October 5, 2018 Meeting Minutes

**Attendance**

This was the 7th HOA meeting of the year for the Twin Brooks Homeowners Association. There were 4 residents present.

**Items Covered**

Welcome- There was no new members. Everyone is welcome to participate (home owners and tenants).

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

Treasurer’s Report- HOA Treasurer Mr. Douglas Risk provided a copy of the financial report and went over each item. There is $18,390.87 in the HOA account. Home owners continue to bring their accounts current. We have increased the number of home owners up to date to 71; 28 home owners still have delinquent accounts. We have made great progress so far.

**Old Business**

HOA Dues Final Notice-Douglas Risk will send Rosas Gutierrez a list of home owners with delinquent accounts. Rosa Gutierrez will submit those names to the county and a property lien will be placed on those properties.

Mailbox Guidelines- A notice was sent to one property, the company that manages the rental property reached out to us and agreed to comply with the HOA regulations.

No Parking Signs- We received feedback from residents. There were responses in favor and not in favor of No Parking signs. We had responses from all three streets. Rosa Gutierrez will send a petition to the Department of Transportation in Gwinnett County to start the process. Each home owner will receive a notice from the county with information about the process.

Speed Humps- Our petition was approved by the county on September 25, 2018. Expect to see the speed humps soon. Thanks to everyone for your support in keeping our community safe.

Sprinkler System- Mr. Brandon Prince will contact Ms. Clayton who came and assessed our current sprinkler system earlier in the year.

TB Website- After several estimates from different companies and web developers we decided to go with GoDaddy for our website. Their services meet our needs and their price is very reasonable (about $252 for 3 years). We will have the new site up and running by the end of this year.

**New Business**

Entrance Sign- We have talked about a sign for the stone wall at the entrance. Rosa Gutierrez looked at different options and collected different estimates. It was decided not to move forward with that project, it was too expensive, and everyone agreed we could improve another area of our subdivision instead.

Stop Signs- Two new Stop Signs were requested. One for Twin Brook Ct and the other one for Rivulet Ct.

Maintenance Letters for Clean area on Twin Brook Way- It came to our attention that some neighbors were dumping grass on the recently cleaned area. Six letters were sent to the 6 closest home owners/residents to that area asking to notify the HOA committee if they knew who was responsible for dumping the grass. If anyone has information about who is responsible, please contact the HOA committee.

Maintenance for TBC Gas Line Area- Rosa Gutierrez spoke with Colonial Pipe Line, they do not and will not cut the grass in the gas pipe area. The association will provide maintenance for that area.

2019 HOA Meeting Dates- Rosa Gutierrez recommended four quarterly meeting dates for next year, January, April, July and October.

Calendar Magnets- Rosa Gutierrez provided as sample and suggested to purchase a calendar magnet that would have HOA meeting dates, HOA and other important information for each resident. The suggestion was approved.

Removable Signs- There will be a purchase of four removable signs to utilize as reminders for HOA meetings.

Landscaping Contract- Rosa Gutierrez will draft a contract for Mr. Martinez from Martinez Landscaping, adding the pipe line area to the services he already provides for the community.

**Adjournment**

The meeting was adjourned approximately at 8:23 pm. Next meeting will be January 25th, 2019.

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HOA Meeting Attendance

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 (Highlighted names indicates they were present)