

Ascot Glen HOA
Annual Public HOA Meeting Minutes
March 2, 2019
Location: Kennesaw Public Library

Minutes Recorder: Devon Strickland

Meeting Called to order at 14:30 by Kent Hawk, HOA President. Other board director present, Devon Strickland, HOA Vice President. Approximately 13 other residents of the neighborhood were in attendance.

Discussed terms of directors. Each director serves a 2 year term. This was corrected when Beth Zullo joined the HOA Board in October 2018 to fill a vacancy. Her term ended March 2019. 1 board position up for election today. 2 positions up for election in 2020.

Accomplishments discussed for first year with new board members Kent, Devon and Beth:

- Quarterly meetings opened up to the public, 2 have taken place so far, November 10, 2018 (Kennesaw Library) and February 2019 (Ascot Run cul-de-sac). Minutes recorded at each meeting, uploaded to Ascot Glen website. Next Quarterly Meeting to be held in May 2019.
- Attempted to save money in the budget and create a larger sense of community by forgoing the \$500 for fall planting by having members of the community to help plant the seasonal color at the Ascot Glen signage. Saved almost ~\$200 on seasonal color. If enough participation, will attempt again in the Spring.
- Working towards consolidating Ascot Glen Financials to 1 account rather than 3 separate accounts. Will allow for a cleaner and easier overview of financials.
- Sent a fall letter to every member of the community to let them know of our goals as an HOA Board. Planning on sending out a similar letter to the HOA community in the Spring.
- Drive-thrus are conducted once a week, 02/25/19 being the most recent drive-thru. A spreadsheet is being maintained to track non-compliance and actions/communications taken to remedy non-compliant items.
- This spreadsheet and Spring/Fall letters to the HOA represents a new format and process that will be passed on to future HOA boards. This will help treat every homeowner fairly and standardize communication with the community.

Review of non-compliance communication. Three formatted letters for resolving issues include:

- 1) Courtesy Letter (request to correct Covenant or Code related issue(s))
- 2) Violation of Covenants (Identifying specific covenant issue and requesting resolution within 20 days)
- 3) Fine/Fee Letter (new to this board). This formatted letter was vetted by the HOA Attorney on retainer in 2019 to contain all the appropriate HOA related verbiage that allows any Covenant related violation fine to be implemented and enforceable should the fine be later escalated to a lien or sued for collection. This letter gives 10 days after receipt for the property owner to contact the Board to develop a plan for corrective action. If no resolution is sought, a daily fine is implemented on the 15th day.

Fines only assessed 2 times in the past 22 years (to our knowledge). Note to add on the 2nd letter that the 3rd letter received will implement a fine and that the 3rd letter will be sent by certified mail.

Discussed 2018 budget v actuals and reviewed 2019 planned budget. HOA's only predictable income for budget purposes is the yearly HOA dues. Unpredictable income occurs in cases where liens are resolved for refinanced loans and home sales.

HOA Attorney is on retainer for entire 2019 year. Any additional work the HOA Attorney is tasked with is billed at \$290/hr.

Since there are ~22 liens on HOA properties, the number of HOA yearly dues payers are on the decrease and the expenses are on the increase, primarily driven by lien management expenses. There is a danger in 2019 that the yearly HOA expenses will outpace the HOA income. For this reason, the new Board will decide whether to engage our HOA Attorney in a lien collection effort. The HOA Attorney's involvement will start with a collection letter and escalate as necessary to a suit level to collect on delinquent HOA dues.

Conducted election for new Board Member. Christina Van Alstine was elected to the Board. New Board will conduct special 1st meeting in 1 week to discuss Officer assignments and duties. Christina is interested in performing the Treasurer Officer function.

After mentioning that Jeff Harrell's ARC function only involved resolving one house painting request, Daniel Green and Beth Zullo mentioned there were other ARC requests that the Board was not aware of. In light of this, the Board decided to activate the new ARC Committee composed of 3 HOA members that had previously agreed to this assignment. The new ARC Committee will meet next week and consist of Chuck Rose, Chris Hughes and Barry Henley. The first official request to process by the new ARC will be Daniel Green's request for building a stacked-stone mailbox structure.

Jeff Harrell will request new quotes for insurance.

Meeting ended at 16:00