



WVHOA Board Meeting Minutes

ANNUAL MEETING & ELECTION OF BOARD OF DIRECTORS

January 24, 2022 7:00 PM

In Person at Clubhouse & Via Zoom Video Conference

Board Member Attendees: Philip Ladin, President; Steve Ryan, Vice President; Jeff Rooks, Treasurer, Patricia Ryan, Secretary; Bill Logan, Director; Finis McCarver, Director

Absent: 0

Committee Member Attendees: 3

Community member attendees: 10 in person, 1 via Zoom

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

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

III. **Financial Report-See report attachment.** See report.

IV. **Committee Reports**

1. **Pool**-Dorothy Minter chair.

2. **Welcome** –Joann Martin chair.

3. **Landscape**- Brenda Ray chair. See report.

4. **ACC**-Bill Logan chair.

5. **Tennis**- Jamey Linard chair. See report.

6. **Social**-Debbie Ladin chair.

- a. Social activities were able to begin in earnest during the last quarter of 2021 due to Covid-19 restrictions. The Halloween party, Chili Cook-Off, and Breakfast with Santa were very well attended and extremely successful.

7. **Clubhouse**- Steve Ryan chair. See report.

8. **Playground:** The next steps for the playground area will be discussed at future meetings.

9. **Home Rental Limitations**, Steve Milby chair. The committee has created wording regarding rental homes. This will be forwarded to Rome & Assoc. for review. A special vote will be held in the future to determine if our by-laws will be changed.

10. **Fines**:

- a. At this time, abatement is the only recourse we have to deter residents from disregarding ACC rules. The board will develop wording on fines to submit to Rome & Assoc. for review, then put the issue to a special vote. The board continues to call for residents to volunteer to work with the Board and ACC in proposing a change to the covenants and bylaws allowing fines and fees per an established fee schedule for failure to comply with by-laws and ACC regulations.

V. **Election of Board of Directors**

- a. The vice-president introduced the current board members to the community. Rules of the election process were read by the president. Twenty-four votes were needed to have a quorum (10% of eligible voters). This quorum was met
- b. **Number of votes submitted: 34**

Results: Phil Ladin, Jeff Rooks, Patricia Ryan, Bill Logan and Finis McCarver were elected to the WH board of directors.

Write in's: Chris Reed and Danielle Rasmussen. Phil will contact Chris and Danielle to ask if they are interested in serving on the board.

VI. Meeting adjourned at 8:15 pm.

VII. The next Board meeting will be **Monday, February 14, 2022**

VIII. Minutes written by Patricia Ryan

Financial Report Presentation:



Annual Meeting
January 24, 2022

www.mywesthampton.com

2021 Financial Overview

Actual Income:

\$ 156,010	Assessment Revenue
\$ 919	Late Fee Income
\$ 555	Owner Interest Income
\$ 3,625	Clubhouse Rental
\$ 1,500	Swim Outsider Fees
\$ 1,075	Tennis Outsider Fees
\$ 4	Misc Owner Rec
<u>\$ 210</u>	Pool Key Income
\$ 163,898	2021 Income

2

2021 Financial

Operating Expenses

	Operating Budget	Jan. / Dec. Actual	YTD FAV (UNFAV)
GENERAL & ADMIN.	\$19,704	\$19,220	\$484
TAXES & INSURANCE	\$ 9,075 \$ 9,410		(\$335)
RECREATION	\$34,960	\$29,853	\$5,107
LANDSCAPING	\$39,000	\$35,544	\$3,456
UTILITIES	\$23,590 \$22,426 \$1,164		
MAINTENANCE & SERVICES	<u>\$ 3,900</u>	<u>\$1,426</u>	<u>\$2,474</u>
TOTALS	\$130,229	\$117,879	\$12,350

3

2021 Financial

2021 Opening Bank Balance \$ 162,642.92 (as of 12/31/20)

2021 Ending Bank Balance \$ 194,626.41 (as of 12/31/21)

Cash Operating BB&T	\$ 32,470.60
Cash Reserves BB&T	<u>\$ 162,155.81</u>
Total Balance	\$ 194,626.41

- 2020 Financial records were audited by Alford & Alford, Certified Public Accountants, who reported that financial statements present fairly, in all material respects, the financial position of West Hampton Homeowners Association, Inc. and the results of its operations and cash flows conform with accounting principles generally accepted in the United States of America .

