

**Sweet Pine Creek Homeowners Association**  
**Monthly Board of Directors (BOD) Meeting Minutes**  
**June 16, 2011**

**Next Meeting Will Be September 13, 2011 @6:30pm**

- 1) Quorum present- Meeting was called to order
- 2) Officers and other Attendees
  - John Faress- President- Attended
  - Jim Hutchinson- Vice President- Attended
  - Michael Kent- Treasurer- Not Present
  - Scott Sewell- Secretary- Attended
  - Rochell McLain- Member at Large- Attended
  - Tom Burwell- Resident Attended
  - Ruann Bunker- All In One Management- Attended
- 3) All in One Management Items
  - a) Open items from Previous Board- Delinquency Report- still have 3 homeowners who have not paid annual dues...3 homeowners paid late after the 6-1-11 deadline and are subject to a \$75 late fee
  - b) Account Receivable Review-
  - c) Covenant Enforcement- Board Members and AIO ride around review will take place Wednesday 6-22-11 @ 10:30am...New Board planning to raise the level of Compliance with Covenants... Rochell McLain will coordinate the violations report
  - d) ACC Approval and Permit Process- All new projects must be pre-approved before any work is done...approval signage must be posted on the homeowners mailbox...Jim Hutchinson will work w/ AIO to refine the permit process so that all relevant info is attached and any out of the ordinary requests are resolved quickly and efficiently
  - e) Common Area Inspection & Reporting- AIO's contract is to inspect the areas twice a month and report any issues to the board
  - f) Mailing List Maintenance- - AIO send outs request to new homeowners for their email addresses and contact info...Social committee members Dedra Sewell and Pam Rittwegger will assist obtaining personal info...need contact info from homeowners in 4210 Lewellen Ct and 82 Lewellen Dr
  - g) Response Expectations- AIO will respond to all request asap, but at least within 2 business days...if calling after hours, they have an answering service that will relay your request or if needed leave a message in the general mailbox...phone numbers for AIO are on the website
  - h) Review Closing Process- Keys for pool area and lock combo are given, \$600 Homeowner Association Dues and directory info are requested at the closing process
  - i) Review bid for sign and mailbox painting- AIO is securing a bid to paint the street and speed limit signs...also, mailbox repair, painting and replacement contractor info will be made available soon...mailbox repair guidelines are posted at AIO website

- j) AIO Organizational Chart- Ruann Bunker (President) is in charge of financials and legal issues...Denise Hinds (President) is in charge of Covenant and property Inspections and of Vendors used in the neighborhood...Jeanne Deubel (office manager) customer service

#### **4) Newsletter Items**

- a) Website- John Faress will construct a quarterly newsletter...also, will include meeting minutes and neighborhood updates...Rochell McLain looking into setting up a SPC facebook page
- b) Mailboxes- covered above, info to follow
- c) Tennis- Pam Rittwegger will coordinate all tennis related activities incl: new team formation(s), collection of fees (\$25 for non resident team members), scheduling of practices and matches...previous board has approved the purchase of new benches and a new squeegee...Tom & Pam are looking for a new bench that “fits”
- d) Pavilion Reservations- Reinforce the requirement to sign up on calendar to reserve the pavilion...the board is hoping to add site on website that will allow reservations for the pavilion and tennis courts online
- e) Pets- any Pet related issues need to be addressed w/ AIO
- f) Parking- cars parked in street can be a problem and need to be parked in the homeowners driveway when possible...esp in high traffic areas and blind spots...no cars parked in street over 24 hours

#### **5) Common Area Landscape and Maintenance**

- a) The Board has given RGS (current landscaper) until the end of June to improve the appearance of the grass at the front entrance as well as the general attention to detail of the landscaping; otherwise the board will begin the process of selecting a new landscape company...AIO will contact paint contractors to paint street signs, stop sign poles asap... Jim Hutchinson will contact Cobb EMC about painting the street light poles...also, the wrought iron fence at the front entrance needs painting

- 6) **Website Review-** The SPC website has not been updated in some time and the board will have the site updated as soon as possible.

#### **7) Non Resident Tennis Fee Collection**

- a) all non resident team members must pay the \$25 annual fee
- b) future requirements- will be addressed by Pam Rittwegger

#### **8) Common Area Repairs & Maintenance Items**

- a) Tree House- Looks great after some neighborhood TLC...interior roof removed, entire treehouse pressure washed, trees and surrounding bushes cleaned up...next step is to re-shingle the roof...AOI to obtain quotes
- b) Pavilion-
- c) Pool- light out in pool area
- d) Tennis Courts-
- e) Bathrooms- it was agreed that both vanities need to be replaced and dry wall repairs are in process in the women’s restroom