



Twin Brooks Subdivision

P.O. Box 692 Lawrenceville GA 30046

Tbha@twinbrooks.org

July 2, 2022

HOA Meeting Minutes

Attendance

This was the second HOA meeting of the year for the Twin Brooks Homeowners Association. There were 3 homeowners present.

Welcome

Approval of Minutes- The minutes from previous HOA meeting were approved as presented.

New Business

Financial Report-

2022 HOA dues were reviewed. As of June 30th, 2022 there were 10 accounts delinquent. These accounts received three mail notices, some received a fourth notice as a text message, and for those that we have their email address also received an email as another notice. To recap, some of these delinquent accounts received 5 notices.

Also, some of these accounts have been delinquent for multiple years. For these accounts it was decided to move forward and sent them to the collections Law Firm Lauder, Larkin and Hunter, LLC. Rosa contacted the paralegal the week prior to the meeting to ask about fees, since the HOA no longer has the firm on an annual retainer. The homeowners are responsible for all legal fees but the HOA is likely to pay the upfront cost, then reimbursed as money is collected from the homeowners.

HOA treasurer provided the financial report. Current balance is \$16,374.19. Expenses and the possibility of expenses going up were discussed. This is due to the general increase of cost for services everywhere. The only expected expense to change is the landscaping services, for this it was agreed that we must do what we can to keep this service around \$7,000 if possible.

Community Improvement-

The Yard of the Month continues, so far the three winners are the following properties; 535 Twin Brook Way, 225 Twin Brook Way, 240 Twin Brook Way and 1040 Twin Brook Court.

Community Activities-

Update on landscaping services; this year a new company was hired in an effort to enhance the grass and look of the entrance and other two areas in our community that require mowing. These other 2 areas are not part of properties so it falls on the HOA to maintain them. The first area is the creek area between the properties 300 and 310 Twin Brook Way on both sides of the street. The second area is the colonial pipe line area between properties 1000 and 1010 Twin Brook



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Way on both sides of the street. We don't see an improvement, therefore we decided to search again for a landscaping company.

Six landscaping companies were contacted in June. Rosa met with each company and showed them the areas and the services needed. The services needed include mowing, bush/tree trimming, weed control, and pine straw. The estimates range from \$6,662 to \$10,912 annually, some estimates include all services, and some don't. We must select one that includes all the services we need and is the closest to our annual budget of \$7,000, also keeping in mind references. The new company will start services in September of 2022.

Digital newsletters and digital invoices: Due to the lack of volunteers to help distribute newsletters we have decided to distribute the newsletters via email. Paper newsletters will continue to be distributed this year requesting an email. We only have about one third of member's email addresses.

Our invoices and dues notices are sent via mail, we will also be switching to digital invoices. This may increase the cost of the website if we add a feature to it to send out invoices and reminders. If we do it via email there will be no additional cost. Switching to digital newsletters and invoices will save us money on paper, stamps, envelopes, ink, and valuable time. We will probably also look at terminating the P.O. Box services.

The agenda had an item for hiring a part time worker to help out with distribution of newsletters and violations notices. All members present were in favor of digital newsletters and invoices. Pablo also volunteered to distribute violation notices. Therefore this item is no longer something the HOA will pursue at this time.

Volunteers are still needed to distribute door hangers and notices, especially for Twin Brook Court, Rivulet Court, for the area from the entrance to the stop sign at Twin Brook Court and from the stop sign to 430 Twin Brook Way.

Pablo mentioned the county (Gwinnett Clean and Beautiful) having a program to support communities by enforcing code violations. Rosa explained that she and other community members use the county's website to report code enforcements. Rosa will reach out to the county and see if there is a program separate than the code enforcement website.

Pablo also mentioned if there is a way to pay the county/ a code enforcement officer to come to our community as a whole. Rosa said she will contact the county. Pablo said he will talk to his neighbor Marlene, county commissioner.

The agenda also had an item for HOA dues increase for 2023. Although cost of some services are going up, by going digital the HOA will save money. Some neighbors have indicated their willingness to pay more, including members present at the meeting but at this time we don't foresee an increase of the HOA dues.



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Adjournment

Meeting adjourned at 8:09pm.

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Name	Address	Email	Phone #
Doug Risk	425 Twin Brook Way		
Pablo Maldonado	220 Twin Brook Way		
Rosa Gutierrez	420 Twin Brook Way		