



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 – September 27, 2023

The seventh HOA Board meeting for 2023, began at approximately 7:30 PM, and was conducted at the BridgeWater clubhouse. Five of the Board members were present, including: Linda Henderson, Ron Jones, Sarah McKenzie, Bob Klein, Ryan Oshlo, and Mehdi Rashidi. Tom Rumph was absent due to a business travel conflict and Mehdi was absent due to a late change in vacation plans, but provided an update on his actions via email.

Suggested Agenda

- Approval of Previous Meeting Minutes
- Action Item List - Review
- Financial Update
- Clubhouse Security - Digital Door Locks & Cameras - Completing installation
- Pool Closure
- Halloween Party & Annual Meeting Date
- Warning Letters
- New Business

Approval of August 9, 2023 Meeting Minutes - Bob

Bob distributed via email the August 9th meeting minutes, prior to the Board meeting. All members approved the August 9th meeting minutes as submitted.



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Action Item List - Review

Action Items from Previous Meetings.

- **Action (Bob)** - Contact the City of Johns Creek Traffic Division to review suggestions to improve traffic flow and safety around the cul-de-sac on Merganser Lane.
 - **Closed.** City has installed "reflective lane markers" on the pavement approaching the Merganser cul-de-sac.
- **Open (Bob)** - Contact "The Ridge" to inquire who owns the discarded bathtub located near the BridgeWater property boundary.
 - **To be completed.**
- **Open (Mehdi).** Mehdi to contact the City of Johns Creek relative to who owns maintenance of the retention pond and stream.
 - **Mehdi indicated via email (Sep. 27) that he would contact the City after he returns from vacation.**
- **Open (Ryan and Ron).** 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.
 - **New Action (Bob) - to contact the pool fence company and obtain a quote to repair the pool gate/lock.**
- **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.
 - **To be completed.**
- **New Action (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.**



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- **Action (Mehdi)** - Mehdi to provide an update on the tennis court wind screen fabrication.
 - **Closed.** Wind screen fabrication completed and screen installed on the fence.
- **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).
 - **To be completed?**
- **New Action (Tom)** - Tom to provide payment of the invoice to the "holiday lighting" service provider.
 - **To be completed.**
- **On-going (Sarah and Bob).** 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 try to identify owners of vehicles and send warning letters to homeowner(s).
 - **Linda, provided an update that a "white van" seems to be parking in the street overnight on a regular basis.**
- **Provide update at next meeting (Linda).** Linda to examine the dead shrub between the tennis court and the clubhouse.
 - **Closed.** Linda reported that our landscape service provider replaced the shrub in question.
- **Open (Ryan).** Ryan to schedule the pool inspection with Fulton County Health department.
 - **To be completed.**
- **New Suggestion (Ron and Mehdi).** Should we include tennis court scheduling on the web site calendar?
 - **Medhi indicated by email (Sep. 27) that he would be willing to add tennis court scheduling to the website if approved by the Board.**

Financial Review - Tom

No update was provided as Tom was not available for the meeting.

Action (Tom). Tom to provide current account and expense information (via email) before the next Board meeting.



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Clubhouse Security - Digital Door Locks & Security Cameras

Medhi indicated via email (Sep. 27) that the indoor camera installation was completed and that video access was being shared with Sarah and Bob. Mehdi indicated that he received the outdoor camera which he could help install after he returns from vacation.

Medhi discussed that he encountered an issue with the setup and operation of the Wyze digital door locks, and was working with Wyze tech support to resolve the problem. If the problem could not be resolved, he would return the locks and replace them with a different product.

New Action (Bob and Ryan). Bob and Ryan took an action to install a new electrical outlet in the bathroom hallway to allow one of the digital security cameras to be positioned above the door and near the ceiling to cover entrance and exit from the bathrooms.

Pool Closure - Ryan

- Furniture storage (Ryan and others)
- Cover the pool (Allen pool)
- Winterize pool plumbing?
- Other

Ryan indicated that Allen Pool would be covering and winterizing the pool by the end of October.

New Action. Ryan (with help from others) to move the pool furniture to our self-storage location.

Annual Meeting Date and HOA Halloween Party - Ryan & Sarah

Annual Meeting:

After discussion and review of the calendar, it was decided that the "annual HOA meeting of the homeowners" would be conducted at the clubhouse on Sunday, November 5, at 4:00 PM.

