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## HOA BOARD MEETING MINUTES

7:00 p.m.

April 10, 2023

In Person

### I. Call to Order and Orders of the Day

- Present were Steve Ryan, James Fudge, Bill Logan, Jeff Rooks, Jennifer Taylor. Steve Milby was absent and excused.

### II. Public Comment

Homeowner expressed concern regarding the letters that are being sent out by the management company and stated that they come across at times threatening.

### III. Consent Calendar

1. Approval of the February 13, 2023 West Hampton Homeowner Association (WHHOA) Board of Directors Meeting Minutes

### IV. Financial Report

(See Report Attached)

### V. Committee Reports

1. Pool/Swim (No Chairperson)
2. Welcome (Patty Ryan)
3. Landscape Sprinklers (Bill Logan)
4. Architectural Control (Bill Logan)
5. Clubhouse (Steve Ryan)
6. Tennis (Jamey Linard)
7. Social (Deborah Ladin)

### VI. Old Business Pool

1. Deck Work on Tennis Courts (No update provided)
2. New Lattice on top of the pool pergola - Complete
3. Deterioration of the lower tennis courts – See Tennis Report Below

## VII. New Business

1. Thank you to the Social Committee, Kathy Guertin, Brittany Bramblett, and Amy Wilson for the chili and rib cook off event.
2. Zoom Meetings
  - The zoom account will expire in a month. It was determined that the account will be renewed. The meetings will be held in person and via Zoom.
3. Discussion Regarding proposed Pickleball Court
  - Concern regarding the sound of the pickleball court and the amount of people who will be at the court were discussed. Putting up sound proofing shields around the pickleball court is a possible option to cut down on the noise concern. Access to the courts can be controlled by adding an access card system like what we have on the pool. During the discussion it was reported that there are times where the lights on the tennis courts are on all night long. Steve Ryan will investigate this, as the lights are set on timers and should be going off at 11:00pm.
4. Pool Committee Appointments for 2023
  - We have reached out to Mr. Williams to verify his intent to chair the pool committee but have not been able to connect with him. As of now we are still in need of a pool committee chair and committee persons.
5. Pool Repairs and Updates
  - Pool Skimmers have been replaced
6. Pool Opening Dates
  - Pool will open on May 8, 2023
7. West Hampton Sharks Swim Team-will need a new manager for the 2024 swim season;
  - A name has been suggested, but the person is still considering.
8. Playground Makeover
  - The committee for the playground has folded. James Fudge is going to try to get a new committee together.
9. Webmaster Needed
  - The webmaster is moving out of the neighborhood and a replacement is needed. Discussion regarding a name change from webmaster to ITT director.
10. Revised and updated copy of the ACC regulations was posted on

the Ventaca website April 10, 2023.

11. Board Member assistance needed for security access control
  - A board member to back up Steve Ryan is needed – Steve Milby will provide back-up.
12. Capital Projects for 2024
  - Pool Decking was mentioned at a cost of \$40,000. Other items that are needed will be discussed at the June meeting. Board members need to submit recommendations for 2024 Capital projects.
13. 2023 Additional Projects/expenditures – Board members need to submit any additional recommendations for maintenance or projects for 2023 as soon as possible.
14. Recruitment for HOA Committees – Still looking for volunteers to help with various committees. Steve Milby is the primary contact person if you know of or have a volunteer looking for a committee.

**VIII.** Adjourn---Meeting ended at 9:00pm

**Committee Reports Below:**

# West Hampton Homeowners Association, Inc.

## Balance Sheet For 3/31/2023

<b>Cash</b>		
Operating Account - Truist	\$14,387.55	
Operating Account - Alliance	\$37,295.56	
<b>Total Cash</b>		<b>\$51,683.11</b>
<b>Cash-Reserves</b>		
Reserve Account - Truist	\$0.04	
MMA-Alliance Bank	\$134,021.43	
<b>Total Cash-Reserves</b>		<b>\$134,021.47</b>
	<b>Total Assets</b>	<b>\$185,704.58</b>
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<b>Liabilities</b>		
Collection Fees Payable	\$4.00	
Prepaid Dues Payable	\$15,874.14	
<b>Total Liabilities</b>		<b>\$15,878.14</b>
<b>Reserves</b>		
Reserves - General	\$134,021.47	
<b>Total Reserves</b>		<b>\$134,021.47</b>
<b>Equity</b>		
Prior Years' Net Income	\$15,027.33	
Net Income (Loss)	\$20,777.64	
<b>Total Equity</b>		<b>\$35,804.97</b>
	<b>Total Liabilities / Equity</b>	<b>\$185,704.58</b>

