

# Allatoona Springs Homeowners Association Meeting – July 21, 2021

In person attendees: Caleb Baitz, Craig Epp, Jennifer Jeter, Patty Conary, Jim Castle, Elissa McCrary, Debra Esparza

Phone conference attendee: Jacob Sweat

- Caleb called the meeting to address specific issues the neighborhood is facing and to review and vote on three separate motions.
- Motion #1 – Citations needing board approval. Citations are to be brought before Board members for review and require a majority vote before being sent. If a citation is issued without the board's majority vote, it may be rescinded upon the board's majority vote.

Discussion: We need a better process for submission, review and approval or denial of homeowner requests for property changes - a process that will provide accountability and be defensible. We need a form for homeowners to use to request changes to their property that can be submitted via email to start the board review process with a 30 day time period. During the review process the homeowners should take no action. Approvals require a simple majority vote of the board.

- Caleb will draft the process and documents
- Citations will be sent to homeowners via US mail
- Motion #1 was passed by the Board unanimously
- Motion #2 – Fining changes not approved by the ACC. Fine unapproved ACC change a minimum of \$100 up to \$1,500 depending upon the severity of the violation.

Discussion: Currently many homeowners don't think they need to

get Board approval to make changes to their property. Whether or not changes would be approved, a request needs to be submitted. If changes are made without approval, a fine will be levied.

- Motion 2 was passed by the Board unanimously after amending amount from \$300 to \$100-\$1500.
- Motion #3 – Warning for changes not approved by the ACC. Issue a kind and clear warning letter to the community about unapproved ACC changes.

Discussion: Caleb presented a draft letter which will be reviewed by the Board over the next week. It needs to be clear and specific and let homeowners know it is their responsibility to become familiar with the covenants and act accordingly.

- The Board agreed that a new homeowner kit would be a good idea to prevent future issues. Including Board information, links to covenants, relevant forms. It was decided that a summary document should be delivered by a Board member rather than copies of all documents. Deb will draft the summary document for review. Jennifer will lead the effort to deliver a summary and welcome new homeowners to the community.
- Tim gets new resident information and should supply that information to the Board although Board members are encouraged to share new resident information with the board as new residents are met and welcomed.
- Issue #1 – Trees cut down before Board approval. Discussion: Over the past month a number of mature trees have been cut down without going through proper processes. There was confusion and miscommunication which resulted in the trees being removed before ACC approval was issued. It was decided that the ACC should meet to outline its process to prevent issues like this in the future.

- Issue #2 – Multiple tenants in one rental property. Discussion: Definition of single family households would be one family by blood relation or marriage, following Cobb County's definition. Craig suggested we get a legal opinion of what makes up a single family household. The board is seeking quotes on further legal counsel and will determine how to proceed from there.
- Craig reviewed the YTD neighborhood expenses and annual projection noting a new format and errors that he found concerning bills being paid twice.
- Jim reported on his finding thus far in the review of our retention pond issue. We are currently still trying to determine what needs to be done and who can perform the work.