



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 – December 13, 2023

The ninth 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

- Action Item Status - from Previous Meetings
- Financial Update
- Other Business

Sarah began the meeting asking if everyone would be willing to continue in their current Board positions in 2024. Everyone agreed to continue in their current roles during 2024.

Sarah continued with a review of the action items from previous meetings (see below) with Board members providing the latest status and updates.

Action Items Status - from Previous Meetings.

- **Closed (Mehdi).** Mehdi to contact the City of Johns Creek relative to who owns maintenance of the retention pond and stream.
 - Tom contacted Craig Vigliotta (a former Board member), who indicated that the lake/pond is collectively owned by the adjacent homeowner lots, and not officially part of the subdivision commons area.
 - The group agreed that his **action item be closed**, until such time as the Board receives a specific complaint from a homeowner.
- **Closed (Ryan and Ron).** Ron and Ryan to investigate tennis court door not latching properly.
 - Sarah indicated that the tennis court door had been fixed. **Action item to be closed.**
- **New Action (Sara).** Sarah to get records of the fence company we have previously used for service to get a quote for fixing the pool access door, which requires the post to be repositioned in order for the latch to properly close/open.
- **Closed (Ryan).** Ryan to schedule the pool inspection with Fulton County Health department.
 - **Action Closed. No inspection happened in 2023.**



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- **Open (Sarah).** 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.
 - Sarah to reach out to Nichole regarding tennis court fees by non-Bridgewater users.
- **Open (Tom).** Tom to contact our State Farm agent and make the incremental premium payment for the increased insurance coverage. Total premium increase of ~\$696. Liability raised to \$2M (from \$1M), clubhouse coverage increased to \$350K (from \$154K).
 - To be completed.
- **Closed (Sarah).** Sarah and Bob to observe the south-end of Merganser to observe if the homeowner is continually parking vehicles in the street overnight.
 - Sarah reported that different vehicles have been observed to be parked in front of different homes. Sarah will continue to monitor.
- **New Action (Bob).** Bob indicated that car with four flat tires had been continuously parked in the driveway of 3485 Merganser for multiple weeks/months. Bob took an action to draft a letter to the homeowner to remove the vehicle which is no longer in working.
- **Action (Ryan)** - Sarah indicated that she had a new light timer for the tennis courts. Ryan volunteered to install it Saturday morning (August 12).
 - To be completed.
- **Closed.** Ryan completed moving the pool furniture to our self-storage location for the winter.
- **New Action (Bob)** - to contact the pool fence company and obtain a quote to repair the pool gate/lock.
 - To be completed.
- **New Suggestion (Ron and Mehdi).** Should we include tennis court scheduling on the web site calendar?
 - Sarah to contact Nichole and Craig regarding "reservemycourt.com" scheduling.
- **Closed (Bob).** Bob ordered and installed three (3) new LED flood lights for the subdivision entranceway signage/monument.



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- **New Action (Mehdi)** - Mehdi to get quote to repair exterior window molding on clubhouse and examine soffit for leaks.
 - **In process.**
- **New Action (Sarah)** - Sarah to add a discussion topic in the next newsletter about homeowner storing trash bins in a location that is not visible from the street.
 - **To be completed, when next newsletter is published.**
- **New Action (Bob and Sarah)** - Draft "late payment" warning letters for homeowners who are 1Q, 2Q and 3Q behind in their dues payments.
 - **To be completed by the end of 2023.**
- **Action (Tom)** - Tom indicated that the electrical audit from Sawnee Electric did not provide any real insight into why we experienced above average electric usage in 2023. It was suggested that the increase may be due to the tennis court lights staying on for extended periods when the court is no longer in use. Bob suggested that we should investigate switching the tennis court lights to LEDs and took an action to get some preliminary cost estimates.
- **New Action (Bob)** - Investigate cost of LED flood lights for the tennis courts.

Financial Review (Tom)

No detailed financial update was provided, but Tom indicated that he would send out a budget summary for 2023 and a proposed 2024 budget before the first Board meeting of 2024.

Update on Clubhouse Security - Digital Door Locks & Security Cameras (Mehdi)

Mehdi provided an update and indicated that the outdoor security camera/flood light installation was complete, as well as the replacement of the door locks with "push button" digital locks that could be programmed with one-time use codes, as well as remote web access.



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Other New Business

Tennis Court Trash Bins - Mehdi asked who was responsible for cleaning/emptying the tennis court trash bins. Is the clubhouse cleaning person completing this on a regular basis? Sarah indicated that she would check to see if that was on the list of maintenance items for the cleaning person.

Low Attendance at the Annual Meeting - Linda expressed concern about the low number of homeowners that attended the annual meeting. Tom mentioned that this has been the case in the past and is normally an indication that no one has any serious complaints about how the subdivision is being managed.

Number of Voting Ballots - Ryan asked how many election ballots we received and the results. Sarah mentioned that we received around 13 ballots (out of 78 homeowners).

Subdivision Events for 2024 - In order to improve homeowner participation, it was suggested that we plan and sponsor a number of events during 2024. Suggestions included: 1) a pool party, 2) picnic/block party (at the end of Mallard Lake Place), 3) an outdoor movie evening. It was also suggested that a earlier annual meeting date be selected that might encourage increased attendance, and pairing it with a subdivision event.

Meeting Close. With no additional discussion topics, the Board meeting came to a close at 8:20 PM.

Sarah suggested that the first meeting in 2024 be Wednesday, January 24, with Board meetings occurring approximately every six (6) weeks. Sarah took an action to establish and distribute the meeting schedule via Google calendar before the next Board meeting.