

WHHOA Board Meeting Minutes

February 14, 2022 7:00 PM

In Person at Clubhouse & Via Zoom Video Conference

Board Member Attendees: Philip Ladin, President; Jeff Rooks, Treasurer, Patricia Ryan, Secretary; Bill Logan, Director, Finis McCarver, Director (via Zoom)

Absent: 0

Committee Member Attendees: Whitney Meyers (Welcome); Steve Milby (Rentals); Steve Ryan (Clubhouse)

Community member attendees: 3 (in person and Zoom)

I. Call meeting to order/Agenda overview

II. Public Comment:

- a. **Re: Signs in yards.** Reminder that our Design Standards (12.4) stipulates that political signs are allowed to be displayed from **1 month prior to the vote** until the **day of the vote**. Elwanda will be asked to send an email blast to remind residents.
- b. **Re: Maintaining Animals in WH.** West Hampton covenants restrict animal ownership on one's property to household pets only. Cobb County Ordinances state requirements for keeping non house pet animals on one's property. Refer to WH covenants, 6.18, and attachment for **Cobb County Animal Ordinance** below.
- c. **May a tennis instructor who doesn't live within WH use the tennis courts to teach lessons?**
 - Discussion: Per WH Covenants section 2.05 "Common property" – Delegation of Use, homeowners may only delegate use of common grounds to members of the family in their home or rental property for personal use. Per section 2.02 "Right of Enjoyment" The Association may permit non-homeowners to use all or part of common areas subject to limitations and terms. Currently, no such terms and limitations have been established by the Association allowing for use of the tennis facilities by a "for profit business" for teaching tennis. If students who live within WH are taught for no charge, then under section 2.05 homeowners can delegate use of common grounds. This would exclude students from outside WH from using the facilities until limitations and a fee structure is established.
- d. **Finances: Why don't we separate funds for various projects?**
 - Several years ago, the Association hired a consultant to establish the most effective method and format for managing the year-to-year West Hampton budget. The decision was made to use a two-account format (Operating Account and Reserve Account.) We allocate funds to upcoming projects as outlined in our annual budget report. Although funds are allocated to individual projects, the actual funds remain in the Operating or Reserve Accounts until the project is actually executed. This allows flexibility to respond to emergent, higher-priority work or projects by adjusting previously allocated funds and re-establishing priorities for already approved projects. Our budget is developed in October each year for anticipated expenditures. Often, unexpected expenses occur (i.e. increased materials costs, waterline breakage) that cause us to use more funds. This often results in the necessity of taking money from one project to use for another project of lower priority. It is felt that the current system is best for our neighborhood.

III. Consent Calendar

A. **Approval of previous minutes-** Minutes of the **January 2022** board meeting were approved unanimously by 5 voting board members present.

IV. **Vote on positions of elected directors:**

a. President: Phil Ladin; Vice President: Bill Logan; Treasurer: Jeff Rooks; Secretary: Patricia Ryan.
Our fifth director is Finis McCarver

V. **Welcome to our new committee chairs!**

a. Steve Milby: Rental committee
b. Whitney Meyers: Welcome committee

VI. **Continuing committee members:**

a. Steve Ryan, clubhouse; Bill Logan, Landscape & ACC committees, Chris Watkins, ACC; Finis McCarver, ACC; Dorothy Minter, pool; Jamey Linard: tennis; Deb Ladin, Social

VII. **Financial Report-**See report below

VIII. **Committee Reports**

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

- a. Access to the restrooms is not yet available. Dorothy is working with the security company to remedy this.
- b. Cana has installed the new security system and Dorothy will be meeting with them to learn the new system. She'll be letting North American Security know that we will no longer be needing their services.
- c. Planned pool opening is the **1st week of May**.
- d. **Swim team** practice will start **May 9th**

2. **Welcome** – Whitney Meyers chair.

- a. Currently: 1 home for sale and 1 home that closed in January

3. **Landscape**- Bill Logan, chair. Report below.

