

**EAGLE RIDGE PROPERTY OWNERS
ASSOCIATION**



Eagle Ridge
Subdivision

ERPOA Board Meeting 8/18/18

AGENDA

Call to Order

Attendance

Board: Mark Horne, Cor Tadema , Jan Wright, Ron Hender

ACC: Michele Klebauskas (phone), Leilani Plendl, Beth Morrow, Hayley Williams

Regrets:

N/A: Simone Justesen

At 10:02 am, the meeting was called to order with a quorum declared by Mark Horne in the home of Jan Wright.

OLD BUSINESS

Report on LPR system

Due to full agenda at the Annual Meeting, Board agrees to postpone discussion on the LPR System until. Do we follow-up with Major Marshall and Flock to cancel engagement?

Will move to next year's Annual mtg.

Action: Leilani invite Flock, Inc. to present to the Board this Fall. Date TBD.

Speed Tables - Hayley

Last meeting, we said a public hearing needed to occur at Sawyer Elem in order for the council to approve speed tables. Our ERPOA Annual Homeowners meeting for FY19 has been

designated as the public hearing required for the city council to make the final decision?

Presenters are engaged to be at our Annual Meeting: Michele Cooper Kelly (Councilwoman), Director of Public Works Dan Conn, Marc Simmons.

City makes decision, not up to the Board.

Update on Leasing – Michele

- We currently have 15 permitted homes, including 3 homes which we will begin fining next week \$100/week for non-compliance to the rental rules. We were able to decrease the number from 16 permitted homes to 15 because one permit has been pulled.
- We have 8 unpermitted homes, 5 of which are OK until their current tenants lease expire at a future date and the others we are either fining \$100/week for continued rental or we are currently determining the rental status.
- The Hardship home has informed us that the home will be put up for sale this October.
- We still have 2 homes of which we are unsure if they are rentals. Simone continues to look into these.
- Fining starts Monday. We must be consistent across all lessors.

Association document access

ACC and the Board need to regularly review and track activity over time for any given home. Google Drive might be a solution since we can set up restricted access.

Board and ACC will hold a session with LS Mgmt after the Annual Meeting to explore initial data entry options. Need technical solution (Ron) and process for data entry (LS Mgmt) and then a periodic review (ACC) to see where the hotspots are around the neighborhood and determine solution (continue to follow process or special intervention needed).

*Ron will set up Google solution. Need to track and provide visibility to all historical and current activity at the home level and to observe trends overtime. We need to view all data points at the home level and at the neighborhood aggregate level in all the following areas:

- Annual Payments
- Violations History
- Fines
- Letters / Photos / Artifacts
- Tracking system for Leasing Permits and un-permitted leasing situations (as a separate solution)

Action: ACC members define process and user requirements for Ron's technical solution. Be

clear on roles and responsibilities in the processes between LS Mgmt and ACC/Board.

Action: Ron create proto-type Google solution to record incidents and store relevant documents viewable by individual home with capability to sort and view by individual home or collectively. Review with ACC for dry run walk-through of the user processes. Ideally prior to the Post-annual meeting with LS Mgmt.

Fence Repair

Following the adjacent homeowner's branch falling onto the neighborhood fence and causing damage, the homeowner has not responded with a solution. ERPOA will set a needs deadline. Simone to call to have the work done by end of the week or we will bill them against their account. Jan to contact Simone on this. First Fence of Georgia.

Action: Cor? / Ron?: engage First Fence of Georgia to repair fence in event homeowner does not follow through timely. Provide billing amount to LS Mgmt to add repair amount to homeowners account.

NEW BUSINESS

Financial Review – Cor

Action: Cor provide one page balance sheet along with the summary income statement and a balance graph for the past 10 or so years depicting ending balances, key expenditures and income events for a high-level view and trends of our financial health.

FY19 Budget

Income changes:

- Leasing Fees: 9 homes for renewal FY19, \$150 ea. Add'l est income: \$1200.
- Closing fees est. up from \$3K to \$4K.

Expense Changes:

- LS MGMT increased to \$18K.
- Landscaping Cost \$10,500 (Contract \$3500, \$7000 improvements). Replace Seasonal Flowers line with landscaping update .
- Insurance ++ \$100
- Social Activities: \$1200 budget.
- Quote for Property Master to install a lock box: \$750 budget subject to Property Masters quote.

FY 19 Income Budget: \$33,500 Income +7000 from reserves

FY19 Expense Budget: \$39,000

Landscaping Plan – Jan

Jan pulled in new landscaping plan that cost about \$7529. Leilani will assist Jan to request more bids for same solution. If someone comes back significantly less, see if the existing company will reduce bid.

Concern that warranty and maintenance be the same company as the installation company. Consider if the cost is significantly different or not worth the effort to change landscaping companies. Propose path forward at next board meeting.

Action: Jan / Leilani submit RFQ'a to property management companies for landscaping bids.

Action: Jan ask Landscapers to maintain area between neighborhood fence and fence owned by the adjacent homeowner.

Action: Jan ask about existing irrigation, can we go to drip?

Social Activity

Need / Desire recognized to promote more social interaction among neighbors. Board / ACC will explore date and location to hold a neighborhood 'cookout' with potential for kids and family activities. Any food left over will be donated MUST Ministries homeless shelter.

Action: Jan to call for quote from Dave Po's, expecting 150 people max.

Action ??: Send invitations to homeowners through NextDoor.

Prep for Annual Meeting – Jan

Agenda

- Welcome – Jan (Speeding, Parking, Renters)
- Speed Tables – City Reps. Max 30 mins includes Q&A.
- Update On Leasing – Michele
- Financial Review - Cor
- Nomination for new board and ACC members, vacancy - Jan

Next Year's Board:

- Beth agrees to move to board
- Brett ? will move to ACC (new volunteer approached Jan)

- Mark Horne is resigning after nearly 10 years.
- Nominations will be accepted from the floor to fill the second vacant board slot.

The Annual Meeting begins at 1:30 PM. The library requires us to exit the room at the 2-hour point. A follow-up meeting is scheduled to occur with LS Mgmt with the Board and ACC to discuss the technical solution and process above for home-level activity tracking.

Adjournment

Jan motioned to adjourn, Ron seconded, meeting adjourned at 12:28 PM.