

FALL 2023

## The Princeton News

Princeton Homeowners' Association

P.O. Box 172—Murrayville, GA 30564

[princetonsubdivision@gmail.com](mailto:princetonsubdivision@gmail.com)



# [www.princetonsubdivision.com](http://www.princetonsubdivision.com)

### ANNUAL MEETING

**Monday, November 6, 2023,  
7:00 p.m.**

Northlake Baptist Church, 4823  
Thompson Bridge Rd., Gainesville

*We will meet in the metal Awana  
building (located in back around the  
right of the church sanctuary).*

#### Meeting Agenda:

- A. Call to Order
- B. Proof of meeting notice
- C. Reading of 2022 Minutes
- D. Reports from Officers
  - a. President Cathy Hooper
  - b. Vice President Carol Blackburn
  - c. Secretary Kevin Hooper
  - d. Treasurer Joe Ottilo
    - i. 2023 finances
    - ii. 2024 budget
- E. Nominations of and election of 2024 officers
- F. Approval of 2024 Budget
- G. Old or unfinished business
- H. New business
- I. Adjournment (voting process by email/U.S. Mail as needed)

### OFFICER DUTIES

Interested in serving our HOA?  
Curious to know what's involved?

A description is printed on the back  
of the monthly financial report.  
Additional information may be found  
in the bylaws located on the  
website.

### CALL FOR VOLUNTEER OFFICERS

It's time for our Homeowner's Association annual meeting, during which we will elect our new officers for the upcoming year. We will need an entirely new slate of officers. In the summer newsletter, a call for volunteers was issued, with zero interest communicated.

This leaves the HOA with only one option—*it is time to consider moving to a management company.*

- A management company would handle the day-to-day operations of the association.
- The firm will enforce the covenants and address neighbor concerns about covenant violations.
- The annual assessment will need to increase from the current \$100 yearly fee to cover the management company fee.
- Officers will still be required, but the time involvement will be greatly reduced.

The hiring of a Homeowners' Association management company will be presented at the upcoming HOA annual meeting on **November 6**. Be sure you attend in person to hear the proposal. Volunteers to serve as an officer can be nominated in advance (see below). Current bylaws require 55% quorum to take action on any matter, so a vote will be taken before moving forward with hiring a management company.

All officer positions are open for the 2024 board.

Want to volunteer or learn more about serving?

Email [princetonsubdivision@gmail.com](mailto:princetonsubdivision@gmail.com).

# PRINCETON NEIGHBOR NEWS

## PLEASE BE A GOOD NEIGHBOR: PET REMINDERS



While not directly addressed in the HOA covenants, Hall County's Animal Control code is clear on how owners should handle their pets.

1. **Dogs must be on a leash.** Animal Control says *voice control is not enough*.
2. Dogs and their owners who leave **the sidewalk and enter others' yards can be considered trespassing** by Animal Control, and complaints and charges could be made against them.
3. **Be a good neighbor and clean up after your pet.** Leaving animal waste on your neighbor's lawn or in the vanity strip in front of any home, including your own, is unacceptable. Pet waste transmits disease. Dogs should be walked *only* in the vanity strip (that is, the grassy area between the road and the sidewalk) not on the lawns of others and removal of pet waste is a must. Don't forget to take your dog waste bags with you as you head out for your walk.



## NO NEED FOR SPEED

Speeding and unsafe driving are dangers to our community. Please do your part to keep our neighborhood safe.

- Drive within the community speed limit of 25 MPH.
- Please keep your eyes on the road and avoid texting and driving.
- Obey traffic signs, including coming to a complete stop at all intersections.
- Avoid turning too closely at intersections.

With Halloween just around the corner, we're sure to have lots of young children running around our sidewalks and street. Thank you for helping to keep them safe.



## IT'S TIME FOR A FALL SPRUCE UP

As the weather turns cooler and more pleasant, this is a great time to take care of some of those exterior home projects you may have been neglecting. To keep up our property values and the general beauty of our neighborhood, make sure you are in compliance with our covenants by doing the following.

- Cut and edge your lawn *regularly*.
- Paint your mailbox and replace numbers if fading or rusted.
- Pressure wash your exterior to remove mold and mildew from siding.
- Cut back your shrubs, especially those encroaching on sidewalks.



## DAYLIGHT SAVINGS TIME ENDS NOVEMBER 5

Be sure to set your clocks back one hour before you go to sleep the evening of **Saturday, November 4**, so that you'll have "fallen" back for the end of Daylight Savings Time. Otherwise, you'll be an hour early everywhere you visit on Sunday!