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

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

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

- a. Events are being planned such as: Ladies nights, Easter party, end of school year party

7. **Clubhouse**- Steve Ryan chair. Report below

8. **Playground:**

- a. The board will work with the playground committee to determine the next steps regarding the existing play area.

9. **Home Rental Limitations:** Steve Milby, chair

We are awaiting comments from Rome & Assoc. regarding the wording on rentals developed by the committee. A special vote will be held to determine if rental restrictions will be put in place for WH

10. **Fines:** The board will examine a fees and fine schedule developed by a past board a few years ago. The wording will be updated and forwarded to our attorneys, Rome and Assoc. for review. After receiving their input, the board will present the findings to the neighborhood in a special vote.

IX. Old Business

- a. **Walkway:** The board accepted the bid from Arbor Hills Construction, Inc to remove the current walkway from the parking lot to the patio and replace it with a four-foot-wide walkway to include a short wall to hold back planting mulch on the clubhouse side. A contract will be signed, and half of the fee will be paid immediately. At this time, there is no date for the start of the project. See the report below for details.

X. New Business

- a. Heritage Management company has recommended that we attempt to cut mailing costs by asking residents to switch to receiving information via email. These mailings may include HOA fee bills, annual election packets and other voting packets as needed by the association. As of now, only 30 – 40% of residents have supplied their email addresses to the West Hampton webmaster.

XI. Meeting adjourned at 8:30

XII. The next Board meeting will be **Monday, March 14, 2022**

XIII. Minutes written by Patricia Ryan

West Hampton Homeowners Association, Inc.

Balance Sheet For 1/31/2022

Cash

Operating Account - Truist

\$67,693.63

Total Cash

\$67,693.63

Cash-Reserves

Reserve Account-Truist

\$162,157.19

Total Cash-Reserves

\$162,157.19

Total Asset

\$229,850.82

Liabilities

Collection Fees Payable

\$4.00

Prepaid Dues Payable

\$55,090.02

Total Liabilities

\$55,094.02

Reserves

Reserves - General

\$162,157.19

Total Reserves

\$162,157.19

Equity

Prior Years' Net Income

\$22,433.53

Net Income (Loss)

(\$9,833.92)

Total Equity

\$12,599.61

Total Liability / Equity

\$229,850.82

2022	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Monthly Management Fee	738												738
Postage Reimbursement	202												202
Office Supplies (includes invoices)	49												49
Photocopying Charges	219												219
Web Portal Access Fee	60												60
Record Storage Fee	9												9
Georgia Corporate Annual Registration	75												75
IRS 1099 Form Preparation	0												0
Reimburse Collection Fees Paid To WHHA By Delinquent Homeowners	0												0
Monthly Total	1352	0	0	0	0	0	0	0	0	0	0	0	1,352
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	1166	915	967	950	1372	996	1383	844	13,028

West Hampton HOA
2022 Capital Projects Status Update
JANUARY

	<u>Budget</u>	<u>Actual Cost</u>	<u>Status</u>
• Replace One Pool Pump	\$2,500		Pending
• Repair Pool Deck	\$3,000		Pending
• Resurface Lower Tennis Courts	\$13,195		Pending
• Replace Westwood Entrance Sign	\$3,600		Pending
• Replace Pool Gate Security System	\$4,900		Pending
• Install Dedicated Power at Pool Deck	\$3,100	\$1,814	Complete
• Remove Trees, Stumps & Roots Next to Clubhouse	\$4,000		Pending
• Replace Walkway to Patio Area	\$4,100		Pending
• Replace Pool Furniture	\$20,000		Pending
• Retention Pond Maintenance		\$2,800	Complete
TOTAL	\$58,395	\$4,614	

