



WHHOA Board Meeting Minutes

May 29, 2024, 7:00 PM

In Person at Clubhouse **WHHOA Board Meeting Minutes**

May 29, 2024 - In Person at Clubhouse

Board Member Attendees: Steve Milby - President, Bill Logan - Vice President, James Fudge – Director, Geri McCormick - Director

Absent: Patty Ryan – Secretary, Josh Orton – Treasurer

Committee Member Attendees: Liz Chaney and Sara Phillips – Swim Team Coordinators

Other Attendees: None

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

The meeting was called to order at 7:00 pm.

II. **Public Comment:** none

III. **Consent Calendar:**

Minutes of the April 10th meeting were unanimously approved.

IV. **Financial Report:** See report below

V. **Committee Reports:** See reports below

1. Pool – Patty Ryan, Chair
2. Landscape – Bill Logan, Chair
3. ACC – Steve Milby, member
4. Social – no Chair
5. Clubhouse – Steve Ryan, Chair
6. Tennis – no Chair
7. Welcome – Patty Ryan, Chair
8. Playground – James Fudge, Chair

9. Communications – Dawn Parker, Chair

10. Swim Team – Liz Chaney, Coordinator

VI. **Old Business:**

1. Annual Assessment Reminder Communications – to improve compliance with the on-time payment of assessments, the Communications Team was responsible for a total of four reminders in the previous four months via email and Facebook. This resulted in an increase in on-time payments versus prior years.

2. Liability Insurance Status – the Board will be evaluating a new proposal for 2025 from the Heritage Insurance Coordinator at the August meeting.

VII. **New Business:**

1. Fee Waiver Request Policy Review – Fee Waiver Requests have grown considerably over the past three years with the top reason for late payment being USPS performance or simply lack of awareness of the due dates. With enhancements being made in our ability to effectively communicate with Association members the Board will be considering changes to this policy for 2025.

2. Annual Assessment Due Date and Grace Period – Using the original Covenants as the guide, the Board is considering streamlining the current payment structure of annual assessments to make the process easier to understand.

3. Reserve Study – agenda item is moved to the August Meeting

4. Committee Vacancies – We need Chairpersons for the ACC, Social and Tennis Committees

VIII. Meeting adjourned at 9:50 pm

IX. The next Board Meeting will be Wednesday, August 14, 2024, at 7:00 pm

X. Meeting minutes written by Steve Milby.

Financial Report

West Hampton Homeowners Association, Inc.

Balance Sheet For 4/30/2024

| | | |
|------------------------------|-----------------------------------|---------------------|
| Cash | | |
| Operating Account - Alliance | \$67,725.53 | |
| Total Cash | | \$67,725.53 |
| Cash-Reserves | | |
| MMA-Alliance Bank | \$151,776.21 | |
| Total Cash-Reserves | | \$151,776.21 |
| | Total Assets | \$219,501.74 |
| <hr/> | | |
| Liabilities | | |
| Collection Fees Payable | \$279.00 | |
| Prepaid Dues Payable | \$46,563.39 | |
| Total Liabilities | | \$46,842.39 |
| Reserves | | |
| Reserves - General | \$151,776.21 | |
| Total Reserves | | \$151,776.21 |
| Equity | | |
| Prior Years' Net Income | (\$3,409.33) | |
| Net Income (Loss) | \$24,292.47 | |
| Total Equity | | \$20,883.14 |
| | Total Liabilities / Equity | \$219,501.74 |

**West Hampton HOA
2024 Operations Budget Analysis**

April

| | 2024 | 2024 | 2024 | 2024 | 2023 | 2022 |
|--------------------------|------------------|-----------------|-----------------|-------------------|-----------------|-----------------|
| Income | Annual | Jan-Apr Actual | Jan-Apr Budget | Jan-Apr Variance | Jan-Apr Actual | Jan-Apr Actual |
| Assessment Revenue | \$165,627 | \$79,703 | \$83,007 | (\$3,304) | \$75,313 | \$69,651 |
| Other Revenue | \$4,600 | \$12,325 | \$107 | \$12,218 | \$5,932 | \$3,095 |
| Total Income | \$170,227 | \$92,028 | \$83,114 | \$8,914 | \$81,246 | \$72,746 |
| Expenses | | | | | | |
| General & Administration | \$22,624 | \$7,937 | \$6,048 | (\$1,889) | \$9,392 | \$5,249 |
| Taxes & Insurance | \$8,610 | \$1,882 | \$1,475 | (\$407) | \$1,409 | \$75 |
| Recreation | \$39,879 | \$21,910 | \$12,556 | (\$9,354) | \$12,244 | \$12,768 |
| Landscaping | \$51,625 | \$17,009 | \$14,525 | (\$2,484) | \$15,392 | \$5,082 |
| Utilities | \$21,730 | \$4,204 | \$5,848 | \$1,644 | \$6,066 | \$3,906 |
| Maintenance & Services | \$6,200 | \$888 | \$1,782 | \$894 | \$971 | \$3,057 |
| Total Expenses | \$150,668 | \$53,830 | \$42,234 | (\$11,596) | \$45,473 | \$30,137 |

Note that Other Revenue includes \$4,825.00 of Special Assessment Income.

