



WHHOA Board Meeting Minutes

October 9, 2023 7:00 pm

In Person at Clubhouse & Via Zoom Video Conference

Board Member Attendees: Steve Ryan, president; Steve Milby, vice-president; Jeff Rooks, Treasurer;; James Fudge, Director; Bill Logan, Director

Absent: Jennifer Taylor, Secretary (Excused)

Committee Member Attendees: Dawn Parker, Webmaster, Geri McCormick Webmaster, Patricia Ryan, Welcome Committee

Community member attendees: none

I. **Call meeting to order/Agenda overview**

The meeting was called to order by the president at 7:00

II. **Public Comment:** No public comment

III. **Consent Calendar**

A. **Approval of previous minutes-** Minutes of the August 2023 board meeting were approved unanimously by board members present.

IV. **Financial Report-**Jeff Rooks. See report below

V. **Committee Reports**

1. **Pool-** Steve Ryan, acting chair. See report below
2. **Welcome** – See report below
3. **Landscape-** Bill Logan chair. See report below
4. **ACC-**Bill Logan chair. See report below
5. **Tennis-** Jamey Linard chair. See report below
6. **Social-**Debbie Ladin chair. See report below
7. **Clubhouse-** Steve Ryan chair. See report below

VI. **Old Business**

The Assessment vote for the repair and refurbishment of the pool decking passed on September 28, 2023. The work will begin during the week of October 16.

VII. New Business

- A. The 2024 budget was discussed, and the board voted unanimously to approve. This will be sent to Heritage Management Company.
- The 2024 annual assessment will be increased by 5% (\$33)
 - Heritage will be sending out notifications of the increase in the next two weeks.
 - Initiation fees paid by new home buyers cannot be figured into our budget because it is an unknown amount each year.
- B. Webmaster: Dawn Parker and Geri McCormick presented an exciting preview of West Hampton’s social media future. They have been working hard to update our antiquated website and are developing a new “Official” Facebook page. This FB site will NOT replace the West Hampton Unofficial page. The official page will be informational only, containing announcements of meetings, social events, and other relevant news. A “Launch Party” will be held after the first of the year (2024).
- C. ACC: This year, there was some concern as enforcement of violations took place. A few homeowners stated that their issue was not specifically identified in the Design Standards. There most likely will be a period of adjustment to our POA, but as time passes, it is hoped that confusion will decrease. The ACC has completed a second update to the design standards for 2023 to improve clarification and to add some specific wording that was previously considered to be included in the general property maintenance guideline. Homeowners will be receiving the updated ACC revision in the mail with a cover letter in the next few weeks.
- D. The playground was discussed. There is concern that the structure will not be stable for much longer. Research is being done to find a viable option for the children of WH. The budget for 2024 will not support replacing the playground. As such the replacement is being planned for 2025. James Fudge is coordinating another Playground Committee to research options through 2024 and propose a workable resolution for 2025.
- E. Social Committee: Deb Ladin will be stepping down as Social Committee chairperson. Patty Ryan will contact Deb to gather her information and contacts. This will be kept in a central location for future events if a volunteer comes forward to take this role. We have a call out for someone to fill the Social Committee Chair Person shoes for 2024 and beyond.
- F. Landscape Committee: The board discussed hiring a professional company to install and maintain spring and fall colors for our entry ways and the flower bed at the clubhouse parking lot entrance. The public entrances are a significant way to market West Hampton as a subdivision of choice and it is important that the esthetics of these areas make a statement about the community within. This will add a market rate cost for future years but is an investment towards sustaining and improving all West Hampton property values. We will finish 2023 with volunteers and our general landscaper. (see Landscape Committee report below)

G. The date for the annual meeting/election of the board of directors will be **Monday, January 22, 2024**

VIII. Meeting adjourned at 10:15 pm.

IX. The next Board meeting will be **December 11, 2023**

Financial Report

West Hampton Homeowners Association, Inc.

