

ELLERSLIE PLACE HOMEOWNERS' ASSOCIATION MEETING

March 17, 2019 - Ellerslie Train Depot

Attendance:

Homeowners 50
Proxies 44 (Including Builders Proxies held by Attorney Hargrove)
Attorney Travis Hargrove
Special Guests: Dr. Susan Andrews, Chief Skip Wyatt

2:00 – 2:10PM CALL TO ORDER AND WELCOME

Mr. Griffin called the meeting to order by thanking everyone for coming to the meeting today and announced that we have reached a quorum. He also thanked everyone for coming together as a community for rebuilding efforts after the recent storms. Thanks went to Mr. Earl Cheal for his assistance in contacting the county government to ensure that EP was taken care of during these challenging few weeks.

Announcement that for the first time in 3 years we have a board of directors in place.

Introduction of Board Members

- Angela Johnson – Treasurer
- Cody Morgan - Secretary
- Dwight Williams – Former Pres, and handling contract negotiations
- Keith Bullock – Pres Elect
- Maggie Freeman – Board member at large

Introductions also included:

- Travis Hargrove – Attorney for the HOA
- Brian Williams – Harris County Community Development

2:11 PM MINUTES FROM LAST HOA MEETING

Cody Morgan, Secretary, read minutes of last HOA Meeting held on February 18, 2018. Earl Cheal moved to approve the minutes as distributed, and the agenda for this meeting be accepted. Motion was seconded and passed.

2:15PM OLD BUSINESS

FY2018 Financial Reports

Mr. Griffin began by reviewing the FY2018 Financial Reports and explaining that 2018 resulted in a shortage of \$1571.95 that can be attributed to residents not paying annual dues. HOA dues payments were up in 2018 over 2017 due to 7 properties with liens selling and overdue HOA dues being recouped.

Profit & Loss Statement

Mr. Griffin reviewed the 2018 P&L sheet and explained the expenses incurred in each category of spend. Specific detail was given for the \$14,448 landscape maintenance expense as follows:

- The landscape company contract had expired. As a result EP HOA had to pay “per cut” for approximately 4 months at a higher rate until a contract was agreed upon with Down to Earth. The higher cost was \$150+/- per entrance, and with more frequency than usual due to rain. The new contract is in place and includes usual mowing, maintenance, clearing of trash and debris as well as holiday decorations at each entrance. Mr. Griffin thanked the neighbors at EP1 entrance and at Ossahatchie Creek Rd for helping with cutting grass and needed maintenance in the interim.
- Phase 1 electrical – Spotlights \$2500+/- . Breakers had to be replaced, and the existing boxes were not strong enough to handle the sprinklers and spotlights. A more powerful box/system had to be installed. All wiring from the GA Power starting point had burned under the ground, and required new wiring to be completed.
- Entrance 3 – Dwight Williams offered the details on Entrance 3. There was a \$5000 cost to rehab the erosion and regrading, Sprinkler heads were exposed, needed more topsoil, mesh reinforcement, sod and new plants. This took a large amount of resources to complete. The erosion issue had never been addressed since original construction.

At this time individual questions were taken for discussion: (names were not given)

1. All of the construction trucks building in Phase 4/5 are coming through the EP3 entrance that was just repaired. Will the current work that has been completed be able to withstand the ongoing construction phase as the trucks continue?

Mr. Griffin - not sure, we do see cracking at the entrance already.

Brian Williams- In phase 5 there is a bond making all of our roads are county roads. The county may have to come back to do repairs to potholes, etc.

2. Who maintains the curbs?

Mr. Griffin - We need to determine how much road frontage is the responsibility of DOT and how much is the resident’s responsibility?

Brian Williams – The county takes care of the asphalt. He is looking into who takes care of the curbs.

3. When will the County stop picking up trees after the storm?

Update will be given later in the meeting in community updates.

4. Homeowner closed on their home in October but never received a 2019 HOA dues notice.

Mr. Griffin – when we receives these questions he directs them to the accountant so that she can update the roster, For dues, the secretary and treasurer are looking for ways to make the payment process easier. If you have not been billed, see a BOD member before leaving the meeting and we’ll be happy to bill you.

5. Do we pay for electricity for street lights?

Mr. Griffin - We do pay the bill for the electricity for the street lights, and this is paid quarterly. While this is a big expense, it does deter crime and issues that other HC areas deal with. Addressed street light outages and asked that residents call GA power with the light number and they will repair quickly

Cody Morgan – The light at the 3rd entrance was reported and confirmed to be working. Light outages can be reported online. GA power will send you text or email updates on repairs and timelines. Any outages reported on NextDoor have been submitted to GA Power.

