

Ennisbrook Community Association, Inc.

Meeting Minutes of the Board of Directors

Date: July 12, 2023

Meeting called to order: 6:40p.m. via Zoom video conference.

In Attendance: Paul Allen, President; Shayla Snipes, Vice-President; Anne Francissen, Secretary; Natalie Moore, Treasurer; Edward Welch, Board Member at Large, Vincent Costa, Property Manager, All-In-One

I. 2023 calendar items

- A. **Reminder e-blast on assessment due date:** The Board discussed and agreed that All-In-One will send recurring e-blast one week prior to assessment due date to remind homeowners. Vincent confirmed and will check to see if e-blasts can be scheduled in advance in AIO's e-marketing software.
- B. **Pool Party – July 22nd** Date confirmed. No other comments or discussion.
 - 1. **Pool Closing Date:** Vincent will contact DC Pool to extend the season for 2 weeks and find out if there would be an additional cost. Scheduled to close 9/10/23. The proposed new closing date is 9/24/23. ⁽¹⁾
 - 2. **Misc:** One umbrella is missing and another one is damaged. Vincent will pursue the warranty for the damaged one, and the pump room will be checked for the missing one. Suggestion was made to create an inventory checklist which should be completed at the end of each season.

II. Restroom plumbing shutdown:

- A. The Board discussed how the restrooms would be winterized. Insulation is not the only factor. The gas will need to be left at a certain temperature and, in extreme cold, faucets should be left open to drip.
- B. Vincent noted that in previous years the gas in the clubhouse had been shut off during the winter, and that is why the prior year's heating bills were low. Since the pipe burst this past winter, gas has been turned on and therefore the bills are much higher.
- C. Vincent confirmed that he would get pricing on locking in a fixed rate plan with a natural gas supplier, which will be less expensive than leaving it at a variable rate.
- D. Discussion on whether the clubhouse should remain open for homeowner use during the winter.
 - 1. Rental agreements are necessary to ensure recourse if the clubhouse is damaged or not cleaned up. It is also necessary to monitor what time people leave and if/when the building is locked.

2. There is a fee for renting the clubhouse in order to cover the cost of cleaning.
3. Vincent said that clubhouse reservations can be done on AIO/Ennisbrook website and that he would send the Board examples of other communities' rental agreements to review.
4. Clubhouses rentals can be a source of unbudgeted income.
5. Vote on restroom shut down date, and clubhouse rentals in the winter is tabled until Board has more information.

III. Board & Community Meetings:

- Need one board meeting per quarter.
- Homeowners didn't like muted meetings even though they were held to comply with the Open Meetings Act.
- Homeowner questions should be pre-submitted or submitted in writing during the meeting.
- The Board agreed to 4 annual community meetings: 2 in-person and 2 virtual, with the next meeting on August 14th(3).
- Reminder e-Blasts prior to Labor Day and other holidays concerning fireworks. Items discussed:
 - Citing the Nuisance clause from the Covenants is not recommended; instead, refer to the City of Smyrna and GA regulations on fireworks, including dates and hours.
 - The e-blast reminder should mention the effect that fireworks have on veterans with PTSD and pets; ask homeowners to be mindful of their neighbors.
 - Cleaning up should also be mentioned. There was a lot of debris left in the streets after the 4th of July.
 - Vincent will start a draft of the e-blast message.
- Garage Sale. Anne will get with Social Committee to confirm date.

IV. 2024 Budget: Begin gathering quotes for annual contracts and capital improvements.

- A. Final due date for Board approval. – Needs to be confirmed.
- B. Final date to notify homeowners. – Needs to be confirmed.
- C. Vincent asked if there are any contracts that the Board would like to **put out to bid for** next year.
- D. A review of the gate contract was suggested to ensure Controlled Access is up to date with technology. Vincent said access card software (e.g. DoorKing) would control that.

V. Regulations for Fine Procedure & Amounts

- Discuss and vote on requests for exemptions. – **Not covered due to time constraint.**

VI. Clubhouse Restoration Update:

- A. The installation, trim, and drywall are complete. Painting now. Everything should be done early next week except for showers, which are of a specialized size. Parker Young said they could install a standard size but there would be an additional cost for the drywall; or they could install tile showers. Could be another 4-6 weeks for special size versus 2-3 weeks for standard fiberglass. Parker Young would go back to the insurance company to recoup the additional cost if we opted for the standard size.
- B. Vincent will ask Parker Young for design & pricing on both options.
- C. Suggestion was made to alter the dimensions of the shower & toilet areas since the toilet area is too small, but the shower area has more space than necessary.
- D. Vincent noted that changing the dimensions would change the scope of the project, which would not be covered by insurance.
- E. It was also noted that the drywall is already complete so it's really too late to change the toilet / shower dimensions.

VII. **Advisory Committee Update** – Not covered due to time constraint.

VIII. **Financial Review: Budget, Collections**

- A. Forecast for 2023 projected year end shows Net Operating Income of \$3,241 and Net Reserve Income of \$24,330 (*4) and Net Reserve Income of \$24,330 (*4)
- B. Natural gas expense is much higher this year because it was turned off or set very low in the clubhouse in 2022.
- C. Vincent will call GA Natural Gas to pricing options for fixed rate and average bill plans

IX. **Review quotes and vote on Tree Replacement & Trimming**

- A. Vincent will ask Atlanta Arbor for a revised quote to exclude Item #7 and obtain quote from National Landcare to lay mulch on the nature trail. He will also get more information on how effective the mulch will be in absorbing the stagnant, standing water in low areas along the trail.

X. **Review quotes and vote on Gate Upgrade:**

- A. Discussed Controlled Access quote. Vincent will obtain a competitive quote for LIR.
- B. Other options to reduce gate expense are to hold open during peak hours.
- C. Vincent will have the AIO access manager run a report to determine what Ennisbrook's peak hours are.
- D. Gates are desirable but they can give a false sense of security. Security cameras must be set to point in the right direction. Some communities have license plate readers.

XI. **Water & Sewer recap:** Discuss adding clarification to Covenants on the responsibility of the Association, homeowner, and the City regarding water and sewer infrastructure. - [Tabled due to time constraints.](#)

XII. **Miscellaneous:**

- Vincent advised that AIO collection software is incorrectly labeling all past due letters as the 1st step "late letter", instead of showing the escalated letter that's actually being sent to the homeowner. It's a population issue on the software and they are working to correct it.

- Vincent will send an email regarding their recommended collection policy.
- The homeowner adjacent to Ennisbrook Dr water leak from last year emailed Vincent to advise that they're seeing water again. Vincent called Palette Plumbing to inspect and will keep the Board informed.
- Weed violations: Vincent will find out from their property inspector what the criteria is for weed violations, e.g. what constitutes a weed. Several homeowners have complained that they are receiving unfair violation letters for weeds. Vincent noted that homeowners should always contact AIO upon receiving a violation letter. Providing recent receipts from a weed service company or photos of the property in compliance will halt the violation letters.

Meeting Adjourned: 9:08 p.m

Attachments:

1. Ennisbrook 2023 6+6 Forecast Budget
2. Tree Trimming Comparison
3. 1830 / 90 Series Telephone Entry / Access Control Systems Brochure

Footnotes

- (1.) Vincent subsequently confirmed that DC Pool will extend the closing date to 9/24/23.
- (2.) Subsequently confirmed that there should be 5 umbrellas, and the missing one is in the pump room.
- (3.) Community meeting date subsequently changed to a virtual meeting on 7/25/23 at 6:30pm
- (4.) Forecast & Projected 2023 YE needs to be corrected.