Balance Sheet For 9/30/2023

Cash		
Operating Account - Alliance	\$27,223.25	
Total Cash		\$27,223.25
Cash-Reserves		
MMA-Alliance Bank	\$119,479.93	
Total Cash-Reserves		\$119,479.93
	Total Assets	\$146,703.18
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Liabilities		
Collection Fees Payable	\$29.00	
Prepaid Dues Payable	\$4,325.37	
Total Liabilities		\$4,354.37
Reserves		
Reserves - General	\$119,479.93	
Total Reserves		\$119,479.93
Equity		
Prior Years' Net Income	\$15,027.33	
Net Income (Loss)	\$7,841.55	
Total Equity		\$22,868.88
	Total Liabilities / Equity	\$146,703.18

September

	2023	2023	2023	2023	2022	2021
Income	Annual	Jan-Sep Actual	Jan-Sep Budget	Jan-Sep Variance	Jan-Sep Actual	Jan-Sep Actual
Assessment Revenue	\$157,740	\$155,457	\$157,740	(\$2,283)	\$148,568	\$155,067
Other Revenue	\$4,600	\$14,062	\$3,700	\$10,362	\$6,445	\$6,709
Total Income	\$162,340	\$169,519	\$161,440	\$8,079	\$155,013	\$161,776
Expenses						
General & Administration	\$21,047	\$22,803	\$16,052	(\$6,751)	\$20,429	\$14,961
Taxes & Insurance	\$9,675	\$8,203	\$9,675	\$1,472	\$7,653	\$9,410
Recreation	\$37,060	\$33,109	\$34,265	\$1,156	\$28,376	\$28,216
Landscaping	\$41,425	\$30,388	\$33,525	\$3,137	\$23,781	\$28,038
Utilities	\$20,840	\$14,179	\$15,882	\$1,703	\$13,884	\$15,886
Maintenance & Services	\$5,300	\$2,126	\$4,747	\$2,621	\$5,012	\$1,238
Total Expenses	\$135,347	\$110,808	\$114,146	\$3,338	\$99,135	\$97,749

2023	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Monthly Management Fee	802	802	802	802	802	802	802	802	802				7,218
Postage Reimbursement	669	14	25	168	845	45	266	87	361				2,480
Office Supplies (includes invoices)	401	9	9	94	333	29	151	56	86				1,168
Photocopying Charges	505	4	3	33	448	7	299	131	6				1,436
Web Portal Access Fee	60	60	60	60	60	60	60	60	60				540
Record Storage Fee	9	9	9	9	9	9	9	9	9				81
Georgia Corporate Annual Registration	75	0	0	0	0	0	0	0	0				75
IRS 1099 Form Preparation	0	330	0	0	0	0	0	0	0				330
Returned Check Fee (Charged Back To Homeowner)	0	0	0	0	0	40	0	0	0				40
Reimburse Collection Fees Paid To WHHA By Delinquent Homeowners	225	0	0	0	150	175	0	200	75				825
Reimburse Labor to Research Deed	0	0	0	0	0	0	0	0	0				0
Stop Payment Fee for Vendor Check	0	0	0	0	0	0	0	0	0				0
Monthly Total	2,746	1,228	908	1,166	2,647	1,167	1,587	1,345	1,399	0	0	0	14,193
2022	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Monthly Management Fee	738	738	738	738	738	738	738	738	738	738	738	738	8,856
Postage Reimbursement	202	146	57	214	225	263	809	934	130	131	656	151	3,918
Office Supplies (includes invoices)	49	251	40	64	259	80	370	281	43	49	222	45	1,753
Photocopying Charges	219	39	11	7	16	11	388	406	8	37	625	7	1,774
Web Portal Access Fee	60	60	60	60	60	60	60	60	60	60	60	60	720
Record Storage Fee	9	9	9	9	9	9	9	9	9	9	9	9	108
Georgia Corporate Annual Registration	75	0	0	0	0	0	0	0	0	0	0	0	75
IRS 1099 Form Preparation	0	270	0	0	0	0	0	0	0	0	0	0	270
Reimburse Collection Fees Paid To WHHA By Delinquent Homeowners	0	0	0	0	0	175	100	25	0	150	100	0	550
Reimburse Labor to Research Deed	0	0	0	0	0	0	100	0	0	0	0	0	100
Stop Payment Fee for Vendor Check	0	0	0	0	0	0	0	40	0	0	0	0	40
Monthly Total	1,352	1,513	915	1,092	1,307	1,336	2,574	2,493	988	1,174	2,410	1,010	18,164

