



Twin Brooks Homeowners Association

911 Duluth Hwy, Suite C-1, B-220

Lawrenceville, GA 300043

tbha@twinbrooks.org – www.twinbrooks.org

HOA Meeting March 17th, 2026
7:00pm 420 Twin Brook Way

Agenda

- I. **Introductions – Sign In**
- II. **Approval of Last Meeting Minutes**
- III. **Financial Report**

- a. 2026 HOA Dues – 90 payments made. We mailed only one invoice, and sent reminders via Zelle and PayPal, email and texts. About a third of payments come via Zelle, one third PayPal and one third via checks. We would like to move away from PayPal as we pay 2% fee, which comes to about \$131 annually. Rosa and Althea have keys to the PO Box office.

In October of 2025 3 accounts went to collections. One paid, 2 remain in collections. Rosa followed up with the collections company in early March, the collection process has been completed with no positive results from the other 2 accounts.

Rosa suggested placing a property lien for one account with a balance of \$873.25. This property is a rental property. Rosa has gone to talk to the tenant, and with another tenant with a different address under the homeowner. Neither tenants were willing to provide a contact number for the homeowners but said they would give him notices and messages. If we hire an attorney we would have to pay up front about \$800-1,200 based on previous accounts. Rosa will look into filing the property lien and collecting similar fee.

- b. Budget Review- budget items were reviewed. There was a discussion about the long-term sustainability of BOD taking on additional tasks to save HOA funds without being burnout.

Examples-

Rosa power washing the sign and stone wall at the entrance. There was also a conversation about the strength of domestic products versus commercial products used to clean the stone.

BOD to do the staffing/mailling ballots instead of paying Letterstream or another mailing service company to mail the ballots. We have a few hundred envelopes just need to make copies and buy stamps. This will require time from volunteers.

Board of Directors
Althea, Lucia and Rosa



Twin Brooks Homeowners Association

911 Duluth Hwy, Suite C-1, B-220

Lawrenceville, GA 300043

tbha@twinbrooks.org – www.twinbrooks.org

Rosa cleaning and painting the sign that goes on top of the bulletin board instead of getting a new one or paying someone to have it cleaned and painted.

Going to FedEx to print instead of buying ink for printer which is more expensive. The use of gas and time are tasks added to the BOD doing the printing.

Rosa sanding down the bulletin board to get it ready for painting instead of paying for the service.

Volunteers watering the plants instead of having an automatic watering system.

All these are efforts to save money for the community but volunteers are picking some type of cost, it being time, energy, and gas expenses.

Volunteers met in December and in March for 1-1:30 hours, to discuss HOA business. They spend time reviewing agendas, newsletters, violations, budget, and discussing ideas and concerns that impact our community.

The mailbox is checked at least twice per month between January and March. This takes time and gas.

There were 2 services needed that were not taken care of due to not having funds. 1- trimming of pine trees on the wall side, the cost is \$750. This would allow more sun light for the new planted trees. 2- replacing the electrical box a cost of \$350. For a period of time none of the 3 lights at the entrance were working. Rosa disconnected and tried to reset the box. It didn't work. Then 2 lights worked and 1 was blinking. Now all 3 lights work, but it's likely temporary.

These examples were discussed to ensure BODs have a good life-work balance to prevent burnout, while providing good management services for the community. The additional time doing others tasks can negatively impact their lives, desire and capacity to serve the community well. Yet there is a lot of work to do specially with maintenance.

The process of one violation includes, going to the property, taking pictures, emailing the pictures to the HOA email, create and/or complete a violation notice, record the notice on the HOA violations report and email or mail (print) the notice. Since December of 2025, 28 violation notices have been sent.



Twin Brooks Homeowners Association

911 Duluth Hwy, Suite C-1, B-220

Lawrenceville, GA 300043

tbha@twinbrooks.org – www.twinbrooks.org

We discussed increasing the HOA dues to \$150 starting in 2027. This will generate enough funds to cover all expenses including ink purchases, all mailing, pressure washing, all repairs related to the community, recorded expenses and unexpected expenses. This will remove additional tasks from BODs, creating an easier environment for them to focus on the community, while also staying on track to keep \$15,000 in reserve and remain a self-manage community.

Volunteers are always welcome. Our neighbor Mike on Twin Brook Way, helped us reviewing the newsletter.

IV. Community Updates

- a. Beautification Project- the project is complete. Over 300 text messages were exchanged between Marcela and Rosa. Over 160 text messages between BOD. Also, there were many emails and some in-person meetings.

We discussed lilies growing again in some areas. Marcela from Bloom pancaking was contacted and they will take care of it.

- b. Annual Maintenance Assessments- in the following quarter we will focus on annual maintenance assessments. The community was divided into 3 areas. Althea, Lucia and Rosa will take one area and do annual maintenance assessments and violations in their respective area.
- c. Covenant Provisions- 3 provisions were added to our covenants.
 - 1- To request lease documents from rental properties, to include vehicle information. Unsafe parking is a big concern in our community; this will help us identify vehicles that belong to the tenant and prevent overcrowding.
 - 2- To destroy physical checks once payment has been recorded.
 - 3- To enforce violations and fee when the safety of the community is impacted by resident's actions, this particularly involves unsafe parking creating a hazardous condition for drives.
- d. Violations- a picture of a violation is taken when a violation is found. A notice with the picture is sent to the homeowner. On December six homeowners received a courtesy notice about parking concerns with information of when the fee would start.



Twin Brooks Homeowners Association

911 Duluth Hwy, Suite C-1, B-220

Lawrenceville, GA 300043

tbha@twinbrooks.org – www.twinbrooks.org

We wanted to give them time to make any necessary parking arrangements.

There was a concern brought up about some residents on Rivulett Court not stopping at the stop sign creating an unsafe situation for drivers on TBW. We discussed the positivity of police cameras like on schools. Rosa will look into it.

V. Community Announcements

- a. Community gathering April 18th, 2026, 2:00pm, 420 TBW- Marcela from Bloom Landscaping will attend. A flyer will be distributed.
- b. Partnering with Bloom Landscaping Services- Bloom has created some bundle packages for our community. A flyer will be sent out early April.
- c. Community's Facebook Page- we encourage everyone to join the page and share news, items for sale/free, etc.
- d. QR Codes – Website, Budget, FB Page- Rosa has a free account, this allows us to easily share information using a QR code instead of using funds for paper and to print.

Jonah a resident in our community who also works at Turf Masters attended the meeting. He brought us coupons of \$25 for first application. Contact Rosa to get your coupon.

VI. Feedback

VII. Adjourn – Next HOA Meeting – June 23, 2026, 420 Twin Brook Way, at 7:00pm.