



**Homeowners' Association, Inc.**

***Board of Directors***

*Sarah McKenzie, President  
Linda Henderson, Ron Jones, Vice President  
Ryan Oshlo, Mehdi Rashidi, Vice President  
Tom Rumph, Treasurer  
Robert Klein, Secretary*

***Board Meeting Minutes – February 22, 2023***

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The second HOA Board meeting for 2023, began at approximately 7:30 PM, and was conducted at the BridgeWater clubhouse. Five of the seven Board members were present, including: Linda Henderson, Sarah McKenzie, Bob Klein, Ryan Oshlo, and Tom Rumph.

Suggested Agenda - previously emailed out by Sarah

- Approval of Previous Meeting Minutes
- Set Meeting Schedule for the Year
- Public Posting of Board Meeting Minutes and Schedule
- Overview of Warning Letters Sent
- Neighborhood Street and Parking Lot Signage
- Financial Review
- Landscaping, Social, Pool, Clubhouse, Tennis, and Communications Updates from the VPs
- Any Other Business

Approval of January 4, 2023 Meeting Minutes - Bob

Sarah asked the group if there were any changes required to the January 4th meeting minutes that Bob had previously distributed to the group via email. No changes were suggested and the minutes from the January 4th meeting were unanimously approved.

Set Meeting Schedule for the Year - Sarah

Bob suggested that in the past Board meetings occurred every 6 to 7-weeks, resulting in 5-6 Board meetings per year, plus an Annual HOA meeting (late September, early October). Sarah and the others agreed with the proposed schedule, and Sarah suggested that the next Board meeting be conducted on Wednesday, March 29.



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Discussion - Public Posting of Minutes and Schedule - All

- Post Board meeting minutes on website?
- Announce Board meeting schedule via email to homeowners?
- Allow homeowners to attend Board meetings?
- Newsletter frequency? Articles and topics?

A brief discussion on how the Board might improve information to all homeowners was initiated. Suggestions included: 1) Posting the Board meeting minutes on the subdivision web page, 2) publishing or announcing the Board meeting schedule, and 3) possibly allowing homeowners to attend the Board meetings.

As in the past, all agreed that the primary method of sharing information with BridgeWater homeowners should be via newsletters, published at least quarterly, with content and topics submitted by all the Board members. Additionally, we all agreed that we should start by making available the Board meeting minutes, by posting them on the subdivision website.

Sarah indicated that she would ask Mehdi when he could update the subdivision website to support posting of Board meeting minutes.

Overview of Warning Letters Sent - Sarah and Bob

- Cars parked at clubhouse. Overnight and not using recreational facilities.
- Shrub maintenance at 3321 Mallard Lake Pl, house opposite subdivision entrance

Sarah indicated that she had been alerted to the fact that some cars had been observed parking in the clubhouse parking lot during the daytime, and overnight on the weekend, but no one was using the clubhouse or recreational facilities. It was discussed that clubhouse parking is reserved for use of the tennis courts and pool, or use of the clubhouse.

Bob indicated that warning letters were attached to the windshield of two vehicles that were parked over the weekend, and a third vehicle that was parked during the daytime during the week. Bob reported that he believes the issue has been resolved, because since delivering the warning letters no further parking violations had been observed.



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Sarah discussed complaints she had received from multiple homeowners regarding the overgrown shrubs curbside at 3321 Mallard Lake Place (at our subdivision entranceway). Bob indicated that he had mailed a warning letter to the homeowner asking for their cooperation in addressing the issue. Since delivery of the warning letter, no corrective action has been taken by the homeowner.

It was agreed by all that a second warning letter should be issued to the homeowner. Bob took the action to draft and send a second warning letter to the homeowner.

Bob mentioned that he had initiated a "warning letter" log file, that he will maintain and update, to track the status of current and past homeowner issues. A copy of the file will be placed on the Google Drive shared cloud storage for all Board members to access and view.

Neighborhood Signage (Clubhouse Parking, Merganser cul-de-sac curves) - Sarah & Bob

- Posting of "No Overnight Parking" signs at Clubhouse?
- "Keep Right" signs with arrows on Merganser cul-de-sacs, or lane markers on pavement?

Related to the warning letters issued to vehicles parked in the clubhouse parking lot, the group discussed whether we should install "No Overnight Parking" signs at the clubhouse? After a short discussion, it was decided that we would continue to monitor the clubhouse parking and if further violations occurred we would discuss installation of parking lot signage indicating that parking is "only for the use of the recreational facilities".

Bob and Sarah shared with the group a recent traffic accident that occurred in the cul-de-sac of Merganser, in front of Bob's house. The accident was an "offset" head-on-collision, due to the vehicle coming up the hill encroaching into the traffic lane of the vehicle making the right hand turn around the bend. Bob went on to mention that he has seen many vehicles making a "lazy left hand turn", when coming up the hill on Merganser and heading towards the subdivision exit.

The group had a brief discussion regarding whether there should be lane markers or signage warning drivers to "keep right" when approaching cul-de-sac. It was suggested that we contact the City Traffic division and see what suggestions they might offer to aid the traffic flow through the cul-de-sac. Bob took the action to contact the City of Johns Creek and see what the City recommends.



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Financial Review - Tom

Tom provided the group with a summary of 2023 expenses and income year-to-date and provided answers to a number of financial questions asked by some of the Board members. Overall, Tom indicated that expenses and income were tracking the budget forecast established at the start of year, and which was based on expenses experienced in previous years.

Tom did mention that some expenses had seen an increase for 2023, specifically the pool maintenance which is seeing an increase of approximately \$1,000, or 13% over last year.

