



Twin Brooks Homeowners Association

911 Duluth Hwy, Suite C-1, B-220 Lawrenceville, GA 30004

tbha@twinbrooks.org – www.twinbrooks.org

HOA Meeting September 22nd, 2026
6:00pm 420 Twin Brook Way

Meeting Minutes

I. Introductions – Sign In

II. Presenters

- a. Officer Key from Gwinnett County Community Affairs. Officer Key gave a presentation on parking ordinances. She said she will send the presentation to Rosa. Rosa will share it via email. She answered questions and provided feedback.

Alex had a question about purchasing and parking a trailer on his driveway, Officer Key showed him a picture from her presentation and asked Alex if the trailer on the picture is what he is planning on getting. Alex said yes. She told him that would be a violation as is considered a commercial vehicle.

Office Key also share information about towing. If county officials have a picture they can come and give a fine or tow the vehicle in violation. Alex shared he has called the police regarding drivers parking by the No Parking Sign. Officer Key provided the code for parking on the No Parking Sign, there should be no parking within 30 feet in front and behind the sign 40-6-203(a)(2)(D). She will come to our community once per week to do Area Checks.

Rosa said homeowners on Twin Brook Way and Rivulet have concerns about drivers on Rivulet Court not stopping at the Stop Sign on Rivulet Court, and junk vehicles. Officer Key said to send her our concerns with addresses. Officer Key said for loud music, or vehicles speeding to take a picture/video or get address and call the police. Video will show evidence and they can approach and address the homeowner/driver even after the fact.

For parcel/delivery trucks speeding or/and driving/stopping on the other side of the street, she said to contact the truck's company and report them providing the license plate. Officer Key said she will send the presentation to Rosa; Rosa will share it via email with everyone.

- b. Cecilia Mandela from AMAG. Cecilia explained the violation notice process. Neighbors asked questions about notices they received. Cecilia explained the notices are based on the recorded covenants. Some neighbors shared the circumstances that lead to the violation and felt the notice was unnecessary. Rosa encouraged homeowners to share circumstances so they can take note and not send a notice.

Some neighbors said they don't need someone to tell them when to cut their grass or do other maintenance needs for their property, that they know. Rosa said knowing what or when to do it and actual doing it are 2 very different things. AMAG was hired out of community need after years of trying to work with homeowners and notifying them of basic and obvious violations such as cutting the grass, vines growing on properties, parking on grass and sidewalks, front yard storage, and trash bins on curb/front when could have been store on the back or side of property. Board notices were ignored by many homeowners and on many occasions.

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Neighbors also said the writing on the notice feels aggressive or as if they are not good homeowners. Cecilia explained for regulatory purposes and language the notices must have. Notices must have some specific terminology to clearly notify the homeowner what is being asked of them and clear steps to follow. Rosa said that such language is what has gotten some homeowners and property investors to respond to notices and comply with the covenants, where before notices from the Board ignored.

A neighbor shared they submitted a response to Cecilia via certified mail. Rosa added homeowners can call, email or text her and also contact Cecilia and Brittany if there is an extension needed, and to not spend money on certify mail when/if is not necessary. She added all extensions homeowners have asked for to make the necessary repairs have been granted.

A neighbor shared that them and their neighbor used to help each other cutting the grass and borrowing the mower. That it was a feeling of neighbors and not homeowners. Another neighbor shared having cookouts. Rosa said that is the purpose of community gatherings and it can happen again. A neighbor mentioned that the violation notice is based on the one day the inspection is completed.

Cecilia explained when she does the inspections the notice is given based on her observations that day, a picture is also taken. Extensions have been received by Rosa, then Rosa communicates it to Cecilia. When Cecilia and Brittany receive requests for extensions, they send the request to the Board and the Board approves them. When the Board receives questions or pictures of cured violations, she shared them with Cecilia if she is not already copied on the email and vice-versa if Cecilia and Brittany receive correspondence. Rosa added that throughout her years serving she has taken pictures of violations/violations resolved, yard of the month, and other community events and will continue to do so.

The Board share 34 homes that had some type of improvement. Rosa also said that about half of those homes had received a notice from the Board and their notice was ignored but the violation got resolved after they received a notice from Cecilia. Rosa added we are focusing on the obvious and immediate violations such as landscaping needs, mailboxes, front yard storage and inoperable vehicles.

There was also a conversation about HOA roles. The Board shared they play all roles as needed. They are the Board, President, Secretary, Treasurer and ACC. A homeowner said there used to be a treasurer. Rosa said yes, it was Douglas when the Board was Rosa and Douglas. Rosa also said that since 2018 all Board member has played all the roles available due to lack of volunteers.