# PRINCETON FINANCIAL REPORT

## 2023 Line Item Financial Report

September 30, 2023	Budget	Spent	Remaining
Landscaping/Fence	\$9,235.00	\$5,049.88	\$4,185.12
Supplies/Misc.	\$1,000.00	\$204.29	\$795.71
Incorporation Fee	\$30.00	\$30.00	\$0.00
Tax Return (CPA)	\$200.00	\$195.00	\$5.00
Website	\$250.00	\$0.00	\$250.00
P O Box Rent	\$200.00	\$166.02	\$33.98
Insurance (HOA)	\$1,300.00	\$1,273.00	\$27.00
Taxes (Hall Co)	\$35.00	\$35.00	\$0.00
Meeting Space	\$50.00	\$100.00	(-\$50.00)
Legal Fee	\$1,000.00	\$50.00	\$950.00
Sign Project	\$5,000.00	\$4642.50	\$357.50
Contingency	\$1,000.00	\$50.00	\$950.00
(shortfall or emergency)			
	<b>2023 budget</b>	<b>Funds spent</b>	<b>Remaining</b>
<b>BUDGET TOTAL</b>	\$19,300.00	\$11,745.69	\$7,554.31

### 2023 Budget Comments:

Income received as of 9-30,  
\$12,705.11.

\$12,100.00 assessment  
payments

\$ 130.00 late fee payments

\$ 75.11 postage fees

\$ 400.00 Apr & Sept closing  
packages

There will not be a charge for  
the website service in 2023,  
because two years of service  
was paid in 2022. The next  
website service due date will be  
in 2024.

## 2024 Proposed Annual Budget

projected income 123 properties at \$100 \$ 12,300

category	actual proposed	
	2023	2024
landscaping/fence maintenance	\$ 9,235	\$ 9,700
supplies/miscellaneous	\$ 1,000	\$ 750
corporation renewal	\$ 30	\$ 30
CPA (tax filing)	\$ 200	\$ 225
website fees (2 yrs)	\$ 250	\$ 500
post office box rental	\$ 200	\$ 225
HOA insurance	\$ 1,300	\$ 1,335
real estate taxes	\$ 35	\$ 35
meeting space rental	\$ 50	\$ 100
legal	\$ 1,000	\$ 1,500
contingency (short fall/emergency)	\$ 1,000	\$ 1,000
<b>BUDGET</b>	<b>\$ 14,300</b>	<b>\$ 15,400</b>
Special project	\$ 5,000	\$ -
Total budget	\$ 19,300	\$ 15,400

# PRINCETON ANNUAL MEETING MINUTES

## PRINCETON HOMEOWNERS' ASSOCIATION

Minutes of November 3, 2022, 7:00 PM  
Northlake Baptist Church – 4823 Thompson Bridge Road  
Cathy Hooper, Presiding

**CALL TO ORDER:** The meeting of the Princeton Homeowners' Association was called to order at 7:00 PM on November 3, 2022, by Cathy Hooper.

**PROOF OF MEETING:** Proof of meeting notices were communicated in the Fall newsletter issued October 2, 2022, posted on the HOA website of *princeton subdivision.com* under news, on the Princeton Subdivision Facebook page, with a meeting sign on the exit side of the of the subdivision, and with reminder emails with meeting documents attachment.

**ATTENDANCE:** Of the 122 eligible voting properties, 10 homes were represented. The 55% quorum was not present as required within the bylaws of the Association. All voting matters are to be offered by email/mail.

**MINUTES:** The minutes from November 30, 2021, were available to each member. First and second motions were made for the minutes to be accepted as presented. Due to the lack of the required 55% quorum, the vote was tabled and to be voted by email/mail.

### OFFICERS' REPORTS:

- Officers in attendance were President Cathy Hooper, Vice President Carol Blackburn, and Secretary Kevin Hooper. The Treasurer, Jim Carmichael, was not able to attend.
- President Cathy Hooper updated the membership of the completions of the two 2022 projects. The tree removal project was completed in April under budget. The stonework on the column/sign areas was completed in September under budget. It was noted this will be an ongoing issue, as the synthetic stones continue to fall off.
- President Cathy Hooper presented the financial report and proposed budget, which had been provided to the membership prior to the meeting. With no questions, first and second motions were made to vote on the proposed budget. Due to the lack of the required 55% quorum, the vote was tabled and to be voted by email/mail.
- It was shared with the membership the continued need to address covenant issues such as lawn care; proper storage of boats, campers, travel trailers, and utility trailers; on-street parking; mailbox conformity; and keeping sidewalks clear. It was relayed to those present this is taxing, time consuming, a drain on the officers and the Association budget, and should not be necessary, as the covenants are available for all to follow.