2022 Budget

Income

ASSESSMENT INCOME – OWNER \$ 150,560 (DUES REMAIN \$630)

TENNIS INCOME \$ 1,200

CLUBHOUSE RENTAL INCOME \$ 2,800

SWIM TEAM INCOME \$ 1,500

Total Income **\$ 156,060**

Expenses

GENERAL & ADMIN. \$ 20,171

TAXES & INSURANCE \$ 9,675

RECREATION \$ 34,960

LANDSCAPING \$ 40,979

UTILITIES \$ 21,790

MAINTENANCE & SERVICES \$ 5,300

Total Operating Expenses **\$ 132,875**

Net Operating Income (Loss) **\$ 23,185**

5

West Hampton Reserve Plan

2021 – Board Addresses
Improvements Needed

6

2021 Reserve Fund Spending

Capital Expenditures

– Finish Installation RING System	\$ 650
– Repair Pool Deck	\$ 2,180
– Resurface Upper Tennis Courts	\$ 9,295
– Water System Repairs	\$ 3,200
– Install Additional Water Line	\$ 1,800
– Replace Sump Pump (Clubhouse)	\$ 900
<i>Total</i>	<i>\$ 18,025</i>

7

Reserve Fund

• Open Balance Jan. 1, 2021	\$136,309
– Planned Transfer – Operations	\$ 25,831
– Capital Improvements – Based on Need (\$ 0)	
– Bank Interest (Full Year)	<u>\$ 15</u>
– <i>Total</i>	<i>\$162,155</i>
• Closing Balance Dec. 31, 2021	<u>\$162,155</u>
– Difference	\$ 0

8

2022 Reserve Fund

Capital Projects Planned

– Replace One Pool Pump	\$2,500
– Replace Westwood Entrance Sign	\$3,600
– Repair Pool Deck	\$3,000
– Resurface Lower Tennis Courts	\$13,195
– Replace Pool Gate Security System	\$6,400
– Install Dedicated Power at Pool Deck	\$3,100
– Replace Pool Furniture	\$20,000
– Remove Trees, Stumps and Roots for New Walkway	\$4,000
– Replace Walkway to Patio Area	\$4,100

TOTAL \$59,895

9

LANDSCAPE REPORT – Brenda Ray – 2022

Thank you for allowing me to serve as the Landscape Chairperson for the past four years. It has been a pleasure to serve in our neighborhood.

Due to the sad and untimely death of Kyle Johnson, owner and operator of (ESI) Environmentally Sound, Inc., Landscape, we will begin a search for a new landscape company. Until then, you will continue to see Kyle's competent crew at work each week. I hope you have noticed the improvements they have made over the past three years.

A big shout out of appreciation goes to Bill Logan for all the flowers, ornamental grasses, bushes, Elephant Ears, and trees he planted this year, all of which greatly enhance the landscape.

In addition to our normal landscape budget, we had several unexpected expenditures:

In January of 2021, it was discovered that our domestic meter and irrigation meter were being fed through the same line, which is illegal. Cobb Water Dept. had to install new meters. In addition, we were lacking a back flow prevention assembly to comply with Ch. 122, Section 121, of the official Code of Cobb. Co.

Several trees and limbs had to be removed due to storm damage in July.

In 2022, we will address the declining grass at the clubhouse, as well as repairs to our current wooden fence.

ACC 1/1/2021 – 1/1/2022 Bill Logan, Chris Watkins, Finis McCarver

181 Violations with 156 resolved on first letter. 25 repeat violations of which 19 resolved.

ARC Request for 2021 –42 request reviewed, 36 approved, 1 denied, 6 still open/pending.

HOA rail fence repair to start 1/2022 which includes three (3) entrances and club house common areas

Currently at \$2200.00 for 2021/2022.

WHHOA Signage repair for 2022 One (1) entrance sign estimated at \$3600.00

Signage and Accent Lighting repair Due West Ent, Pool & Club House signage, Club House vegetation \$500.00

Landscape Shrubs 20+, Flowers 90+, Perennials 48, Trees 4, Spring Bulbs 50+

Cobb County Mandatory retention/runoff upkeep for Area (1), Club House areas including Tennis, Pool and all Common area \$2800.00