III. Community Updates

- a. Tax Return- Tax Return has been filed. Four companies were contacted. The range was from \$350 to \$700. We went with the one with extensive experience filing HOA taxes, which also was the most economical one of \$350.
- b. Electrical Covers – We called the number on the posts/boxes, company changed to AT&T. Set appointment for August 25th, they came but no phone call, email was provided and not changes were made to the box covers. Will follow up. A neighbor said he saw the trucks parked outside of 420 TBW. Rosa will follow up.

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- c. Electrical Transformers Painting / Repairs – On August 28th Rosa met with Jackson Electric District Line Foreman. There are 19 transformers in the community, only 2 qualified for Jackson to pay for the full amount due to rust, they were painted on Sept 4, location 425 and 460 TBW. If you have a transformer by your home and it's rusted send us a picture so we can contact Jackson Electric and they can paint it. There was a conversation about another transformer by 340-330 TBW being rusted.
- d. Street lights Upgrade – Per Jackson Electric foreman, eventually all lights will be LED.
- e. Entrance Update – 4 small trees were stolen. We filed a police report. The trees are now uneven on the sign side. The plan is to replace them.
- f. Landscaping Contract Update- we have not been pleased with the services Bloom has been providing, from pruning to mowing, to when they come out. A couple of homeowners have also shared their feedback that the lawn at the entrance can look better. On August 8th Rosa met with another company. The Board recommended to skip December, January and February and start services back in March and save \$840.

On August 8th Rosa met with another company. We would suspend services in November. If we need anything done it can be a one-time clean up of \$50. Then we resume services again in March with a new company. Approved as presented.

IV. Financial Report

- a. 2027 budget presented. We reviewed the budget line by line. Updates included canceling tree and bush treatment with a savings of \$360; cancel landscaping services for Dec, Jan and Feb, and start in March with new company with a savings of \$5; Election Ballots will be sent by AMAG as part of the contract, we will not pay \$245.34; AMAG is a new item for \$6,000 per year. This will bring our dues to \$175 per year starting in 2027. This information was shared in the June email and previous HOA meeting. The budget also has the projected reserves until 2030.

Alex opposes all the items under “other community expenses which include Yard of the Month, Graduation Sign, Community Gatherings, Christmas Contest Gift Card, and AMAG. Rosa shared the excitement, positive feedback and appreciation homeowners express when they are awarded the Yard of the Month. This activity was a suggestion from neighbors and encourage others to maintain their properties in good condition. The gift card is for Home Depot.

Rosa said the graduation banner is given to a student who graduated that year. Students and parents appreciate the banner as a memory. One neighbor asked how much is per homeowner when Alex opposed to having a graduation banner, the cost per homeowner is .48 cents. Rosa shared students and parents appreciate getting the banner once is removed from the entrance.

Rosa shared there are \$50 left for a community gathering. It was agreed we will use this money when we meet to update the covenants. And that the different community activities were suggestions from homeowners to improve or/and make our community better. The Budget was approved as presented with all expenses and services as presented.

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Alex asked Rosa to make sure she documented that he opposes all the items under “other community expenses”. Rosa responded she did.

V. Community Announcements

- a. Updating Covenants- The Board started working on amending the covenants to add clear language regarding the violation process, hearing process, add a rental cap, better structure to reflect new GA regulations and remove language that no longer applies to our covenants among other items. It would be an amendment to the entire covenants not a provision.

A neighbor sent a suggestion last month for a provision/language regarding changes that impact drainage to other properties. She has had flooding issues on her property due to structure changes the next-door neighbor made. This information has been added. These can be disputes that may have legal consequences for the homeowner making the structural changes to their property and not taking in consideration how their structural change will negatively impact other properties.

The Board contacted 2 HOA firms and got a price on cost for review of our covenants. Retaining an attorney is from \$1,500/ \$1,200 (virtual) an attorney costs \$350-\$400 per hour, a paralegal is \$135 per hour. Per the attorney it would take about 2-3 hours to review our covenants.

Retaining an attorney will save only \$50 per hour. The Board suggested to not retain an attorney and when the covenants are ready for review to have them reviewed by a paralegal at \$135 per hour. Submission to the county is \$25. One homeowner asked if the paralegal would have the knowledge to review/approve the covenants, Cecilia said yes.