### ELECTION OF 2022 OFFICERS:

- Prior to this meeting, Treasurer Jim Carmichael stated he would not be able to serve in 2023.
- Cathy Hooper opened the floor for the nomination for 2023 HOA officers. The following volunteered to serve as officers for 2023: Cathy Hooper, agreed to serve as needed. Carol Blackburn agreed to serve again as Vice-President. Kevin Hooper, Secretary, stated he would serve to complete the board, but strongly encouraged others to volunteer, as two members on the board from one household, while not against the bylaws, could be cause for concern. Joe Ottilo volunteered to serve in any capacity as needed. One other member offered to think about serving and will let the Association know. Due to the lack of the required 55% quorum of homeowners present and the officer slate not being set, the vote was tabled and to be presented by email/mail.

**OLD BUSINESS:** An update was given on the delayed building of properties at 4602 Old Princeton Ridge and 4606 Old Princeton Ridge.

### NEW BUSINESS:

- Details of the proposed sign repair project were shared.
- The Association will continue to maintain and improve the appearance of the green space, fence, and signage, as well as support the covenants and bylaws.
- Again, as the quorum of 55% of homeowners was not present, ballots will be emailed/mailed to the membership as soon as the officer slate is finalized.
- The floor was open to questions and comments.
- Concerns were voiced as to the speed of vehicles on Old Princeton.
- The desire for an electronic pay system for the annual dues was expressed.
- With no further business, the meeting was adjourned at 7:29 PM.

*Kevin Hooper, Secretary*

After the November 3, 2022, Annual Princeton Homeowners' Association meeting and on November 16, 2022, in accordance with the bylaws of the Princeton Homeowners' Association, the 55% vote was obtained for the approval of the 2023 annual budget, minutes, and election of the officers. Simply said, all items on the ballot were approved.

The incoming 2023 Princeton Homeowners' Association Officer Board:  
President – Cathy Hooper; Vice-President – Carol Blackburn; Secretary – Kevin Hooper; Treasurer – Joe Ottilo

# OFFICER ROLES AND RESPONSIBILITIES

What do the Princeton Subdivision HOA officers do? The covenants and bylaws outline in greater detail the specific position requirements; however, duties may be divided differently depending on each volunteer's strengths and how much time they can donate to the Association.

The officers are responsible for maintaining all Association assets such as the entrance signage, the common grounds, and the fence, as well as safeguarding the financial assets. There is a requirement to research and maintain an insurance policy for the Association assets. Before any contract can be signed, three bids for services are required. The officer group is responsible for locating these service providers unless the membership votes to waive that each time.

The officers must also plan and lead the required Annual Meeting following bylaw requirements.

Further, the officers address covenant issues brought forth by members, such as failure to maintain exterior landscaping, habitual on-street parking, mailbox issues, parking utility trailers or boats, blocked sidewalks, etc. Covenant issues are the most time-consuming issues of all.

All of this and more is done by a group of volunteer officers who are not paid for their efforts on behalf of the neighborhood. Instead, these officers give their personal time to benefit our shared Association.

## **President, Vice-President, Treasurer, and/or Secretary:**

**Communication:** The email account should be checked at minimum once per day, every day. Emails, letters, and phone calls should be responded to within 24 hours, even if only to say, "We have received your request and will research the matter and get back to you." Questions concerning real estate closings, covenant violations, building control items, and community issues must be addressed.

**Postal service:** Check the Post Office Box no less than once a week.

**Additional communication methods:** In addition to email and "snail mail", the association maintains a Facebook page, a website, and quarterly newsletter communications. Any of the officers may handle these tasks. If there is interest from the membership, a volunteer could take on these additional communication functions (newsletters, Facebook, and website maintenance).

**Membership database:** Every property owner's information must be kept current for communications and billing of the Association assessments.

## **Treasurer:**

**Record keeping:** The financial duties of the Association require keeping precise and well-documented records with

- filing federal and state taxes;
- verifying bills and paying each in a timely manner;
- handling all aspects of banking;
- producing detailed financial statements;
- and produce, mail, and process the annual assessments.

**Reminders and notifications:** The treasurer issues reminders for late payments, certified letters for nonpayment, and recording liens when needed at the Hall County Clerk's Office. This must be documented and kept in the Association's files. The lien payoff must be calculated and, when paid, released with another visit to the County Clerk's office.

All officer positions are open and must be filled for the 2024 board.

Want to volunteer or learn more about serving?

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