Tom also answered some questions and provided some clarity regarding expenses associated with the installation and storage of the entranceway holiday lights. Specifically, costs in 2019 versus 2022.

Finally, Tom provided an update on homeowners who have been delinquent in the payment of dues, with four to five homeowners behind, and three of those homeowners being more than three quarters behind.

Bob asked why we always seem to be using the HOA's attorney to collect overdue assessments, and asked why we are not sending multiple warning letters to homeowners prior to involving the attorney, which involve fees? Tom indicated that it has been the practice to let the attorney generate all warning letters, and after one year, file liens when necessary to obtain past due collections. Tom further indicated that any attorney fees incurred are collected from the homeowner when past due assessments are finally paid.

Linda inquired about the status of the HOA's insurance coverage, specifically the "liability limits" associated with the clubhouse and the pool. Tom wasn't exactly sure of the amounts, but took an action to get the insurance policy details to the Board members for review at the next meeting.

Landscaping Update - Linda

Linda provided a brief update on landscaping services being provided by National Landcare. Linda mentioned that she had contacted Melissa, the manager, and indicated that she would be the point person directing landscape maintenance activities for BridgeWater in 2023.

Linda also indicated that fallen tree (on the commons?) had damaged part of the homeowners rear fence at 735 Eider Down.



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Pool Update - Ryan

Ryan indicated that he had contacted Allen Pools and was aware of the maintenance cost increase for 2023. It was recommended that we continue to use Allen Pools in 2023, as they have been a reliable service provider, and there is still some pool renovation work that they are committed to completing in the spring of this year (i.e., installation of pool hand railings that were purchased and paid for in fall of 2022). Ryan to coordinate hand rail installation by Allen Pools.

Ryan indicated that he would manage retrieval of the pool furniture that is currently in storage, prior to the pool opening in 2023.

Bob reminded that the pool fencing is setback from the pool decking and that last year weeds were growing in the dirt in front of the fencing. Bob suggested that we need to install some underlayment and mulch or stone to prevent future weed growth. Linda took the action to contact National Landcare for a quotation to address this issue.

Bob reminded that we need to file paperwork with the Fulton County Health Department to obtain a permit before we can open the pool to residents. Ryan took the action to contact Fulton County and apply for the pool permit and inspection.

Social Activates - Ryan

Ryan suggested that we leave the subdivision "information sign" at the entranceway, rather than bringing it out when an announcement needs to be made.

Ryan took an action to "straighten up" the information sign post, as it is currently in the mounting tube.

Tennis Courts and Communications - Mehdi

No updates or issues related to the tennis courts were discussed.

A number of enhancements to the BridgeWater website were briefly discussed and will be reviewed at the next Board meeting (e.g., posting of Board meeting minutes, update of HOA Board member names, etc.).



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Other Business

*New Fence Installation - by homeowner in "The Ridge"*

Sarah mentioned that a new wooden fence had been installed near the end of Merganser Lane (adjacent to Mehdi's home) that apparently is the rear fence of a home in the neighboring subdivision, "The Ridge". The first reaction is that it does not blend in well with natural landscaping along Merganser and it appears no one in our subdivision was notified prior to the fence installation. It was suggested that all the Board members take a look at the new fence, and see if we need to install some landscaping to minimize the visual impact to our subdivision.

*Property Boundary Line - between the Ridge and BridgeWater (along Brumbelow Rd.)*

Tom brought up that there is a discarded bathtub, near a tree house, that is visible from Brumbelow Road. Tom mentioned that the tub had been there for years, but does not know how the tub got there. Further more he does not know if the tub is on BridgeWater property or The Ridge. Tom suggested that it be removed, but we need to understand whose property the tub is located on. Ryan suggested that we send a letter to The Ridge, for more information. Bob took the action to contact The Ridge for information regarding the discarded bathtub.

*Subdivision Newsletter*

Sarah suggested that we send out a newsletter to homeowners at the end of first quarter and asked all Board members to suggest or contribute content that we can share with the neighborhood. Possible ideas to include: Discussion of the new website, addition of Board meeting minutes, etc.

Next Board Meeting Date

**Meeting Close.** With no additional discussion topics, the Board meeting came to a close at around 9:00 pm.

After a brief discussion it was agreed upon that the next Board meeting would be conducted at the clubhouse on **Wednesday, March 29, 2023 at 7:30 pm.**



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**Action Items**

- Sarah to ask Mehdi when he would be able to update the subdivision website to support posting of Board meeting minutes.
- Bob to draft a second warning letter to 3321 Mallard Lake Place, regarding the overgrown shrubs that are overhanging the curb.
- Bob to contact the City of Johns Creek Traffic Division to review suggestions to improve traffic flow around the cul-de-sac on Merganser Lane.
- Tom to provide copies of the HOA's insurance policy, specifically the premium cost and the coverage limits for the clubhouse and liability.
- Linda to contact National Landcare to obtain quote for underlayment and mulch/stone around the pool fence line to eliminate weed growth.
- Ryan to coordinate pool hand rail installation by Allen Pools.
- Ryan to contact Fulton County Health Department to apply for the 2023 pool permit and inspection.
- Ryan to improve information sign mounting to eliminate (or reduce) the sign from leaning.
- All Board members: Examine the new fencing installed by a homeowner in "The Ridge" subdivision, adjacent to the end of Merganser Lane, near Mehdi's home.
- Bob to contact The Ridge to inquire about the discarded bathtub located near the BridgeWater property boundary and The Ridge. Inquire as to ownership of the tub.