Actions (Bob and Sarah) - Bob to generate the meeting notice, voting proxy, and timeline for sending the meeting notice and reminders to all homeowners. Sarah to email the meeting notice, reminders, and voting proxy to all residents via the HOA Gmail account.



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Halloween Party:

The group discussed whether the HOA should host a Halloween party for neighborhood children. Ryan indicated that the "year-end" pool party was poorly attended and that participation in the "subdivision cleanup" only had three (3) participants.

Based on poor homeowner turnout to recent social events, it was suggested that no party be planned, but that the HOA would hand out candy at the clubhouse to "trick or treaters".

Action (Ryan). Ryan and Teresa to coordinate Halloween activities at the clubhouse.

Warning Letters to Homeowners - Bob and Sarah

- 3290 Merganser (Tom Streets) - front yard weeds on berm.
 - *Completed. Homeowner removed weeds by the requested deadline.*
- 3330 Merganser (Datta Trivedi) - paint cans, construction scaffolding, weeds on the side and back berm, and damaged timber edging, visible from the street.
 - *Completed. Homeowner removed the weeds, replaced the tree edging, and removed the scaffolding and paint cans.*
- 3520 Merganser (Rick Wombley) - driveway landscaping (improvements made)
 - *Completed. Homeowner removed shrubs and weeds and applied pine straw to the driveway entranceway.*
- 3525 Merganser (Helen Ryan) - front yard maintenance
 - *No letter sent. No specific issue with front yard maintenance identified.*

Additional Action Items - Completed.

Bob generated and delivered a "Welcome Folder" to the Volkommer family at 3410 Merganser. Bob generated and delivered a "Welcome Folder" to the Zheng family at 765 Eider Down.



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Other Business and Discussion Topics

Water Damage to Clubhouse Closet:

Sarah indicated that there was still a problem with water entering the clubhouse closet and flowing into the corner of the floor under the window (in the area where Craig replaced a baseboard molding last year). Discussion about the "root cause" of the problem ensued, with it being suggested that it may be a landscaping drainage issue outside the clubhouse. If water is coming in due to poor landscaping (water flowing towards the clubhouse), Linda suggested that maybe our landscape servicer could repair the problem.

New Action (Linda and Bob). Investigate the cause of the leak and see if there is a landscape drainage issue that is causing water to get into the interior of the clubhouse. If necessary have National Landcare remove shrubs and improve the drainage.

3330 Merganser - Shrubs missing by driveway to hide (make less visible) the play set behind the driveway:

Sarah suggested that an item be added to the warning letter to the homeowner at 3330 Merganser, relative to the lack of shrubs along the perimeter of their driveway. This was a condition for allowing the construction of their play set, with the shrubs to provide a visual barrier to seeing the play set from the street view of the house.

New Action (Bob). Bob to include installation of shrubs to the warning letter discussing over grown weeds, repair of timber edging, and remove construction scaffolding visible from the street.

Storage of Homeowner Trash Bins:

Sarah mentioned that a number of homes still are storing their garbage bins in a location that is highly visible from the street view of their home. Sarah suggested bringing this to the attention of all homeowners in the next newsletter, and then following it up with specific/individual warning letters to homeowners that are not complying with the request.



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Assessment Increase of \$100 for 2024:

Sarah suggested that we communicate to homeowners that we are considering increasing the annual assessment for each homeowner by \$100 next year to cover increased costs associated with maintenance services, rather than the amount just showing up in next year's dues notice. This would allow homeowners some time to prepare for the potential cost increase. It was suggested that this be a topic of discussion at the annual meeting on November 5.

Annual Legal Fee Expenses:

Bob expressed concern about the amount we continue to spend annually on legal fees (averaging nearly \$6,000 per year for a number of years) representing almost 10% of our annual dues. It is also not clear that we are recovering all of these legal fees from homeowners when they finally pay their overdue balances. Bob suggested that we send homeowners who are overdue, multiple warning letters before involving our attorneys, to see if we can collect the monies owed without the legal expense.

Sequential Booking of the Clubhouse by the Tennis Community:

Ron pointed out that perhaps there should be a charge to the BridgeWater tennis community (and other subdivisions that are using our tennis facilities on a regular basis) to cover clubhouse maintenance expense. Ron pointed out that the tennis club has schedule and used the clubhouse three (3) weeks in a row, which necessitates additional cleaning, as well blocking the use of the facility by other homeowners.

Meeting Close. With no additional discussion topics, the Board meeting came to a close at around 8:45 pm.

Next meeting date: Wed. - November 1, just prior to the annual HOA meeting of homeowners.