

Terraces at Depot Park HOA Board Meeting Minutes

Call to Order: Laurie Hickey called the meeting to order at 5:30pm, 2/4/2025

Members Present: Laurie Hickey, Everett Robinson, Bryan Browning, Beth Barnhill

1. APPROVAL OF PREVIOUS MEETING MINUTES

- a. No Meeting Minutes from 1/25 – Nothing to Discuss

2. NEIGHBORHOOD WALK

- a. The Board walked the neighborhood to access areas of concern on individual residences. It was agreed to send an e-blast email reminding residents of conducting exterior maintenance. This includes pressure washing, painting, deck maintenance/stain, and repairs to home exteriors. We will also send individual letters to residents in the near future.

- b. The Board also accessed common areas and noted the following areas of concern:

- Mailbox area needs pressure washing and repair/paint to columns
- The neighborhood sign area needs pressure washing and fresh paint
- Fencing in common area is in good repair currently. Estimates for repairs and paint will be forthcoming

3. PAYPAL

- a. Update all information: Laurie will check the “administrator” and update if necessary
- b. Follow-up/update email addresses for residents. We need to purge former residents and duplicates
- c. Incorrect email address for one resident was corrected
- d. Update on overdue HOA dues: Reminders were sent with no response. The Board will need to address action after legal consultation, clarifying delinquency fees and liens outlined in covenants

4. BYLAWS

- a. By-laws pages were scanned into the website incorrectly. They will be scanned and published on the website correctly. Also, it was discovered there is a discrepancy between website board access vs. resident access. By-laws could

not be found at all on resident site (Spaces/Wix). This will be corrected on the website.

5. CLOSING LETTERS

a. The Board has received requests for closing information. The Initiation Fee is \$500 and the Closing Prep Letter Fee is \$25. If you need a termite report, please contact Northwest Exterminating.

6. GEORGIA POWER

a. It was noted there are 2 accounts for Georgia Power. Everett clarified one account for street lights; second account for entry sign.

7. HOMEOWNERS

a. Contact List – All contacts will be updated (see PAYPAL notes)

8. RENTAL WAIT LIST

a. Current Wait List

1. The Board will review the guidelines for Rental Wait List: discussion about process and what happens once you rent property and want to continue with a new renter when the original lessee moves. The Board agreed this needs to be clarified; however, we were all in agreement that the Board needs current occupant's contact information and a current copy of the lease. **Also, lease approval must be granted prior to any new renters**

2. M. Barnes was removed from the Rental Wait List, as his residence is currently being leased

3. Lease approval process & copy location: The Board will check binder to ensure original up-to-date copies of all leases are in possession.

9. LANDSCAPE

a. Change in Ownership – The name of our Landscaping Company has been changed to Blue Landscaping – it is the same company

b. Termite Policy – The Board will review contact information and will update if necessary.

10. MEETINGS

a. The HOA By-laws state monthly meetings can be held without notice. Anyone can attend but this is not a meeting for open discussion.

b. Annual meetings must be held each year. The secretary must deliver to each Owner a notice of each annual meeting or special meeting at least 21 days prior to each annual meeting and at least 7 days prior to each special meeting, but no more than 60 days prior to each annual meeting or special meeting. Notice must be delivered personally or mailed to each Owner.

11. PROPERTY MANAGEMENT

a. Article IV, Section 16 Powers & Duties C(n)

1. The Board can enter into agreement with a third party, such as Managing Agent, to facilitate efficient operation of the development (yearly agreement)
2. Discussion regarding Managing Agent/Company for Association: The Board agreed to get estimates for an outside management company to handle dues collections and invoice payments

12. HOA EMAIL ACCOUNT

- a. HOA email account is connected to a recovery email, which is usually the current owner of the website. All emails will be reviewed and forwarded, if necessary. Internal emails will be handled by the Board members.
- b. Access to this account was just recently achieved with many emails found unopened. All outstanding emails have been cleaned up-to-date.

13. WIX ACCOUNT

- a. The Board discussed adding Paypal to the Wix account vs leaving as is.
- b. Fees, Pros & Cons, General Information: See #11, Discussion of possible use of management company to address this.

14. FINANCIALS

The following accounts were reported by the Treasurer:

- a) Checking \$36,000
- b) Savings \$1300
- c) CD \$90,000 (February maturation date)

NEXT MEETING: TBA March

MEETING ADJOURNED: 7:10pm 2/4/2025