Balance Statement

Mr. Griffin explained that we have funds in the account. When EP was first developed, the developer put 1 year into the account as a cushion. However, over the years residents are not paying their dues and during this same time period entrances have aged 10-15 years and require more maintenance.

Unpaid 2018 Dues

Mr. Griffin moved to accept the 2018 Financials. The motion was seconded and approved.

We do not publish the list of who has or has not paid. The BOD sees this information but it is kept private. The problem with our dues rate now is we have over \$40k of dues in arrears. Overdue HOA dues amounts range from \$250 - \$5000. We do not place liens unless it financially makes sense based on the legal fees associated with placing the lien. Moving forward we need to do this because we missed out on about 6 foreclosures last year who had not paid dues. Moving forward a lien will be placed if dues are not paid 2 years in a row. We have to do this in order to maintain the finances of the neighborhood.

We are trying to find ways to encourage residents to pay their dues. Historically those that “speak out” negatively and start negative threads on NextDoor and social media have not paid their dues.

3:00 PM NEW BUSINESS/REPORTS

FY2019 Budget

This is still being reviewed to keep EP from having to borrow from previous year finances. Mr. Griffin explained new unfunded projects that will affect our 2019 budget: .

Major unfunded projects: \$6000+/- (There are currently no funds for this.)

1. Electrical issues at EP3 entrances – the electrical drop was made, but the builder never ran the lines. This is why we have the unique street light there. Estimated at \$2500 by Jordan Electric, the only company that has submitted a bid.
2. Fencing at all entrances – looked at replacement vs repair. We opted to repair the damaged parts at \$400
EP1 Sign – destroyed by the storm. We have 2 estimates for replacing signs at all 3 entrances for \$2500. We are checking to see if the sign work can include pergola repairs/paint in the estimate.

There are several other items to consider:

- Downed timber in common area property has not been addressed.
- Do we need to add an insurance policy for the subdivision to cover common areas such as entrances?
- Do we need to do a one-time assessment, or do we increase annual dues in order to financially cover needs.

Mr. Griffin is looking into cost and availability of an insurance policy for Ellerslie Place. He will be sending out something in the coming weeks to go over the 2019 budget.

HOA Financial Status

The bank balance as of March 12, 2019 was reviewed with no questions.

3:10 PM UPDATES

Mailbox Update

Homeowners can keep existing mailboxes. To replace the current mailbox style costs approx. \$460 and there is ONE vendor. The newer sections have cluster type mailboxes. The 2 new options that we posted on NextDoor are less than \$200 and are readily available at Home Depot, and Lowes, Amazon.

269 Lantern Lane has one version installed that you can see. Links to all versions are posted on Next Door in the documents section. Mailboxes themselves are requested to be black.

Webpage Update

A previous resident offered to build a site, but ultimately it could not be done in the manner and expense that the BOD felt was appropriate and did not offer a conflict of interests.

3:15 PM BYLAWS RECOMMENDATIONS

Mr. Griffin thanked Earl Cheal for assisting with recommendation for revisions to the Bylaws. He then presented the Bylaws and any recommended revisions as follows:

- Section 2 – Currently states that there are classes of voters. Now that we have a quorum and a board, this no longer applies since the developer is down to 33 votes and residents outnumber the developer.
- Section 3 – States to be active and in good standing you must be an adult and in good standing meaning you have paid your dues. Mr. Cheal proposed that a surviving heir that has inherited a property in EP should be considered in good standing.
- Assessments - BOD is responsible for preparing a budget when an assessment is needed. It was proposed that the BOD prepare a budget and propose an assessment to the HOA at the annual meeting. Today we also have discussed that the BOD would come back to HOA on this.
- Section 2 – Currently HOA Dues of \$120 may be changed by the BOD. Any change to the dues is not to be more than 15% but this must go to the HOA.
 - If there is an increase, there is an approval process. Vote by 2/3 of the eligible voters or we can request that the quorum requirement be lowered to 30% due to historical lack of participation.
 - This needs to be done immediately due to the aging of the subdivision and recent costs incurred for repairs. Again, with the lack of dues participation, the EP HOA budget cannot cover the required expenses.
 - Quorum is based on available voters in good standing which is about 100 of 300 residents.
 - 2 ways to do this – Increase dues, or do a special assessment. The assessment is in addition to the annual dues. In the case of nonpayment of dues, the assessment would be added to any existing lien.
- HOA Meeting Date – BOD proposes to change the date of the required annual meeting date from October to February.
- Section 4 - Notice of Meetings – we are addressing new ways to submit a proxy. We are proposing you be able to submit a proxy by email via docusign, etc.
- Board of Directors– no less than 3 members, no more than 9. The new proposal is that that there be representatives from all 6 sections. Members will consist of President, Vice President, Treasurer, Secretary and 1 representative from each section of Ellerslie Place.
 - Remove that terms be staggered. We don't have enough people who want to be on the board so this isn't needed,
 - Compensation of BOD – there is no pay. While we don't get compensated, we do pay for items out of pocket, but you can only be reimbursed if it is a board approved expense.
 - Changed the title of President Elect to Vice President
 - Secretary – New duties were added. The secretary is now responsible for registration of the HOA.
 - Treasurer – Added to the bylaws that anyone acting financially on the HOA behalf can only do so at the direction of the Treasurer.
- Language to be added that there is now a threshold of \$1000 that the Board of Directors can approve on its own.

