Board Member Duties
Twin Brooks Community 09/11/2026

Happy Friday everyone,
We would like to provide information on our duties as Board members.
I read a comment made by a homeowner Alex Leon that the Board should not be able to make a decision to hire a Maintenance Management Company. We respect his and every homeowner's opinion but is important to clarify and know what the By-Laws and Covenants say regarding Board Duties.

1. **Board of Directors (from Covenants)**

The affairs of the Association shall be managed by a Board of Directors. The number of Directors and the method of election of Directors shall be as set forth in the By-Laws of the Association

General Powers (from By-Laws)

31. The business and affairs of the Corporation will be managed by or under the direction of the Board.

Contracts (from By-Laws)

73. The Board may give authority to any Officer or agent, to make any contract or execute and deliver any instrument in the name of the Corporation and on its behalf, and that authority may be general or specific.

- **All the services mentioned below are a need for our community; they are not amenities.** We do not have amenities. **We (all homeowners) pay for services that are needed not amenities. Here is the link to our budget to know what your dues pay for https://twinbrooks.org/budget-updates**
- All the services mentioned below have been discussed among Board members, shared with homeowners, and approved with no concerns from homeowners before the implementation of any of those services.
- All the services mentioned below do not require homeowner's vote.

I Rosa have taken the initiative and made decisions along with other Board members, and homeowners on different community projects and contracts for the benefit and improvement of the community in my role as Board member, President, Treasurer, Secretary, and ACC, following homeowners feedback and our covenants, including:

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Service / Need / Improvement	Purpose
Contract with Landscaping Companies	Landscaping services so the entrance / community looks presentable, clean and neat.
Contract with Jackson Electric	Lighting at the entrance.
Contract with Gwinnett Co Water Resources	To water plants so we can have flowers and our entrance looks pretty, alive, nice and presentable.
Yard of the Month	To acknowledge residents (homeowners and tenants) who take care of their home and improve the appearance of our community. And to encourage others to the same.
Graduation Banner	To recognize y celebrate students for their academic achievement.

Contract with GoDaddy	To communicate and share important community information through our website for all homeowners to access, to have a location to make payments.
Contract with UPS (P.O. Box)	We need a consistent place for mailing (annual payments, ledger requests, etc.)
Contract with Microsoft Office	To send and receive emails from homeowners, to be able to create logs for payments, addresses, violations, notices, ledgers, and share community information with all homeowners.
Create a Zelle Account	To provide another secure option for homeowners to make payments.
Contract with AMAG	To assist the community in completing maintenance inspections, send and record violation notices to homeowners who are not in compliance with the covenants. An email to all homeowners was sent in June, it was discussed during the June Meeting, and included in the minutes which are posted and available to all homeowners on the website. The website link is on all correspondences. Early in the year we also created QR Codes and included them on Newsletter for easy access to the website, FB Page, meeting minutes, and budget. The QR Codes are free of charge to the community; Rosa is providing this service.
Add Provisions to our Covenants – This information was included in the February Newsletter, discussed during the March HOA meeting, and recorded on the minutes which have been uploaded to the website since then.	• **Destruction of physical checks** – when I received HOA documents in November of 2025 there were numerous physical checks from homeowners who paid their 2024 and 2025 annual payments. The checks were digitally deposited but the physical checks were kept. We believe nobody on the Board should keep homeowners' bank account information once the payment has been made. • **Violation fee for all repeated violation within 6 months**- Some homeowners repeat violation multiple times per month for several months and every year requiring many notices which takes resources. Currently we have a $30 fee for repetitive violations within 6 months. The $30 violation fee is a modification from the fee the prior Board established (Terri, Tasya and I) in February-March of 2025, we had $20 for first time and $40 for repeated violations, the $20 fee for first time remained the same. • **Street Parking** – this provision adds a description to the safety concern expressed by many homeowners. Only county officials / employees can call a towing company which has happened. We can call the police but only they can call and have cars towed. • **Requiring leases-** to address unsafe parking/overcrowding.

Review / Updating Covenants	Our covenants were created when the community was not fully developed 33 years ago. The covenants were reviewed by AMAG and they have made recommendations following updated laws and regulations we were not aware of. Recommendations/updates include but not limited to rental cap, clear violation fees and process, parking, cleaning up after dog. The updated covenants will be sent to a HOA Attorney to review and finalize. We will keep you updated of the process.
Purchase and place USA flags on Memorial Day and Independence Day at the entrance	To recognize and honor fallen heroes and acknowledge and celebrate the USA's Independence Day.

All initiatives mentioned above have in some way improved our community. We are happy to share additional information, all you got to do is reach out.

Have a nice weekend!

Sincerely,

Rosa G

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