

HOA Board Meeting Minutes

Topic: Secretary Position Transition, Financial Update, Covenant Revisions, Signage, and Governance Planning

Date: May 18, 2026

Attendees: Board Members (Paul, Bob, Jill, Barbara, John, Dr. G)

1. Call to Order

The meeting was called to order and quorum was established.

2. Secretary Position Transition

- The Board discussed the transition of the **Secretary position from Barbara to Jill**.
- A formal vote was conducted.
- **Result:** Approved unanimously.
- Jill will assume Secretary responsibilities moving forward.
- Follow-up actions include confirming required bank documentation and updating authorized signatory records accordingly.

3. Financial Update

Key Highlights:

- HOA dues collection is **100% current**, excluding approved payment plans.
- Annual dues were increased by **\$50**, with minimal impact on collection success.
- Financial tracking has been improved to better align with accounting and tax reporting needs.

Market Comparison:

- HOA fees remain **highly competitive** compared to nearby communities.
- Example: Comparable community (Fox Lake) charges approximately **\$720/year**.

Future Considerations:

- A **modest dues increase may be necessary** to:
 - Fund future road paving
 - Avoid special assessments

- Ongoing work includes:
 - Cost projections
 - Evaluation of alternative paving methods

Additional Actions:

- Petty cash fund (\$100) will be eliminated and returned to the bank.

4. Lot Signage Review

Current Situation:

- Existing lot signs are **aging, deteriorated, and inconsistent**.
- Some include outdated or incorrect owner information.

Discussion Points:

- Options considered:
 - Maintain current signs
 - Replace with **modern, low-maintenance materials (e.g., plastic)**
 - Simplify signage (e.g., lot number only)
 - Repaint existing signs using volunteers
- Concern over cost vs. visual impact

Decisions / Next Steps:

- Obtain **vendor quotes** for replacement signage options
- Test a **pilot design on HOA-owned lot (John and Bob)**
- Target implementation during the current year

5. Covenant Review and Revisions

Overall Strategy:

- Work collaboratively with the **developer (Mr. Harris)** to:
 - Modernize outdated provisions
 - Shift governance control toward the HOA
- Focus on **high-priority and easily approved updates first**

Key Proposed Changes:

Governance & Voting

- Reduce reliance on developer-controlled decisions
- Proposed shift to **board-controlled approvals (approx. 80% threshold)**

Landscaping Requirements

Replace the strict completion requirement with a more flexible approach:

- Allow approximately **90 days after occupancy** to complete landscaping, with reasonable extensions based on seasonal or weather conditions.
- If weather conditions prevent timely completion, homeowners may **submit a landscaping plan prior to occupancy** in lieu of immediate installation.

Fencing Standards

- Introduce clearer categories:
 - Limited-use fencing
 - Full-yard fencing
- Add **maintenance requirements**
- Continue prohibitions (e.g., barbed wire, chain-link)

Recreational Vehicles (RVs)

- Define “recreational vehicle” clearly
- Maintain requirement to keep RVs **behind homes and out of view where possible**
- Allow exceptions for temporary use or visitors

Mailboxes

- Clarify responsibility and standardize approved mailbox styles
- Remove developer obligation for providing mailboxes

Lot Maintenance (Mowing)

- Formalize HOA responsibility for contracted mowing services
- Allow recovery of **market-rate costs** for non-compliant lot owners

Home Size Standards

- Standardize minimum square footage requirements:
 - ~1,800 sq ft (single story)
 - ~2,400 sq ft (two-story)
- Eliminate inconsistent legacy standards

6. New Governance Additions

Purpose Statement

- Add formal language establishing:
 - Aesthetic standards
 - Property value protection
 - Community welfare objectives

Grandfather Clause

- Existing structures and conditions remain compliant
- Future replacements must meet updated standards

HOA Fee Definition

- Clearly define:
 - Annual dues structure
 - Usage (operating + reserves)
 - Payment schedule (due by March 15)

Enforcement Policy

- Introduce formal enforcement process:
 - Notice and cure period (approx. 45 days)
 - Escalation to fines if unresolved

7. Vehicles & Parking

Proposed Guidelines:

- Restrict:
 - Large commercial vehicles

- Inoperable vehicles (e.g., “vehicles on blocks”)
- Maintain flexibility for normal work vehicles

Additional Idea (Exploratory):

- Use HOA-owned land for:
 - RV/boat storage
 - Possible fee-based system
- No decision made; requires further study

8. Legal & Administrative Updates

Jurisdiction

- Current documents incorrectly reference **Gwinnett County**
- Will update to reflect correct jurisdiction (Union County)

Dispute Resolution

- Proposal to:
 - Introduce **arbitration before litigation**
 - Set **1-year time limit** for disputes

9. Next Steps

- Continue covenant drafting and refinement
- Schedule discussion with developer (Mr. Harris)
- Distribute updated draft documents for board review
- Obtain signage cost estimates
- Present updates at upcoming annual meeting (June 27)

10. Adjournment

Meeting adjourned at approximately 8:50pm.