| 2024 | January | February | March | April | May | June | July | August | September | October | November | December | YTD Total |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Monthly Management Fee | \$ 842.00 | \$ 842.00 | \$ 842.00 | \$ 842.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,368.00 |
| Postage Reimbursement | \$ 682.80 | \$ 47.23 | \$ 192.43 | \$ 126.85 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,049.31 |
| Office Supplies (includes invoices) | \$1,374.55 | \$ 24.10 | \$ 60.30 | \$ 71.90 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,530.85 |
| Photocopying Charges | \$ 336.15 | \$ 5.40 | \$ 8.10 | \$ 21.30 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 370.95 |
| Web Portal Access Fee | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 240.00 |
| Record Storage Fee | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 36.00 |
| Georgia Corporate Annual Registration | \$ 75.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75.00 |
| IRS 1099 Form Preparation | \$ - | \$ 300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300.00 |
| Returned Check Fee (Charged Back To Homeowner) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Reimburse Collection Fees Paid To WHHA By Delinquent Homeowners | \$ - | \$ 225.00 | \$ 100.00 | \$ 200.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 525.00 |
| Reimburse Labor to Research Deed | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Stop Payment Fee for Vendor Check | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Monthly Total | \$3,379.50 | \$1,512.73 | \$1,271.83 | \$1,331.05 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,495.11 |
| 2023 | | | | | | | | | | | | | |
| Monthly Management Fee | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 802.00 | \$ 9,624.00 |
| Postage Reimbursement | \$ 669.00 | \$ 14.00 | \$ 25.00 | \$ 168.00 | \$ 845.00 | \$ 45.00 | \$ 266.00 | \$ 87.00 | \$ 361.00 | \$ 322.00 | \$ 929.00 | \$ 929.21 | \$ 4,660.21 |
| Office Supplies (includes invoices) | \$ 401.00 | \$ 9.00 | \$ 9.00 | \$ 94.00 | \$ 333.00 | \$ 29.00 | \$ 151.00 | \$ 56.00 | \$ 86.00 | \$ 108.00 | \$ 500.00 | \$ 499.90 | \$ 2,275.90 |
| Photocopying Charges | \$ 505.00 | \$ 4.00 | \$ 3.00 | \$ 33.00 | \$ 448.00 | \$ 7.00 | \$ 299.00 | \$ 131.00 | \$ 6.00 | \$ 139.00 | \$ 494.00 | \$ 493.80 | \$ 2,562.80 |
| Web Portal Access Fee | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 60.00 | \$ 720.00 |
| Record Storage Fee | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 9.00 | \$ 108.00 |
| Georgia Corporate Annual Registration | \$ 75.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75.00 |
| IRS 1099 Form Preparation | \$ - | \$ 330.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 330.00 |
| Reimburse Collection Fees Paid To WHHA By Delinquent Homeowners | \$ - | \$ - | \$ - | \$ - | \$ 40.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 40.00 |
| Reimburse Labor to Research Deed | \$ 225.00 | \$ - | \$ - | \$ - | \$ 150.00 | \$ 175.00 | \$ - | \$ 200.00 | \$ 75.00 | \$ 25.00 | \$ - | \$ - | \$ 850.00 |
| Stop Payment Fee for Vendor Check | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Monthly Total | \$2,746.00 | \$1,228.00 | \$ 908.00 | \$1,166.00 | \$2,647.00 | \$1,167.00 | \$1,587.00 | \$1,345.00 | \$1,399.00 | \$1,465.00 | \$2,794.00 | \$2,793.91 | \$21,245.91 |

**West Hampton HOA
2024 Capital Projects Status Update
April**

| | <u>Budget</u> | <u>Actual Cost</u> | <u>Status</u> |
|-----------------------------|--------------------------|--------------------|---------------|
| • Fences/Gates at Clubhouse | \$19,880 | \$ | Pending |
| | _____ | _____ | |
| | TOTAL \$19,800 \$ | | |

Pool Committee Report

1. Nautix performed Lifeguard training at the pool on Saturday and Sunday May 4th and 5th .

The Pool opened for the summer on Monday May 6th to coincide with the beginning of Sharks swim practice.

2. The three underwater lights in the pool failed to function tripping the breaker. Nautix was called and checked the lights and identified that the lights were all good. Powers electric was called out to repair and found the lights working. The decision was made to postpone troubleshooting and repair until the lights failed again, which they did later in the day. The electricians were called back and found the feed from the timer to the lights had degraded and was shorting out. The wiring was replaced and modifications made to the connection box to prevent water from accumulating. A decision will have to be made soon to correct the conditions contributing to water collecting in the system to prevent future failure.

Landscape Committee Report

The work to upgrade the look of the common areas around the clubhouse is completed.

ACC Report

The number of open 'Courtesy Notices' from the Heritage property inspector is at an all-time low. Overall, the neighborhood looks great. Thanks to all association members for making this important component of HOA living a priority.

Clubhouse Committee Report

1. We had 5 clubhouse rentals in May and one rental request for June.
2. The timer for the upper tennis court failed and was replaced by Powers Electrical Solutions.
3. Burned out lights on the lower tennis courts were replaced and the lights on the upper courts were tested and found all working correctly.
4. I found that someone had locked the women's bathroom on the lower level from the inside. Just for information, I and Brenda Ray have keys for the bathroom doors on the lower level.

Swim Team Report

The swim team leadership delivered another exciting and positive update on the status of the Sharks. There are 117 participants signed up. Practice has been in full swing since May 6th and the first home meet is June 4th. Full details are available on our community website at www.mywesthampton.com.

Welcome Committee Report

There are four homes for sale:

3534 W. Hampton Dr. Pending

3548 Saddleback Ln Pending

3231 Cobbs Farm Pending

254 Blair Place Pending

Tennis Report

The NOVA Tennis Program is up and running. Coach Tony now has six students and the number continues to grow. For more information or to sign up for lessons contact Tony Oswald directly at 334-303-6306.

Playground Committee Report

A noticeable increase in usage of the playground structures is attributable to the recent repairs made. Plenty of positive feedback from parents in the neighborhood has been received.