

Heritage Lake Subdivision
HOA Board of Directors Meeting Minutes
Fayetteville, Georgia
November 14, 2011

ATTENDEES: Pat Spears, President; Dolores Burguet, Vice President; Ryan Westafer, Treasurer; Jim Lassiter, Secretary; Joann Henderson, Member

LOCATION: HOA Club House

MINUTES APPROVED: December 19, 2011. Motion to approve by Jim, all approve.

- I. **Call to Order** – Pat Spears, 6:07PM
- II. **Approval of Minutes** – Minutes of October 11, 2011 approved, as amended. Motion to approve made by Ryan, second by Pat, unanimous.
- III. **Budget and Financial Report** – Treasurer Ryan Westafer reports.
 1. **Cash on Hand End of September** - \$111.28 plus \$5,000 recently deposited from emergency funds. **ACTION:** Ryan to check to see if \$5,000 has been transferred and deposited. **ACTION:** Ryan to email Board a revised budget for 2012.
 2. **Newsletter** – October 2011 Newsletter distributed by Ryan. His request for \$22 photocopying reimbursement approved. Appreciation expressed from various community members for the Newsletter.
- IV. **Old Business**
 1. **State Farm Insurance** – Low insurance premium was compared to other options and it was decided that State Farm was the least expensive yet covered the HOA's needs.
 2. **HPM Contract** - **ACTION:** Jim to make PDF copy and share with Board.
 3. **Rome Law Firm Issue** – Discussion. There is no record in document or memory of a formal, Board-approved contract with Rome, subsequent to the 2004-2005 contract. The only record is an unsigned proposed contract in 2009. Therefore, the Board will not authorize payment to Rome for services they claim in their invoice dated June 19, 2011. Decision on this issue unchanged from that expressed in September 22, 2011 email from Jim to HPM. See attachment. **ACTION:** Jim to forward September 22, 2011 email to Sonja and inform her that the Board's decision on this matter remains unchanged.
- V. **Management Company Compared to Local Bank**
 1. Advantages and disadvantages of HOA using the services of a management company versus a local bank were discussed. Pat has obtained a proposal from local BB&T bank. Bank is less expensive than a management company, and Board will have more control over administrative services and payments. **ACTION:** Ryan to obtain two additional proposals for the Board to compare. **ACTION:** Ryan to visit BB&T for a detailed briefing on their HOA support systems.
 2. **Renewal of Heritage Properties Management Contract** – The past year performance of HPM was discussed and found to be unacceptable. The Board

has lost confidence in HPM as working in the HOA best interest especially with respect to the Rome law firm issue, and with the tone and tenor of the Board's interactions HPM's Sonja Johansen who handles HL HOA's administrative affairs. **MOTION:** Pat motions that our contract with HPM be terminated with effect from 60 days of the Board's notice as stipulated in the HPM contract. Dolores second. Approved unanimously. **ACTION:** Jim to draft termination letter for Pat's signature. Two copies to be sent to HPM via certified mail with receipt confirmation. **ACTION:** Ryan to look at EDGE to get e-copies of HOA documents.

VI. **Foreclosures:** FYI. Foreclosure of 115 HLD added to delinquencies list.

VII. **Delinquencies and Assessments** – 2010 increase of HOA annual dues from \$450 to \$500 has caused some owners to withhold their payments. **MOTION:** At January 2012 annual HOA community meeting Board to propose that the \$50 assessment imposed in 2010 for pool repairs be removed and annual dues be returned to \$450. Motion by Dolores, Pat second, all agree.

VIII. **Open Discussion**

1. **Lake Committee** – Draft minutes of October 6, 2011 meeting distributed. **ACTION:** Jim to add BB&T to banks being requested to present proposals for Lake Dredging Project
2. **Commons Maintenance Contract** – JC Lawnservice contract proposal for 2012 under review by Pat, Joann and Dolores. Pat to send copy of proposal to all Board members.

IX. **Next Meeting** – Monday, December 19, 2011, 6:00PM

X. **Meeting Adjourned:** 7:50PM