### West Hampton HOA 2023 Operations Budget Analysis

#### March

	2023	2023	2023	2023	2022	2021
Income	<u>Annual</u>	<u>Jan-Mar</u> <u>Actual</u>	<u>Jan-Mar</u> <u>Budget</u>	<u>Jan-Mar</u> <u>Variance</u>	<u>Jan-Mar</u> <u>Actual</u>	<u>Jan-Mar</u> <u>Actual</u>
Assessment Revenue	\$157,740	\$73,343	\$74,870	(\$1,527)	\$66,630	\$69,788
Other Revenue	\$4,600	\$4,705	\$600	\$4,105	\$2,244	\$470
Total Income	\$162,340	\$78,048	\$75,470	\$2,578	\$68,874	\$70,258
<b>Expenses</b>						
General & Administration	\$21,047	\$7,110	\$4,369	(\$2,741)	\$4,071	\$4,511
Taxes & Insurance	\$9,675	\$75	\$75	\$0	\$75	\$75
Recreation	\$37,060	\$11,894	\$10,159	(\$1,735)	\$10,906	\$10,356
Landscaping	\$41,425	\$11,093	\$7,125	(\$3,968)	\$4,997	\$4,778
Utilities	\$20,840	\$3,834	\$3,398	(\$436)	\$3,068	\$4,262
Maintenance & Services	\$5,300	\$188	\$849	\$661	\$3,057	\$819
Total Expenses	\$135,347	\$34,194	\$25,975	(\$8,219)	\$26,174	\$24,801

2023	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Monthly Management Fee	802	802	802										2,406
Postage Reimbursement	669	14	25										708
Office Supplies (includes invoices)	401	9	9										419
Photocopying Charges	505	4	3										512
Web Portal Access Fee	60	60	60										180
Record Storage Fee	9	9	9										27
Georgia Corporate Annual Registration	75	0	0										75
IRS 1099 Form Preparation	0	330	0										330
Reimburse Collection Fees Paid To WHHA By													
Delinquent Homeowners	225	0	0										225
Reimburse Labor to Research Deed	0	0	0										0
Stop Payment Fee for Vendor Check	0	0	0										0
Monthly Total	2,746	1,228	908										4,882
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  
**MARCH**

	<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

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**TOTAL    \$25,100    \$23,076**

### **Tennis Committee:**

Alta season is in full gear this time of year with both the men and ladies' teams competing at high levels. Both teams are doing well thru the midway point and West Hampton has been a great home for all those involved.

Tennis dues in the amount of 775 dollars have been collected and I will submit the funds to Mr. Rooks. These funds help go to the maintenance of our courts. Speaking of maintenance, the tennis court lights have been fixed and all 4 courts now have lighting.

Also, Court Makers has inspected the damage to the lower tennis court and have agreed to make repairs without charge. The repairs should be made this month weather permitting. After the repairs have been made, we can proceed with the installation of pickle ball lines. It is to be noted that Court Makers did state that the lower tennis courts in the distant past must have been repaired with a product called 'Riteway'. This product over time has been known to crack and peel up which is what has caused the current issues. This is a problem that deals with the foundation of the courts and resurfacing a court does not correct that. To correct that a total rehaul of the courts would have to take place which can obviously be costly. They said in the future the courts could continue to see the material come up because of this product. I expect their fix will make the courts playable and the courts still will look very nice but would not be surprised as the years go this being an ongoing problem.

Hope all are well and as always, see you at the courts.

Jamey Linard....

### **Welcome Committee:**

In March, seven welcome folders were delivered to neighbors who moved to WH during 2022 and who were not greeted, and three folders were delivered to neighbors that have arrived since the start of 2023. I believe that we are caught up now. The board granted permission to purchase ten \$20 Panera gift card for the welcome folders. All have been given out. I am requesting funds to buy five \$20 cards for upcoming deliveries.

Pocket folders have replaced the three-ring binders that were given in the past. Included in the folders are: A page with pertinent information about West Hampton, such as contact information, where to locate community information, and how to sign up for the unofficial Facebook page. A copy of the most recent WH newsletter is also put in the folder. A \$20 gift card to Panera has replaced the treats that were presented to new owners.

Homes for sale: 3357 Bridle Run Trl. (Keller Williams) and 3524 W. Hampton Dr.