Clubhouse Activities and Costs Summary for 2021 and Jan. 2022

1. The clubhouse was rented 35 times in 2021. Much improved usage over 2020 due to fewer restrictions resulting from the COVID pandemic.
2. Completed replacement of the key lock for the glass security doors at the lower-level bathrooms. Lock was found damaged last October with foreign object broken off in the lock. (\$117.49)
3. Completed repairs of lighting in the mechanical equipment room and in the back basement area. This lighting was damaged with broken light fixtures and all light bulbs in 2020. Installed LED shop style light in the mechanical room.
4. Installed a GFI service outlet outdoors behind the Clubhouse A/C condenser units.
5. Replaced the solid copper ground wire on all three pool pump motor casings. The old ground wire had corroded through from years of exposure to pool chemicals in that area.
6. Working with the Pool Committee, replaced 7 pool area floodlights. Total labor cost for all four items was \$665.
7. Completed repair of the ceiling over the stairs and repaired the two holes we made to find where the water line comes into the clubhouse. Ceiling repair was \$350 and the repairs to the walls downstairs was \$250. Funding approved during the 2021 budget planning in October of 2020 was \$800 for the ceiling repair.
8. On May 27, 2021, Plumb-Smart plumbers replaced the failed sump pump in the back basement of the clubhouse. They also installed a discharge check valve and shut off valve for servicing the previous pump did not have. They also replace the sump bucket and an external float switch. Coast was \$900. This was an emergent condition from failure of the previous pump and was not included in the 2021 budget.

9. We purchased a metal storage cabinet for the clubhouse to keep the table cloths in. We found the cabinet at Costco and we used a couple of the in-store credit cards to make the purchase. Cost was \$249.97.
10. The new domestic waterline to the clubhouse was installed by Sprinkalawn on July 29th. The invoice for \$1,800 has been processed and accounted to Capital Spending for Common area Improvements on 8/11/21. The result of this work now means only the clubhouse facilities are being billed for sewer usage as is appropriate.
11. I received a report that the toilet in the lady's restroom upstairs was not filling with water and was not usable. I found that the filter screen on the hose connection to the tank was clogged likely from a small amount of dirt entering the water supply line during the new water line installation. The hose was blown out and water was restored to the facility. Cost \$0
12. I met with Cobb County Police on 11/3/21 regarding the car that has been in our clubhouse parking lot for over three weeks. The officer ran the plate and called the registered owner only to find out the car had been sold. The new owner never re-registered the car. There was a note in the car stating the brakes had failed and the owner had no money for repairs and a request to not tow the car. The responding officer took the information for the vehicle and said she would follow up. The car has been removed.
13. Reviewed the last two billing cycles for water and have discovered a pretty big problem. When I matched the meter numbers on the meters with the billing for each, I found that we had the meters mixed up when we did all the work last fall. Instead of running the water line from the clubhouse to the domestic water meter, we connected it to the irrigation water meter. Likewise, when we moved all the services off what we thought was the domestic water meter, we actually put them on the domestic water meter. Our last three water bills have been \$1,338.84 (Sept), \$851.94 (Oct.), and \$1,122.44 (Nov.). The water bills for the clubhouse for the same period, which is showing up on the irrigation meter were \$22.00 (Sept), \$31.21 (Oct), and \$49.63 (Nov).
14. Repairs have been made to the wall in the lower level of the clubhouse that was opened up to verify plumbing lines a second time back in October. Wall repair was postponed to Jan. 2022 for budget consideration. The repairs were completed By CDJ Professional Services on 1/4/22. Cost \$350.
15. The faulty urinal flush valve in the lower-level bathroom was replaced by PlumbSmart on 1/5/22. This has corrected the valve sticking problem. Cost \$391.
16. I have verified that the irrigation water meter located at the clubhouse is meter # 39302035 and that the Domestic water meter associated with sewer charges is meter #33995291. Sprinkalawn has corrected the plumbing at the meters and attached just the clubhouse to the domestic water meter and placed all the irrigation and pool supply piping on the irrigation meter. This should finally stop the excessive billing for sewage that we don't use. Sprinkalawn will bill Heritage directly upon completion.

Stephen Ryan, Clubhouse Committee Chair
westhamptonclubhouse@gmail.com

WELCOME COMMITTEE REPORT for 2021

Jan 24, 2022

Submitted by Joann Martin

Homes sold in 2021: 14(2020-11)

Homes for Sale as of 1/24/22: 1

New Neighbors:

1. 3533 West Hampton Dr.
2. 220 Westwood Dr. (sold twice)
3. 3361 Bridle Run Trail
4. 252 Waller Circle (sold twice)
5. 3556 West Hampton Dr.
6. 3226 Cobbs Farm Trail
7. 260 Jillian Circle
8. 3557 West Hampton Dr.
9. 3236 Cobbs Farm Trail
10. 3549 Saddleback Lane
11. 211 Westwood Dr.
12. 3250 Cobbs Farm Trail
13. 3582 West Hampton Dr.
14. 3541 West Hampton Dr.