treasurer@harperfield.com - Tara Adkisson
 - v. director4@harperfield.com - Brian Prell
 - vi. director5@harperfield.com - Josh Phillips
 - vii. arc@harperfield.com - Architectural Review Committee
 - viii. webmaster@harperfield.com - Casey Hoorelbeke
10. Creation of Covenants Committee – previous members of Bylaws Committee, with the addition of Tara Adkisson, will form the Covenants Committee which is tasked with reviewing the Covenants along with Rules & Regulations in a process similar to the Bylaw Amendment process we just underwent
- a. Committee will not entertain removal of covenants at this time; only addition or clarification of covenants to ensure a complete governing document for our neighborhood
 - b. Several covenant-related suggestions were sent in with the bylaw submissions, so those will be addressed in this discussion
 - c. New submissions for covenant additions or clarification or rules & regulations should be sent via email to hoa@harperfield.com by August 15th
 - d. Committee will meet following that deadline in 2-3 sessions, discuss submissions and do individual research on possible additions, and will create proposed amendments to be voted on in October prior to the next Special HOA Members Meeting
 - e. Any changes to the Covenants will require a two-thirds vote of all homeowners, while any changes to the Rules & Regulations will require a majority (51%) vote of all homeowners, as passed in Article 7.1 of the new bylaws

Additional Items & Next Steps

- Common Area Landscaping Issues to address:
 - Trimming of brush at cul-de-sac to ensure proper sightline
 - Sprinkler schedule and adjusting distance for front entrance area

- Confirm sprinkler schedule for pool area and newer sod in common area; are they receiving water?
- Was newer sod in common area fertilized?
- Does the agreement and estimate on replacing pine straw include areas in between shrubs at front entrance?
- With passing of Covenant 5.2 Sidewalks, it was brought to the Board's attention that a survey of the current condition of sidewalks should be performed to determine any damage already present and to have a baseline measurement for future; Board will perform this survey in conjunction with Architectural Review Committee prior to the next Special HOA Members Meeting
- The majority of homeowners present at the meeting agreed that an increase in the Pool Party fee should be discussed; this item will be added to a future ballot for the amendments to Covenants and Rules & Regulations and will require a majority vote (51%) of all homeowners in order to pass
- Possible increase in dues may need to be explored based on a treasury report to be prepared prior to the next Special HOA Members Meeting; a few homeowners brought up options including a) a permanent increase in dues, b) an increase in dues until we reach a certain threshold in reserves, c) a one-time special assessment of a large sum to build reserves;
 - Goal would be to increase reserves to cover unexpected cost of pool repairs, common area maintenance, insurance and/or legal costs, etc. in order to avoid special assessments – either small or large – as much as possible
 - This item will be added to the agenda of the next Special HOA Members Meeting
 - Please send any specific proposals for a due increase to the HOA
- Beyond the call for Covenants and Rules & Regulations, individual proposals for any neighborhood issue will now follow the process as outlined in the new bylaws. A form will be available for completion on the website in both PDF format and electronic submission and proposals will be added to the agenda as required
 - Please note that proposals received prior to the October meeting may be held until the next meeting date (likely January 2017) depending on the size of the agenda for items regarding Covenants, Rules & Regulations, and Treasury Report; those topics will take priority and the Board will determine if time permits for additional topics

Meeting adjourned at 8:20pm.

Next Meeting Date:	TBD - October 11 th -13 th or October 18 th -20 th ; 7:00pm
Next Meeting Location:	Harperfield Pool Deck

Please notify Board via email or via website Contact Form of any conflicts with the above-listed dates so we may try to accommodate as many homeowners as possible. Thank you!