



WHHOA Board Meeting Minutes

January 9, 2023 6:00 PM

In Person at Clubhouse & Via Zoom Video Conference

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

Absent:

Committee Member Attendees: Deb Ladin

Community member attendees: Clayton Crew

- I. **Call meeting to order/Agenda overview**
 - A. Tonight's meeting was changed to 6:00 to accommodate those wanting to watch the Georgia/TCU football championship game.
 - B. The meeting started with Zoom, but technical issues caused it to shut down after about 10 minutes.

- II. **Public Comment:** Mr. Crew has not been successful locating the WH covenants. Steve will email him the information.

- III. **Consent Calendar**
 - A. **Approval of previous minutes-** Minutes of the December 12, 2022 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** – No report
 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

- A. Discuss – Action recommendations for non-compliance with grandfathered owner leasing requirements.
- a. In October 2022, all association members received a letter requesting that, if they were owner/landlords, that they provide the association with a copy of their lease agreement and the name/contact information of the renters. This information is required per the POA regulations. Only one renter responded to this initial request– This was a commercial renter
 - b. This constitutes a violation of the leasing restrictions and is enforceable.
 - c. What actions should the board take? *The board will request that Heritage send letters to owners of record who have a different mailing address than their WH home.*
 - d. What timeline should be established? *A timeline was not discussed*
 - e. How do we identify private landlords? *If landlords have not reported their situation to the management company, it will be difficult to know if a home is being rented. Also, owners may live outside of WH and have immediate family members living in their home, which is not subject to the regulation. The board will not accept neighbors reporting on neighbors.*

VII. New Business

- A. Review of rules for voting and proxy voting at annual meeting – Review the ballots. *Ballots will be collected and checked for validity. Duplicate ballots and ballots that are ineligible will be put aside.*
- B. Recommendation for having or not having Zoom available for the Annual meeting. *Zoom will NOT be available*
- C. Feedback/update to position descriptions. The President commented that he had not received any feedback or recommendation for changing the existing job descriptions and asked the board if there was any update needed for the various positions. There was no response. The President stated there were some changes that need to be made to the Secretary and President descriptions but did not detail what those changes were going to be.
- D. Identify any needs for special reports (Financial) for the Annual Meeting. *All committees will have end-of-year reports presented.*
- E. Assign functions for annual meeting elections. *Ballots will be collected and counted by board members with support from association members*
- F. Do we want to have any refreshments served after the annual meeting and if so what and who will obtain. *Coffee, water, and light snacks will be provided.*

- G. Recommendations for anything that the board feels should be included in the President's comments at the annual meeting. *The board recommended that the president's comments include a summary of accomplishments for 2022.*
- H. The clubhouse will be painted / stained a deep sage green with charcoal/black trim. Stain will be most cost effective. The clubhouse deck will be dark gray enamel paint.
- I. The pergola at the pool area has boards that are rotted and moldy. The board approved having the affected boards replaced and the pergola painted the same color as the clubhouse.
- J. The tennis court lights have been problematic for a while. The electric box buried underground was found to be full of water, impacting the lights' operation. Jamey Linard will contact an electrician to obtain an estimate to fix this problem.
- K. Sections of the newly coated lower tennis courts are peeling, and the laminate is pulling up. Jamey Linard will contact the company that provided resurfacing service in 2022.

VIII. Meeting adjourned at 7:00 pm.

IX. The next Board meeting will be **February 13, 2023**

X. Minutes written by Patricia Ryan

Financial

West Hampton Homeowners Association, Inc.

Balance Sheet For 12/31/2022

Cash		
Operating Account - Truist	\$9,392.63	
Operating Account - Alliance	\$11,779.05	
Total Cash		\$21,171.68
Cash-Reserves		
Reserve Account - Truist	\$133,991.73	
Total Cash-Reserves		\$133,991.73
	Total Assets	\$155,163.41
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Liabilities		
Collection Fees Payable	\$229.00	
Prepaid Dues Payable	\$5,915.35	
Total Liabilities		\$6,144.35
Reserves		
Reserves - General	\$133,991.73	
Total Reserves		\$133,991.73
Equity		
Prior Years' Net Income	\$22,433.53	
Net Income (Loss)	(\$7,406.20)	
Total Equity		\$15,027.33
	Total Liabilities / Equity	\$155,163.41

West Hampton HOA 2022 Operations Budget Analysis

December

	2022	2022	2022	2022	2021	2020
Income	<u>Annual</u>	<u>Jan-Dec Actual</u>	<u>Jan-Dec Budget</u>	<u>Jan-Dec Variance</u>	<u>Jan-Dec Actual</u>	<u>Jan-Dec Actual</u>
Assessment Revenue	\$150,560	\$150,313	\$150,560	(\$247)	\$156,010	\$147,008
Other Revenue	\$5,500	\$9,303	\$5,500	\$3,803	\$7,888	\$5,484
Total Income	\$156,060	\$159,616	\$156,060	\$3,556	\$163,898	\$152,492
Expenses						
General & Administration	\$20,171	\$25,771	\$20,171	(\$5,600)	\$19,220	\$15,308
Taxes & Insurance	\$9,675	\$7,653	\$9,675	\$2,022	\$9,410	\$17,587
Recreation	\$34,960	\$38,862	\$34,960	(\$3,902)	\$29,853	\$30,440
Landscaping	\$40,979	\$33,499	\$40,979	\$7,480	\$35,544	\$36,734
Utilities	\$21,790	\$19,545	\$21,790	\$2,245	\$22,426	\$23,800
Maintenance & Services	\$5,300	\$5,200	\$5,300	\$100	\$1,426	(\$2,267)
Total Expenses	\$132,875	\$130,530	\$132,875	\$2,345	\$117,879	\$121,602