**West Hampton HOA
2022 Operations Budget Analysis**

January

	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
	<u>Annual</u>	<u>Jan-Jan</u>	<u>Jan-Jan</u>	<u>Jan-Jan</u>	<u>Jan-Jan</u>	<u>Jan-Jan</u>
Income		Actual	Budget	Variance	Actual	Actual
Assessment Revenue	\$150,560	\$0	\$4,500	(\$4,500)	\$100	\$3,234
Other Revenue	\$5,500	\$500	\$200	\$300	\$200	\$1,070
Total Income	\$156,060	\$500	\$4,700	(\$4,200)	\$300	\$4,304
Expenses						
General & Administration	\$20,171	\$1,363	\$1,484	\$121	\$778	\$883
Taxes & Insurance	\$9,675	\$75	\$75	\$0	\$75	\$75
Recreation	\$34,960	\$1,050	\$2,658	\$1,608	\$710	\$4,675
Landscaping	\$40,979	\$1,660	\$1,998	\$338	\$1,510	\$1,580
Utilities	\$21,790	\$1,180	\$1,058	(\$122)	\$2,127	\$1,204
Maintenance & Services	\$5,300	\$391	\$183	(\$208)	\$0	\$179
Total Expenses	\$132,875	\$5,719	\$7,456	\$1,737	\$5,200	\$8,596

CLUBHOUSE REPORT – Steve Ryan

1. Powers Electric completed the installation of power to the pool gate and put a separate circuit in for two 110V outdoor plug-in receptacles in the pool pergola area, one on each side. Power to the outlets is turned on, power to the gate is currently off at the breaker in the pool pump house waiting for the new security system install. Cost was \$1,814.47. (Estimate was \$3,100)
2. The hardware for the expanded Wi-Fi to include the pool area and the patio area as well as the clubhouse has been completed. We do not keep a computer at the clubhouse to provide Wi-Fi controls so we are needing to install a controller which will allow control of the Wi-Fi using a phone app. The controller is on order and will add approximately \$100 to the cost the Wi-Fi install. The new system will be cloud based so changing passwords and managing the system will use phone apps. New cost estimate: \$3,262.19. Original estimate was (\$3,162.19)
3. Thank you to Bill Logan for his help with getting the three, very large trees along the south side of the Clubhouse removed in preparation for replacement of the walkway from the parking lot. Additional cost of \$1,500 was a result of needing to rent a large crane. Cost was \$5,100. (Estimate was \$4,000)
4. Bids for the sidewalk replacement have come in. We estimated \$4,000 to complete this work but bids are coming in at the \$6,500 to \$8,000 price range. Of the four companies requested to provide bids, one turned us down because they have a minimum size job of 750 Sq Ft and ours is only about 450 Sq Ft. Tom Hill Concrete came in at \$7,250. Diamond Ridge came in at \$8,000. Arbor Hills came in at \$6,410. When challenged, the companies have consistently stated that they cannot do small jobs like this for the same square foot cost as they can large jobs because it still requires the same or similar support with trucks and equipment as would be used on a big job but the smaller jobs concrete costs cannot offset the total project cost. Additionally, recent costs of labor and material (steel & concrete) have increased substantially and continue to increase on a monthly bases with no immediate end in sight.
 - a. Update: We have re-bid the job with Arbor Hills only to exclude the extra concrete work at the patio level and to remove the curbing. In place of that we have requested including a 1 ft tall, 6 in thick, reinforced retaining wall to accommodate upcoming modifications to the landscape on the south side of the Clubhouse. The new price quoted is \$9,033 and has been submitted to the Board for consideration/approval.
5. The trash can area in the front of the clubhouse is in need of being rebuilt. The support posts have rotted out and the walls have weakened substantially. The same holds true for the enclosure for the A/C units. Additionally, there is some minor exterior repair needed along the south side of the clubhouse that we can roll into the cost of the enclosure replacements. The enclosure around the A/C units could wait a while longer but the enclosure for the trash cans needs to be done. I also recommend expanding the trashcan enclosure by about 4 feet to make the area more manageable. I will be obtaining estimates for this work.
6. I am going to start getting estimates for painting the exterior of the Clubhouse for next year's budget consideration. If anyone has a preferred vendor they want to recommend, please get that information to me at your earliest convenience.

Stephen Ryan,

Clubhouse Committee Chair

westhamptonclubhouse@gmail.com

February 14, 2022, Monthly Report- ACC, Landscape, Lighting, Signage and Irrigation

Bill Logan

January 2022 HOA **ARC Request** Total of 5 request consisting of 4 Landscape Changes and 1 Tree Removal that were completed and approved.