There was discussion about the best way to review the covenants. It was agreed that the Board will send the covenant with changes to homeowners. Homeowners will have time (about 2 weeks) to review the covenants. Homeowners can send their feedback to the Board. Then we will have a meeting just to go over the feedback received and additional changes to improve the covenants. Once that process is complete, we will send the updated covenants to the firm for review before submitting them to the county to be recorded.

- b. 2027 Elections- We will send the ballots next month or so. Ballots are included in the services with AMAG, we will not spend \$254.34 this information is indicated in the budget. If you are interested in serving let the Board know.
- c. We will continue sharing more information via email, the community’s Facebook Page and via newsletters. Share recommendations, home improvement ideas, etc. A homeowner asked to have a tab on the website for correspondence sent via email. He indicated he did not receive an email and asked how would the Board know if an email is not sent.

Rosa responded and said the email would come back to the HOA as “Undeliverable”. Rosa added that to prevent this issue of the sending/receiving server seeing HOA emails as spam, she divided the contact list and created 5 different contact groups and sends emails to each group separately. This will prevent the HOA and homeowner servers to see the emails as spam. Rosa will add a tab on the email for emails sent to homeowners. She also said to the homeowner that she will send him the email he indicated he did not receive.

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- d. Yard of the Month – TBC is likely to have the first yard of the month. More homeowners have improved their front yards.
- e. Board Compensation – Per By-laws Page #8 Article 47-Compensation- suggestion to waive the Annual assessment for Board members. Rosa shared Board member use their personal Phone for calls, texts, email, laptops, gas to get mail, Internet for email, electricity, storage – Rosa has signs, documents, 3 wreaths, bottle sprayer, left over paint from the bulletin board/fence.

There was a conversation about it. Cecilia said she has seen in other HOAs Board members having their assessment fee waived in January, after they serve the prior year. She added this is an incentive and encouragement for homeowners to serve. Alex provided feedback opposing to waiving the assessment fee for Board members. Majority agreed to waive the fee. Waiving the assessment fee for Board member after serving for a full year was approved as presented. This update will be added to the budget.

- f. Community gathering- we have \$50 for one more community activity. This will be used when we meet to update the covenants.
- g. Board member for a month Opportunities. This is an idea to have homeowners engaged as Board members for one month. This will not only provide an additional set of eyes for the Board but also it will be a teaching/learning experience for everyone, without the responsibility or pressure of a long-term commitment, a win-win for the community.

VI. Feedback

- a. Terri's letter for HOA meeting. Terri's shared a letter with the Board to be discussed during the meeting. Her letter was distributed to all attendees. Terri shared on her letter she opposes the rental cap amendment. Rosa added that the rental cap amendment has not been sent out to homeowners for review or vote yet. The September newsletter indicated the revised Covenants would be sent in the next 2 months. We have been working on updating the covenants to the new GA regulations, etc. For additional information on the covenants see the section Community Announcements above.

Mentioned earlier in the minutes. All notices are based on current Covenants. Rosa and Althea are the Board, the ACC, the Secretaries, Treasurers and HOA Administrators. All notices sent are under the Covenants and are valid. There is indication in prior section of this minutes that every year since 2018, Board members play different roles including ACC, and officers (President, Secretary, Treasurer, etc) and will continue to fulfill any and all roles necessary to administer the Association. Currently Rosa and Althea are the Board, the ACC, the Secretaries, Treasurers and HOA Administrators. All notices sent are under the Covenants.

Ballots will be sent out when ready in the next months as indicated in the September newsletter and previously on this meeting minutes.

Terri has sent emails to Cecilia and the Board, both Cecilia and the Board have responded to her emails providing information and answers.

There was also feedback from Alex about the hiring a management company to assist the community with violations. He opposes this service. There was another email from Alex

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about receiving a violation for having gravel on his front yard. The gravel has been on the front yard for over one year. He said the gravel serves for “antierosion and decorative purpose” and it should have never been a violation. Alex sent an email to Cecilia indicating the gravel was removed. As of September 16th, 2026 the gravel remained on the front yard of his home.

Alex asked Rosa why on her responses to him she always brings up to him when the HOA granted his request to waive his annual assessment fee while they were building their home. Rosa shared she only brought that up once to say that people in a community supports each other. The community supported him, and the community was now asking him for his support and comply.

Alex has also received responses from the Board and from Cecilia regarding his feedback, questions and concerns like Terri.

- VII. Adjourn – Next HOA Meeting** – our meeting lasted about 2.5 hours. We did not set a time for our next meeting but will likely be in November as we give 30 days for ballots to be returned.