WH Board of Directors Meeting Minutes January 9, 2023

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
2021	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Monthly Management Fee	632	632	632	632	700	700	700	700	700	700	700	700	8,128
Postage Reimbursement	22	290	207	183	245	138	117	162	319	226	343	83	2,335
Office Supplies (includes invoices)	12	251	50	44	206	37	35	47	61	53	75	24	895
Photocopying Charges	3	74	258	7	6	6	6	7	258	8	256	3	892
Web Portal Access Fee	0	0	0	0	0	0	0	0	0	0	0	0	0
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	25	100	0	25	100	25	25	0	0	25	325
Monthly Total	753	1,526	1,181	975	1,166	915	967	950	1,372	996	1,383	844	13,028

West Hampton HOA
2022 Capital Projects Status Update
DECEMBER

	<u>Budget</u>	<u>Actual Cost</u>	<u>Status</u>
• Replace One Pool Pump	\$2,500	\$13,000	Complete
• Repair Pool Deck	\$3,000		Cancelled
• Resurface Lower Tennis Courts	\$13,195	\$8,281	Complete
• Replace Westwood Entrance Sign	\$3,600	\$2,297	Complete
• Replace Pool Gate Security System	\$4,900	\$6,400	Complete
• Install Dedicated Power at Pool Deck	\$3,100	\$1,814	Complete
• Remove Trees, Stumps & Roots Next to Clubhouse	\$4,000	\$5,100	Complete
• Replace Walkway to Patio Area	\$4,100	\$9,232	Complete
• Replace Pool Furniture	\$20,000		Cancelled
• Retention Pond Maintenance		\$2,800	Complete
• Install New WIFI System In Clubhouse		\$3,442	Complete
• Replace Privacy Fences for A/C Units & Trash Cans		\$3,740	Complete
• Window Repair and Replacement at Clubhouse		\$5,750	Complete
TOTAL	\$58,395	\$61,856	

Clubhouse

1. The contract for painting the clubhouse exterior, including the two pergolas has been signed. We now need to choose colors. I recommend a dark Sage Green with either Black or charcoal trim, and dark gray enamel for the deck surfaces.
2. Screening of the clubhouse back deck has started and should finish either 1/9/23 or 1/10/23. Cost \$2,100
3. We have two security cameras that need to be replaced. One at the clubhouse and one at the pool area. I will price these out for purchase in the 2023 fiscal year. Both cameras are beyond the warranty period so are not returnable.
4. Need to consider replacement of the top boards on the pergola for the pool as they are rotting and mold infested. This should be done before we do the painting, if possible, to avoid additional cost for painting.

Stephen Ryan,

Clubhouse Committee Chair

westhamptonclubhouse@gmail.com

ACC

There are no inspections scheduled for January and February. Two owners of vehicles which were in violation were sent notices by Heritage. To date, one owner has corrected the violation and one has not.

Landscape

Replacement trees for those removed around the pool are being considered. The landscape company hired in 2022 is working out well.

Pool

1. Follow-up on pool leak status – The bid to repair / replace the two leaking skimmer boxes came back at \$5,000. Nautix will perform the work over the winter, in time for the spring swim team season. Nautix has been given the go ahead to get the work done on their schedule.
2. The excavation behind the pool pump house to resolve the water intrusion problem is pending the work scope. We are waiting for Hula Landscape to get back with us on a second bid to install a short retaining wall to preclude additional downslope erosion resulting in the same problem recurring down the road.

3. We are still in need of someone to step up to organize and chair the Pool Committee to ensure the pool is ready for next summer. Time is running out to get the things done that need to be completed before opening the pool in April-May. The board relies on community support to keep all our needed committees staffed and functioning. Without them we cannot provide the necessary services without adding great expense to the homeowners.

Stephen Ryan,

Acting Pool Committee Chair

westhamptonclubhouse@gmail.com

Social

Breakfast with Santa was a big success. Tired decorations were updated, and some new lights were purchased. Several volunteers attended to set up, and then put away the decorations.

Tennis

Happy new year everyone! It has been a great year for tennis and I look forward to tennis in 2023. Below are the highlights for 2022 and upcoming projects for 2023.

- 1) In 2022 the 2 bottom tennis courts were resurfaced.
- 2) Also 4 tennis court nets have been replaced with 4 new extra durable tennis nets.
- 3) All the benches were replaced with 8 new benches.
- 4) Bottom court lights have been fixed with a new timer and several new bulbs.
- 5) Finally, approximately a thousand dollars was collected in Alta dues.

2023 projects:

- 1) Repair tennis deck steps and replace rotten wood where needed.
- 2) Stain tennis deck when repairs are completed.
- 3) Replace upper tennis court light bulbs and electrical wiring to avoid future outage problems that have frequently occurred on 2022.
- 4) Apply pickle ball lines to 2 lower tennis courts.

As always see you at the courts,

Jamey Linard ...