



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 – June 14, 2023

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

Suggested Agenda - previously emailed out by Sarah

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

Approval of May 17, 2023 Meeting Minutes - Bob

Bob distributed (via email) the May 17 meeting minutes for review by all Board members. All members approved the May 17 meeting minutes as submitted.

Overview of Action Items - All

Action Items from Previous Meetings.

- **Provide update at next meeting.** Bob indicated that he had not yet contacted the City of Johns Creek Traffic Division to review suggestions to improve traffic flow around the cul-de-sac on Merganser Lane. Bob said that he planned on contacting the City of Johns Creek prior to the next Board meeting.
- **Completed.** Ryan mentioned that he had adjusted the mounting of the "Notices sign" to reduce the sign from leaning.
- **TBD.** Bob still has the action to contact The Ridge to inquire who owns the discarded bathtub located near the BridgeWater property boundary.



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- **Open.** Mehdi to contact the City of Johns Creek relative to who owns maintenance of the retention pond and stream.
- **Closed.** Bob has been unable to get an email response from Waste Management, after sending two emails. Group decided that there was no immediate concern as trash pickup has been performed on time. Possible open question regarding number of yard waste bags included in the weekly pickup, as well as the level of service being provided.
- **Open.** Ron and Ryan to investigate tennis court door not latching properly.
- **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.
- **In process.** Bob and Linda to obtain updated HOA insurance quotes from State Farm.
- **Open.** Tom to provide all Board members with a copy of the 2023 Budget forecasted monthly amounts, used to compare against actual monthly expenses incurred.
- **Completed.** Sarah to get a quote for repairing the clubhouse door that was vandalized and damaged. Sarah obtained a quote from Home Depot for ~\$1,900. Sarah indicated that her neighbor Matt offered to complete the installation for the cost of the door, plus 10%. Sarah to obtain door from Home Depot for ~\$300. Matt to perform the installation.
- **Completed.** Ron to research security camera options and obtain pricing quotes to be reviewed at the next Board meeting. Ron provided email with links to possible security camera options for review by all Board members. Mehdi suggested that we also consider adding digital door locks as well as security cameras. Tom suggested that we perform both cameras and locks at the same time.
- **New Action.** Medhi to research digital door locks for the clubhouse.
- **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.
- **Provide update at next meeting.** Linda to examine the dead shrub between the tennis court and the clubhouse.



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- **Open.** Ryan to schedule the pool inspection with Fulton County Health department.
- **Completed.** Ron to work with Mehdi on incorporating a calendar scheduling method for the clubhouse into our website.
- **New Suggestion.** Should we include tennis court scheduling on the web site calendar?

Financial Review - Tom

On June 10th, Tom provided (via email) PDF files containing a summary of the financial report for the month of June. The reports indicated a bank balance of ~\$92,146, of which ~\$62,732 are reserve funds for maintenance of the tennis courts and clubhouse. Annual dues income through June was in line with the budget forecast. Budget expense through June was slightly below plan by ~\$2,522. No further questions were raised by Board members at the meeting.

Clubhouse Door Repair & Security Cameras

Sarah will obtain a steel pre-hung exterior door from Home Depot for around \$300. Matt would be performing installation of the clubhouse door within the next few weeks. Total cost estimated to be under \$1,000.

HOA Insurance Update - Linda & Bob

Bob indicated that he had left messages with the current State Farm agent on multiple occasions but had not yet received a response. Bob will continue to reach out for an updated insurance quotation that will increase general liability coverage from \$1.0 million to \$2.0 million dollars and increase coverage for the clubhouse to ~\$350,000 from the current \$156,200.

Given the insurance renewal is due by June 24, 2023, it was agreed that Tom should pay the current policy premium of \$2,970 and any changes in coverage would be paid when the policy limits are updated and approved by the Board.



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Gazebo Repair

Mehdi reported that his contractor indicated that the gazebo was "structurally sound" but required some repair wood repair of some rotted rails and the trellis work underneath. Additionally, the gazebo requires power washing and repainting. Mehdi suggested that we also need to consider extending the rail fencing on both sides of the gazebo platform, as the ground slope is very steep and could be a safety issue. Finally, it was suggested that after the repairs we also improve the landscaping around the gazebo.

Mehdi indicated that the contractor had provided a quote of \$850 to repair the rotted rails and damaged trellis work.

Tom suggested a two-phase approach, with the first phase focused on repairs and the second phase on improving the landscaping.

Linda said that she would reach out to our lawn service to trim the shrubs and provide a quote for some additional shrubbery.

The group decided to proceed with the repair of the gazebo, but minimize any improvements to keep the total expense to less than \$5,000.



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Suggested Newsletter Topics for June/July - Sarah

- Newsletter review and content suggestions.
 - BridgeWater website
 - 2023 Board members
 - Clubhouse reservations and parking
 - Pool opening date
 - 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

- **Action.** Sarah to generate a draft of the July newsletter for review. The newsletter to include a discussion on security cameras at the clubhouse, as well as recent clubhouse security and vandalism issues.

Other Business

- Sarah indicated that there was still an issue with the tennis court light timer in that the lights are not being turned off automatically. Ryan mentioned that the lights should not be on past 10 pm, as he reset the time of day clock on the "master off" timer. It was suggested that the tennis court light timer should be replaced, as it seems to not be shutting off after the allotted time. It was further suggested that either Matt and/or Ryan would perform the replacement.

Meeting Close. With no additional discussion topics, the Board meeting came to a close at around 8:35 pm.

Next meeting date: Wed. - August 9.