Sometime around January 1, 2022, WHOA current Landscape Company ESI owner and manager died unexpectedly. Shortly there after we received word that they weren't sure in what direction they would go, either try and sell, maintain or close the company. As of this date a ESI crew has been doing the spring pruning around WH. With this uncertainty I have reached out to another company who has bid on a couple of other jobs (sod and landscape replacement design) to quote a new contract for WHOA.

On 2/11/2022 28 new shrubs were installed on the embankment between the playground and the lower tennis courts. Shrubs were planted for a fee of \$10 per vs \$25 quoted rate by current landscaper for a savings of \$420.00. At the same time the Low Voltage transformer located at the Club House-Pool signage was replaced because of failure for \$53.48 total. The total cost of the Lighting, Shrubs and Labor was \$486.14 with a savings of \$694.45 to WHOA.

On 2/11/2022 Cobb County Water Department reinspected the retention area to the south of the tennis courts and passed it without issue. (steps & handrail?)

They also went over the retention area located at the Westwood Drive entrance and repeated that it also needs to be cleared of fallen trees and debris. West Cobb Tree Service has given a verbal quote of a day's labor plus (\$1600.) to do so. West Cobb pointed out that Lake Summerset neighbors were dropping trees and limbs into the area. The Cobb inspector didn't seem to think it would cause any issues since they were located on the upper embankment and not in the lower area. I asked if he would speak to them about this and was told "it's more of a civil issue between neighbors." I told him in that case WHOA would not pay to have it removed.

West Cobb Tree recently took down the three (3) large water oaks on the south side of the CH and ground the stumps. During the grinding they discovered a waterline for the sprinkler system was buried under one of the large stumps and was severed during the grinding. Sprinkalawn was called out to try and find where the line was being fed from and to cap it off. After working on the line for some time Steve Ryan and I decided to shut off the circuit until after the new walkway was installed in case there are any more irrigation issues as well as new heads to be relocated.

After doing some searching, I finally discovered the company who originally made and installed the WHOA current entrance signs, Aho & Barat of Marietta. They sent a representative out on 2/09/2022 to quote on the Westwood entrance sign replacement. As of today's date, I have not heard back from them.

Tennis Report:

Happy New Year! Not much to report on the tennis front this month. 2 benches were purchased and I replaced the 2 broken ones. Lights are working on the top courts but continue to be a problem on the lower courts. Not sure what it could be this time but I could contact an electrician to look at them if the board seems fit, just let me know.

> Sincerely,
> Jamey Linard

Cobb County Animal Ordinance

Cobbcounty.org - Community Development - Enforcement - Community Violations: Livestock and poultry animals are only permitted on a lot of two acres or larger. All animals must be maintained at least ten feet off any residential property line. Backyard chickens (**hens only**) are permitted on properties under 80,000 square feet. Backyard chickens must meet requirements under code section 134-290.

Cobbycounty.org - Community Development- Enforcement -Code Enforcement -Sec. 134-290. Backyard chickens for properties under 80,000 square feet (approved 02-11-20 by the Board of Commissioners)

- There shall be a maximum ratio of one Backyard Chicken per 5,000 square feet of lot area on any lot less than 80,000 square feet;
- Only hens are kept on the property;
- The Backyard chickens shall be kept/maintained within a fenced area to the rear of the house;
- Coops, or other buildings used for the poultry shall be located at least 25 feet off any property line.
- Coops are considered an accessory structure and all conditions for accessory structures in that zoning district shall also apply for any coop over 144 square feet;
- The owner(s) of the poultry shall keep the property maintained in a fashion that eliminates the potential negative effects resulting from the poultry, including but not limited to, odors, pollution, noise, insects, rodents and other wild animals;
- The Backyard Chickens shall not cause a nuisance, as defined by state law;
- The slaughter of any hen on site is prohibited; and
- This section does not authorize persons to violate applicable restrictive covenants and/or homeowners' association rules and regulations. Property owners are solely responsible for compliance with all applicable restrictive covenants and homeowners' association rules and regulations.