Patty Ryan

## **Clubhouse Committee:**

1. Painting of the clubhouse and two pergolas was completed on schedule in March. The original color selection turned out not to be a good color combination when viewed on a large scale and was changed after the first day of painting. This increased to overall cost of painting as a result of the cost of added paint and labor. The original budget was \$15,000. The final cost was \$19,176. This cost does not include the cost of painting the Pool Pump House to match which will occur once the back wall repairs have been made. An additional estimate will be obtained and submitted to the board for approval.
2. I have ordered three refurbished security cameras to replace the two broken cameras and to add one additional camera to capture the Due West end of the pool area for safety and security concerns. Cost: \$431.97 Installation will cost approximately \$200 once the cameras arrive.
3. 4/7/23 We have installed an external water source (Hose bib) at the clubhouse. Before this the only external water source for the area was at the pool. This will provide for proper maintenance of the clubhouse A/C units as well as general use for pressure washing and external water needs. Cost \$325.00
4. Clubhouse rentals for 2023 continue to be strong with 3 in January, 3 in February and 5 Confirmed for April. Clubhouse reservations were blocked out from February 19<sup>th</sup> to March 10<sup>th</sup> while painting the clubhouse.

Stephen Ryan,

Clubhouse Committee Chair

[westhamptonclubhouse@gmail.com](mailto:westhamptonclubhouse@gmail.com)

## **Pool Committee:**

1. Repairs to the pool skimmers were completed in March. Results of the repairs are excellent. Water level has been holding right in the skimmer boxes as designed with no water being added to the pool other than rain. This is great news and is expected to save thousands of gallons of water and at least hundreds of dollars in water costs. Cost of repairs: \$5,000 (deferred)
2. While doing repairs to the skimmers it was found that the earth fill on the outside of the pool itself has settled approximately 12" to 18" under the concrete decking and about 8" to 10" back from the pool shell creating a void under the decking next to the pool. This is likely a result of the water leakage over time that went un recognized. The pool decking is 4" thick concrete so loading immediately adjacent to the pool is not a concern at this time but could present a concern when performing resurfacing of the decking surface in 2024. It is recommended that before we proceed with decking resurface that we have a hydraulic fill company come in and determine an appropriate course of action to fill the void with some kind of expansive material to ensure adequate support. This gap was

observed in the Pergola end of the pool extending from the skimmer approximately 16 feet towards the pool house side of the pool and extending approximately 8 feet towards the playground side of the pool.

3. The drainage behind the pool house has been repaired and we have not seen any signs of water intrusion to the pool house since the repairs were complete. We will be getting with the carpenter to estimate what repairs need to be done to the back wall. After that work is done, we will be painting the pool house to match the clubhouse and pergolas.

Steve Ryan

Acting Pool Committee

Note from Dorothy Minter regarding Sharks Practice Schedule -

I just want to give everyone an update and get approval for the 2023 WH Sharks Summer Season. Nothing much has changed from last year.

Practice is set to begin with our AFTERNOON SCHEDULE on Monday, May 8th. Below is the full practice schedule.

#### **AFTERNOON PRACTICE SCHEDULE (MAY 8th - MAY 23rd )**

Monday, Tuesday, Wednesday & Thursday

4:30 PM - 5:00 PM / 5-6 age group

5:00 PM - 5:45 PM / 7-8 age group

5:45 PM - 6:30 PM / 9-10 age group

6:30 PM - 7:15 PM / 11-12 age group

7:15 pm - 8:00 PM / 13+ age group

#### **MORNING PRACTICE SCHEDULE (MAY 25th - JUNE 27th)**

Monday, Tuesday, Thursday & Friday

8:30 AM - 9:00 AM / 5-6 age group

9:00 AM - 9:45 AM / 7-8 age group

9:45 AM - 10:30 AM / 9-10 age group



10:30 AM - 11:15 AM / 11-12 age group

11:15 AM - 12:00 PM / 13+ age group

We will hold the Mock Meet on Saturday, May 20th from 8:00 am - 10:00 am.

There will be NO PRACTICE on Wednesday, May 24th for the last day of school and NO PRACTICE on Monday, May 29th for Memorial Day.

We are schedule for 3 home meets this season and they will be on Tuesday, June 6th, Tuesday, June 13th and Tuesday, June 27th. The End of Season Banquet will be on Thursday, June 29th then the season is over.

I will send in the Clubhouse Request form through Heritage to reserve those dates. On the dates of the home meets and banquet, the pool will close to the community at 4:00 pm.

Registration for swimmers will open on March 1st and I will have the Webmaster send out an e-blast to the community with all this information as well.

For all information related to the swim team please check out our awesome website: [whsharks.swimtopia.com](http://whsharks.swimtopia.com).

Please let me know if you have any questions or concerns. This will be my last year serving as coordinator as the Sharks. I will let you know who steps up to replace me.

Thanks,

Dorothy Minter

Coordinator

West Hampton Sharks