

Brookstone III
Board of Directors
Minutes of First Board Meeting
January 19, 2023

Minutes of the Board of Directors meeting of the Brookstone III Homeowners Association, Acworth, GA, held at the Brookstone III Clubhouse, in Acworth, GA, at 6:30pm on January 19th, 2023.

I. CALL TO ORDER

All In One Manager Nick Desenberg called the meeting to order at 6:30 pm.

II. ROLL CALL OF OFFICERS

Officer roll call took place at 6:40pm.

Board members present are as follows:

Jackie Adams, President

Daniel Cunningham, Vice President

Kelly Kline, Treasurer

Wayne Morgan, Secretary

Dan McClain, Board Member

Others present are as follows:

Nick Desenberg, All in One Community Association Manager

Debbie Pelfrey, All in One Community Manager

III. FINANCIAL REPORT

Nick gave the treasurer's report at 6:54pm.

A. Operating Fund:	\$ 43,777.62
B. Reserve Fund:	\$ 340,010.13
C. Total Assets.	\$ 383,787.75

IV. MANAGER'S REPORT

V. COMMITTEE REPORTS

- a. The Committee Chairs were reviewed and we currently have vacancies for the following committee:
 - i. Social Committee
 - ii. Pool Committee
 - iii. Architecture Committee Chair and 2 additional members
 - iv. Security Committee (currently ran by Wayne Morgan until replacement found)
- b. The board will post an announcement through email and the community Facebook page looking for volunteers for these committees accompanied by a submission of why they would like the position

VI. OLD BUSINESS

As the board is starting as new, we have no prior business we are reviewing. All business in this meeting is recorded below in the New Business category.

We will begin reviewing old business in the next meeting to follow the prescribed format

VII. NEW BUSINESS

- a. **Assignment of Board Member roles**
 - i. Nick went through the roles customary for a Board of five and asked for volunteers for each role
 - 1. Jackie Adams volunteered for President and the remaining members unanimously agreed
 - 2. Dan Cunningham volunteered for Vice President and the remaining members unanimously agreed.
 - 3. Kelly Kline volunteered for Treasurer and the remaining members unanimously agreed
 - 4. Wayne Morgan volunteered for secretary and the remaining members unanimously agreed
 - 5. Daniel McClain will serve as the tie breaking vote and oversee multiple committees
- b. **Assignment of Committees**
 - i. The board discussed through the list of committees and who would oversee each
 - 1. Jackie Adams will oversee Tennis and ACC (Architecture)
 - 2. Dan Cunningham will oversee Clubhouse and ACC with Jackie
 - 3. Kelly Kline will oversee Friends and Family as well as Social
 - 4. Wayne Morgan will oversee Communications and Security
 - 5. Daniel McClain will oversee Pool and Landscape
 - ii. As mentioned prior, the board will be taking volunteers to fill the vacant committee spots of Pool Chair, Security Chair, Social Chair, and ACC Chair plus 2 additional voting members.
 - 1. Submissions will come through Email and the Facebook community page
 - iii. By a vote of 5-0 the board approved that committee members will be able to submit expenses of up to \$300 without board approval.
 - 1. Any expenses incurred for the committee over \$300 will have to be approved by the board before expense disbursement
- c. **Bylaws and Covenant discussions**
 - i. Nick from All in One spoke with the board on association attorney's findings regarding the governing documents.
 - ii. Nick mentioned some of the recommendations the attorney had regarding the proper way to run the association going forward.
 - a. Nick is going to email the board a summary of the attorney's findings in the coming week, and the board will discuss the proper way to move forward at upcoming meetings.
- d. **Outstanding Capital Projects to be Reviewed**
 - i. Tennis Shed Replacement
 - 1. Current facility is not up to code and is dangerous due to age and quality of build.
 - 2. Prior Board had RFP's to get replaced and currently has one bid submitted for upwards of \$100,000

3. Board all agreed that we will get additional contractors to RFP for a complete replacement of the Tennis shed and surrounding facility
 - a. Board would like to get quotes with wood and poly to compare costs over time and values
- ii. Sign Refurbishment and Replacement
 1. All in One currently has a list of 40 to 60 signs (road signs, stop signs, and street signs) that need to be refurbished or replaced
 2. Current manufacturer is no longer able to meet the demands of our community.
 3. Debbie will assist in finding multiple potential manufacturers that we can use to get the signs replaced as soon as possible
- iii. Additional Capital Projects that will need to be completed based upon funds availability and to be prioritized at future meeting include:
 1. Refurbishment of the retaining wall between the Pool and Tennis area
 2. Pool Furniture (currently focused on Umbrellas primarily)
 3. Clubhouse exterior wood
 - a. Window seals are showing rotting and will need to be replaced
- e. **Open Discussion items included**
 - i. Reserve study will be sent from All in One to the board to examine for full understanding of Reserve Needs to assess available capital to address Capital Projects above
 - ii. All in One will be sending a copy of current Covenant and Bylaws to Board to examine for any items that require clarity or addressing by the attorney to ensure that the HOA and Board are operating within the guidelines of both and to identify any potential changes that will need to be voted on
 1. Approved Budget includes longstanding policy of waiver of dues for HOA board and half dues for committee chairs which will need to be codified in the bylaws if not clearly written
 2. Current Covenant states that we need an annual audit of the finances
 - a. This is a \$15,000 annual fee and is not common practice among other HOA's currently due to the introduction of the internet and database finance tracking systems introduced after the drafting of the original covenant in late 1990's
 - b. Nick Recommends to push for a neighborhood vote to remove this from the covenant
 - iii. All in One will be consulting with the attorney to get clarification on the document retainment policy and recommendations.
 1. Current board is in agreement to remove all documents from website and records that are over 7 years old.
 - iv. Social Committee Discussion:
 1. Would like to get a calendar for the year that cycles past programs and events that were successful, as well as set budgets for each event.

- a. We have not been using full budget assigned to social events, and the board agrees that we should increase events and ensure full budget is used for this cause.
 2. Discussed a potential “Meet the new HOA” donuts and coffee with the neighborhood to get new neighbors together and have open dialogue with the new board
- v. Security Upgrades:
 1. Discussion was had about looking into how much we pay for the security cameras, and if we are getting a good value
 2. Would like to see about expanding number of cameras and quality
 3. Will look into option of having an officer randomly patrol the neighborhood 1-2x per month to deter traffic issues and deter bad behavior
- vi. Violation letters:
 1. The board took a vote and unanimously agreed to no longer review the All in One violation letters prior to being sent out
 - a. This will allow for no bias from the board in allowing any neighborhood members to be free of violations due to friendships or knowledge from the board
 - b. The board agreed to give the All in One representative a letter of what the HOA does and does not want to focus on for violations.
 - i. This letter will be posted to the neighborhood as well so that all of Brookstone III is aware of what will and will not be focused on by the All in One representative
- vii. Meeting Cadence:
 1. The board will be meeting every other week until further notice to ensure that the HOA is operationally functional and all pressing matters have been taken care of
 2. The neighborhood open meeting will still occur on a monthly basis
 3. The board unanimously agreed to move the starting time from 8pm for the open meeting to 7pm moving forward, with the board meeting at 6pm for executive meeting prior.

VIII. **NEXT MEETING DATE**

The next Board of Directors meeting will be held on February 5th at 5pm.

The next monthly neighborhood meeting of the HOA will be February 20th

The Board will meet at 6pm

The Neighborhood HOA forum will begin at 7pm

The Board adjourned at 9:06 pm.

Wayne Morgan, Secretary

January 19th, 2023