**West Hampton HOA
2023 Capital Projects Status Update
SEPTEMBER**

	<u>Budget</u>	<u>Actual Cost</u>	<u>Status</u>
• Repaint Clubhouse Exterior	\$15,000	\$19,176	Complete
• Screen In Clubhouse Back Porch	\$2,100	\$2,100	Complete
• Landscaping Projects at Clubhouse	\$8,000		Pending
• Pergola Repairs (for Painting)		\$1,800	Complete
• Irrigation System Upgrades		\$1,947	Complete
• Lines Painted for Pickleball		\$800	Complete
• Two Skimmers Replaced at Pool		\$5,000	Complete
• Tennis Courts Observation Deck Repairs		\$2,830	Complete
• Paint Pool Pump House		\$1,800	Complete
	TOTAL	\$25,100	
		\$35,453	

Committee Reports

Clubhouse: There were 2 clubhouse rentals in August and 3 in September. The board purchased a steam mop for the clubhouse. The board agreed to hire professional window cleaners for the clubhouse. The upper windows have not been cleaned in some time.

ACC: The ACC has discussed monthly inspections and the language of violation notices with Heritage. It is hoped that future notices will be better understood by association members. The Design Standards have been revised again to state more clearly what is expected. **All mailboxes should by now be painted gloss black.**

Landscape: Replacement and painting of fencing on the Due West, Burnt Hickory, and Westwood entrances was quoted to be approximately \$19,880. This includes installation of 2 gates – 1 behind the pool pump house and one in the low flat area by the lower tennis court along Due West Rd.

Replacement and repositioning of the West Hampton sign at clubhouse entrance will be \$981; Replacement of the damaged sign at the Westwood entrance to the clubhouse parking lot will cost \$909.94.

The volunteers who have taken care of planting flowers and plants for many years are not able to continue. Therefore, WH will hire professional landscapers to do this work. Bill Logan researched landscapers to supply and maintain plants and flowers around the neighborhood entrances and the clubhouse. Three companies contacted were, Gibbs Landscaping, Property Line (our current maintenance company), and Pike Nurseries. Gibbs would charge \$20,000/year and would require WH to hire them as our general maintenance company in addition to the flowers; Property Line would be less expensive but

would require someone to research and purchase plants. Property Line is a general Landscaper and will plant but do not design and arrange the flowerbeds. Pike would charge \$13,000 annually, which includes a variety of plants, soil enhancers and planting and maintenance. The cost does not include pulling up annuals prior to planting new season flowers. The board felt that Pike would be the best fit for our neighborhood.

Pool: On October 8, the swimming pool was closed for the season. Due to the warm weather, the closing date was extended by one week. All entry keys have been deactivated. Access to the restrooms is still available with key cards. Steve Ryan will be out of town from October 15 – 20. Bill Logan will have access to the pool area to allow workers entry to complete the pool deck repair.

Social: Upcoming Ladies' Wine night, Thursday October 26th at 7:00. Theme: "Cozy PJ's & Wine"

Tennis: The board will take under consideration obtaining key card entry for all tennis courts. Steve Ryan will report to the board after receiving an estimate from Cana Security.

Welcome Committee: There have been no homes sold since August 2023. One welcome packet was delivered to new neighbors at 3524 W. Hampton on September 1.