



Homeowners' Association, Inc.

Board of Directors

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

Board Meeting Minutes – August 9, 2023

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

Suggested Agenda - previously emailed out by Sarah

- Approval of Previous Board Meeting Minutes
- Follow-up on Action Items from Last Meeting
- Financial Review
- Clubhouse Door Installation & Security Cameras
- HOA Insurance Follow-up
- Gazebo Repair
- Newsletter - August, Request for Articles

Approval of June 14, 2023 Meeting Minutes - Bob

Bob distributed (via email) the June 14th meeting minutes for review by all Board members. All members approved the June 14th meeting minutes as submitted.

Overview of Action Items - All

Action Items from Previous Meetings.

- **Awaiting response from the City of Johns Creek.** Bob indicated that he had contacted the City of Johns Creek Traffic Division via the City's website and submitted photos of the recent accident in the cul-de-sac, along with a suggestion to have the City add a traffic lane marker to the street approaching the Merganser cul-de-sac.
 - The City has acknowledged the request and will provide a response.
- **TBD.** Bob still has the action to contact The Ridge to inquire who owns the discarded bathtub located near the BridgeWater property boundary.
- **Open.** Mehdi to contact the City of Johns Creek relative to who owns maintenance of the retention pond and stream.



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- **Open.** Ron and Ryan to investigate tennis court door not latching properly.
 - Bob suggested that the problem seemed to be with the tennis court door return, not being "strong enough" to automatically close the door.
 - Ron and Ryan to investigate door return repair or adjustment.
 - Sarah added that Matt would be checking the pool door, which has been sticking during opening and closing.

- **Open.** Sarah to contact Nichole Brennan about instituting a "usage fee" for visiting tennis teams that play on the BridgeWater courts to help offset tennis court maintenance expense.

- **Closed.** Bob and Linda obtain updated HOA insurance quotes from State Farm which increases the coverage on the clubhouse and raises the general liability to \$2,000,000 from \$1,000,000.
 - After a review of the incremental premium increase, the Board voted unanimously to increase the insurance coverage.

- **New Action.** Tom to contact our State Farm agent and make the incremental premium payment for the increased insurance coverage.

- **Closed.** Medhi recommended digital door locks for the clubhouse, along with digital surveillance cameras.
 - Mehdi recommended using door lock and camera products from Wyze.

- **On-going.** Sarah and Bob to observe the south-end of Merganser to observe if the homeowner is continually parking vehicles in the street overnight.
 - Bob to identify owners of vehicles and send warning letters to homeowner(s).

- **Provide update at next meeting.** Linda to examine the dead shrub between the tennis court and the clubhouse.

- **Open.** Ryan to schedule the pool inspection with Fulton County Health department.

- **New Suggestion.** Should we include tennis court scheduling on the web site calendar?



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Financial Review - Tom

Tom indicated that he would provide the Board members with a budget and financial update via email in the next few days. Tom sent the HOA Balance Sheet, Actuals vs. Budget summary, and Expense Detail, PDF files to all Board members on Thursday, August 10.

Tom indicated that we had \$89,316 in the bank, \$62,734 classified as reserves for general repairs, and that we collected \$7,524 in current and overdue assessments. Dues income year-to-date has been \$60,900. Expenses are a bit higher being \$3,234 over budget, due to \$4,500 in expenses repairing the gazebo and fixing the clubhouse door. Currently Tom is forecasting a \$5,700 budget surplus by the end of the year.

Clubhouse Security - Digital Door Locks & Security Cameras

The Board agreed to move forward with installing digital door locks and indoor and outdoor security cameras at the clubhouse to discourage future vandalism of the property. After a brief discussion it was decided that we install three indoor cameras and one outdoor camera to monitor activity in and around the clubhouse. Additionally, the three exterior doors into the clubhouse would be fitted with digital door locks, one of which would have digital key pad, the others locks requiring electronically controlled or keyed access.

It was agreed that Board members would meet at the club house on Saturday, August 12, between 8:00 AM to 9:00 AM to install the door locks and cameras.

HOA Insurance Update - Linda & Bob

Bob obtained a quote from State Farm for increasing coverage on the clubhouse structure and general liability.

- Raising the liability coverage from \$1M to \$2M increase the annual premium by \$172 for the remainder of the year.
- Raising the clubhouse coverage to \$350K (from \$154K) increases the annual premium by \$524.
- Total increase for both coverage's is \$696.



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Gazebo Update - Medhi & Linda

Mehdi and Linda provided an update on the completion of the gazebo repairs and improvements. Specifically, the added fencing, the repainted deck and fencing, and shrub removal and maintenance.

Linda expressed concern relative to watering the existing landscaping, as well as any additional shrubs that may be planted in the future to enhance the gazebo appearance. Mehdi suggested that perhaps we could install a solar-driven water pump that would draw water from the retention pond/stream. The group decided to table the idea as a future enhancement to be explored further in 2024.

The Board thanked Mehdi and Linda for their help in repairing and restoring the BridgeWater gazebo which had been ignored for many years and certainly in need of repair and restoration.

Newsletter - August

- Newsletter review and content suggestions.
 - BridgeWater website
 - 2023 Board members
 - Clubhouse reservations and parking
 - Cul-de-sac traffic safety
 - Timely removal of trash bins
 - Financial summary, overdue assessment fees and fines
 - Cleanup after your dog and use of leash
 - No overnight parking on street

- **Actions.**
 - Sarah to generate a draft of the August newsletter for review. The newsletter to include a discussion on security cameras at the clubhouse, as well as recent clubhouse security and vandalism issues.
 - Sarah to publish/distribute the newsletter electronically to all homeowners in August.
 - Bob volunteered to provide some articles to be included in the August newsletter.



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Other Business

- Linda suggested installing stone step pavers in the grassy area along the Mallard Lake Place entranceway since there are no sidewalks present to get to Brumbelow.
 - Ryan asked (suggested) that if we proceed with pavers that they be placed on both sides of the entranceway.
 - Tom suggested that given our current budget, that this be considered as a potential project for 2024, to which everyone agreed.
- New Action (Bob) - Send a warning letter to 3480 Merganser regarding the presence of weeds in the yard.
- New Action (Bob) - Deliver a "New Resident" folder to the homeowners at 3410 Merganser.
- New Action (Mehdi) - To provide an update on the tennis court wind screen fabrication.
- New Action (Ryan) - Sarah indicated that she had a new light timer for the tennis courts. Ryan volunteered to install it Saturday morning (August 12).
- Linda indicated that the company who provides our holiday lighting at the entranceway had contacted her regarding payment for 2023 services.
 - Tom to provide payment of the invoice to the service provider.
- Ryan suggested a neighborhood "clean-up event" coupled with a pool party. Tom suggested that we send out a communication asking for volunteers to participate from the neighborhood.
 - Sarah suggested that the "commons clean-up" consider painting the base of the street signs which have displayed "chipped paint".
 - Ryan took the action to plan the pool party and for the HOA to supply hot dogs and hamburgers.



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- Sarah mentioned that there appeared to be a conflict in the advertised times that the pool is open. Namely, is it "dusk" or "10 PM" per the pool signage versus the BridgeWater website?
 - Further discussion regarding the pool was centered on what was the target date for "closing the pool" for the 2023 season. The Board agreed that the end of September should be the date to cover and close the pool for the season.

Meeting Close. With no additional discussion topics, the Board meeting came to a close at around 8:40 pm.

Next meeting date: Wed. - September 20.