



Twin Brooks Subdivision

P.O. Box 692 Lawrenceville GA 30046
(678) 682-4946

tbha@twinbrooks.org

HOA Meeting Minutes June 23, 2023- 7:00 pm

Welcome and Introduction

Review of Previous Minutes

The minutes of the previous meeting were approved as presented.

New Business

Financial Report

- HOA dues received as of June 14, 2023
- 81 payments received, 18 delinquent accounts, 4 multiple years.
- Account Balance \$17,003.72

The collection process and how the association collects funds from delinquent accounts was explained to those in attendance.

Community Update

Board Member Update

2022 Annual Expenses

- GoDaddy- \$279 (website platform, email, digital payment on website)
- Electricity- \$564
- Secretary of State of GA- \$50 (HOA registration)
- P.O. Box- \$219
- Administrative (stamps, ink, paper, etc.)- \$500
- Yard of the month- \$300 (6 \$50 gift cards)
- Graduation Banner: \$48

Landscaping:

- Lawn maintenance- \$4,800
- Tree trimming- \$500
- All Turf - Weed control- \$1,062
- Pine Straw- \$750

Total \$7,112

2022 Dues received: \$9,400 (5 delinquent accounts)

2022 Total expenses: \$9,072

2022 Balance: \$328

One homeowner had questions about what the electricity and graduation banner accounts. BOD explained the electricity is for the lights at the entrance and the graduation banner is to acknowledge all students graduating each year.



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Rosa provided landscaping budget savings. This year \$2,235.93 (\$835.93 in material, and \$1,400 in labor) was spent to improve landscaping at the entrance and both sides of the creek on TBW. This improvement will save the HOA at least \$750 annually in pine straw purchase and installation.

Rosa provided information and updates on community needs. Since February of 2021, we have asked homeowners via newsletters to support the community volunteering in some capacity. Aside from the BOD volunteers, we had 2 volunteers who assisted once in the past 2 years. During the July 2022 meeting, there was a conversation regarding increasing HOA dues. During the September 23, 2022, HOA meeting, due to the lack of support from homeowners we discussed paying someone to assist with HOA tasks. We had 2 volunteers who volunteered once in 2023.

For more information regarding the Twin Brooks assessment, please visit www.twinbrook.org, go to the HOA Info tab and view the HOA Covenants Article IV.

Rosa talked about the need for support to maintain the community safe, current with dues and clean. She said is impossible to consistently meet the needs of the community with only 2 volunteers. The lack of volunteers keeps our community from improving because of all the work that needs to be done.

Douglas shared that he is stepping down as the treasurer. He will be moving to another community. Douglas files taxes for the community, sends out invoices and follow-ups (3-4 times per year), prints newsletters, manages bank and PayPal accounts, updates all 99 accounts (active and delinquent), manages State of GA registration, and P.O. Box among other tasks.

Some homeowners showed their appreciation toward Douglas as he shared the news. Rosa mentioned this is another reason why there is a need to hire a management company. Rosa provided 4 proposals she received from management companies.

Quotes:

-Silverleaf: Annual Cost of Labor \$11,280 / \$940 monthly (plus \$470 initial set up admin fee)
 $\$11,280/99=\114 per homeowner.

-RealManage: Annual Cost of Labor \$15,000 / \$1,250 monthly (plus \$1,250 initial set up admin fee)
 $15000/99=152$ per homeowner.

-PMI: Annual Cost of labor PMI- \$12,000 / \$1,000 monthly $12000/99=\$122$ per homeowner.

-Community Management Associates: Annual Cost of Labor \$12,040 / \$1,003 monthly,
 $\$12,040/99=\123 per homeowner.

Services include unlimited monthly maintenance notices, one manager will be our point of contact, financial services, homeowner portal, and digital payments among other services. After going over each company and answering questions, Silverleaf was the HOA management company selected.

Some of the reasons for selecting this company were:



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- That there is no cap or additional cost on violations sent each month.
- No additional cost for filing taxes.
- They are in Gwinnet County, so they are familiar with county codes, property liens and other county related issues.

The HOA meetings will continue to take place in our community. The management company will provide monthly reports that will be shared during HOA meetings.

A homeowner did not agree in hiring a management company. He said the company would tell us what to do. DOB and other homeowners explained the community would tell the management company what to do according to the HOA covenants. The homeowner said he and his father in-law did not want to be members or part of the HOA. Rosa explained that membership is not volunteer membership and that all homeowners are members.

The same homeowner talked about section 8.2 of the HAO covenants Right of Abatement (due to violations). He said this section talks about the right of the HOA DOB to enter his property. Rosa explained to homeowner and all in attendance that in her 5 years volunteering there has never been a case of a BOD entering a property for any reason other than to deliver newsletters or violations which are placed on the door or handed from the mailbox. Rosa explained the BOD will not be going into his or any other property.

The homeowner and his father-in-law (both homeowners) left the meeting after saying they did not want to be part of it and were not going to pay HOA dues. Rosa told the homeowner he/they have the right to disagree and that as she has indicated to him earlier in the year HOA dues are mandatory for all homeowners.

Another homeowner asked about changes/improvement to her home. Rosa indicated that homeowners can make changes to homes and provided examples of other homeowners who have painted their homes, or gotten certain windows, shutters for their homes.

New 2024 HOA Dues: \$200 (the goal is to have all expenses covered with our annual dues). Keep in mind that not all homeowners pay on time, but eventually through the collection process or an attorney the community will recover all dues. Also, an attorney may require us to pay upfront, then we will recover the money once the homeowner pays the attorney and the legal fees.

2024 HOA Expenses

- Landscaping \$6,362 (4800+500+1062). Savings of \$750 moving forward.
- HOA Management Fee \$11,280 (114 per homeowner). Website/client portal, admin, and P.O Box expenses included.
- Email \$100
- Yard of the moth \$300 (6 \$50 Home Depo gift cards).
- Graduation Banner \$48
- State of GA \$50
- Electricity \$564



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2024 Total Expenses: \$18,704

2024 HOA Dues \$19,800 based on 100% HOA dues received (\$200 x 99 homeowners).

2024 Balance to bank account: \$1,096 (total HOA dues, minus total expenses).

We will use funds from the current balance to pay the HOA management company from September to December 2023, \$4,230 (4 months @940+\$470 initiation/admin fee).

Moving forward

- New payment systems will be ready for our community in January 2024.
- Maintenance monitoring will start in September.
- We will provide the contact information once we have it via newsletter.
- Bank account: Rosa will stay in the account; Douglas will be removed from the account, a homeowner volunteered to be part of the Board, she will be added to the bank account.
- Will close CashApp account.
- All vendors not included in the contract with Silverleaf will remain the same (landscaping, electricity, email, graduation banner company).
- Current P.O Box services will not be renewed after October 2023.

Next meeting

Friday October 27th, 2023: Will have updates on new system(s), portal, delinquent accounts, etc. Come join us, this will be a great opportunity for you to provide feedback on the new upgrades and community improvements. We will try to have a representative from Silverleaf at the meeting.