- All checks written by the HOA now require 2 signatures.
- The bylaws – added a section that they need to be signed by the president and the secretary.
- Architectural Control Committee – added that the developer is no longer in control. Right now, if you want to make modifications you should send your proposed plans to the HOA President who will send them plans to an engineer peer to ensure the concept of construction is sound. A notice is sent to the developer and if he does not respond the HOA President will approve. We need to modify that 1 Architectural Committee person is assigned for the entire subdivision.

Mr. Griffin moved to adopt all proposed changes. As long as it is amended that the bylaws reference when all lots are transferred out of the developers name or have been sold. Motion was seconded and approved.

A suggestion was made that residents need maps to designate where each section of Ellerslie Place is located.

3:50 PM COMMUNITY UPDATES

Dr. Susan C Andrews, Harris Country Government, Commissioner

- The State of Emergency after the March 3 storm expired after 1 week. After this state trucks cannot access your personal property. HC is back down to their 8 staff resources but will continue to support the area as long as it takes

Brian Williams, Harris County Community Development

- As of Friday 3/15 the state of emergency has ended. Tree debris should not be put curbside after midnight on 3/17. They will continue to pick up debris as needed on county roads but keep in mind that they are back down to HC regular resource of 8 staff. They will not pick up construction materials – fencing, metal, playground sets, mattresses etc must go to the landfill.
- Ellerslie Park will remain open until further notice for wood debris only so that it can be burned in a controlled environment. They cannot accept any other type of construction debris. This burn will be a monumental task.
- Apply for burn permits if you prefer to burn on site. Reference the GA Forestry website 877-652-2876 or 706-582-3996

The Landfill is now back to regular hours of 8-4pm

- Wood and Trees will be picked up
- Shingles, fences materials, etc should go to the landfill. If it's small amounts put shingles in bags but it cannot be overly heavy.
- At the landfill you should not be charged for wood/tree debris. As of Wednesday 3/20, you will be charged for storm debris.
- When hiring contractors be sure they are licensed and insured. This is very important. HC Government is trying to limit the number of contractors in the area that are not licensed. All of the contractor signs will be removed next week from street sides.
- If you have structural damage you need to call 706-628-4700 to get a building permit at a \$500 fee. This does not apply to roof decking and shingles. If it is inside your home (walls out etc) you need a permit.
- EP Phase 6-7 is about to be approved. They will have to create an entrance that will have 26 homes in 6 and 26 in 7. This will take at least a year to see development. Exit will be on 315.
- Ellerslie Park – Lost over 1000 trees, the lodge is damaged. We were 4 weeks from opening, and now everything is on hold until cleanup and debris burning is done.

Chief Skip Wyatt, Ellerslie Volunteer Fire Department

- The Ellerslie Volunteer Fire Department needs all of the donations they can get. Their expenses from the storm are through the roof. Most staff took off from work in order to help and lost personal business. All of their saws and equipment, even new items are completely worn out. Anything you can do to help is appreciated.
- The EVFD encourages burn permits because there is no place to put debris. If you have fireplace damage, what you have cannot be repaired. If the top is blown off, the entire firebox must be replaced. You cannot replace the parts. The entire fireplace must be replaced with pipes etc. This means the entire interior front cover you see must come off.
- Encouraged everyone to pay their dues to offset their costs.

4:15 PM HOA MEETING FINAL ACTIONS

Mr. Griffin thanked our community guests, called for volunteers to help with committees. The committees that need to be staffed are:

- Neighborhood Watch Program (Need Volunteer to Chair Action)
- Architectural Committee (Need Volunteers)
- Open Board Positions

4:20PM MEETING ADJOURNED