



P. O. Box 21
Blairsville, GA 30514

April 20, 2023

Minutes
Pleasant Meadows Property Owners Association, Inc.
Board of Directors Meeting – April 15, 2023

Opening

A called meeting of the Board of Directors (BOD) was held at the PMPOA pavilion on April 15, 2023. The meeting was called to order at 2:00 p.m. by Secretary Tom Shope, who chaired the meeting at the request of Vice President Plott and the vacancy in the President office. A quorum was established by all seven Board members being present or connected by telephone.

Board Members Present

George Danner, Treasurer
Shaunmarie Dotson, Board member
Carl Moller, Board Member (Present by telephone.)
Lanny Plott, Vice President
Tim Preslock, Board Member
Tom Shope, Secretary
Kim Walker, Board Member

Approval of Minutes of the February 25, 2022, Board of Directors Meeting

The minutes of the February 25, 2023, Board of Directors meeting, having been circulated to the Board before the meeting, were approved as drafted by an affirmative vote of the Board Members who were present at the February 25 meeting. Two current Board members, who were not Board Members at the beginning of the February 25 meeting abstained from voting.

Treasurer's Report

Treasurer George Danner reported that the balance in the account at the end of March was \$39,451.04 and that assessment payments have been received from all but six lots so far in 2023 for a total of \$22,625.20.

Secretary's Report

Tom Shope reported that he had noted an announcement of an auction of Lot 31 for foreclosure on a delinquent mortgage would be held on May 2, 2023, following the tax foreclosure auction by the Union County Sheriff's office. He reported that he is trying to determine the status of the assessment payment for 2023 for lot 31 due to the tax foreclosure sale held in March 2022.

Election of Association Officers for 2023

Due to the postponement of the election of the Association officers for 2023 at previous Board meetings, due to a lack of Board Members agreeing to be candidates for the President and Vice president positions, the Board discussed the officer situation. As a result of these discussions the following candidates were identified as willing to serve as Association officers for the remainder of 2023: President, Lanny Plott; Vice President, Timothy Preslock; Secretary, Tom Shope; Treasurer, George Danner. These candidates were nominated as the slate of officers for 2023 and elected by the unanimous vote of all seven Board members.

Interpretation of Collection Policy as Applied to Late Fees

In connection with the application of a late fee for delinquent assessment payments after the deadline on January 31 of each year for payment, a question had arisen about the amount of late fee that should be applied.

This question was regarding the amount of late fee which should be applied when a lot owner is late in paying the assessments when the lot owner has two or more lots, not considered to be treated as adjacent lots, and for which the payments are delinquent and subject to a late fee. In the situation when two payments are both late, the question was what the late fee should be. If the late fee was imposed for both lots, it would result in a total late fee of \$80.00 for both lots, \$40.00 for each lot. This amount was proposed as being an excessive charge for a late payment of the two assessments. The late fee is implemented to encourage prompt payment of the assessments by the deadline of January 31, and it was likely established considering the situation of a single late payment. It was suggested that a single payment of a total late fee of \$40.00 would be as effective as a fee of \$80.00, \$40.00 applied to each lot, in encouraging prompt payment and that a fee of \$40.00 for each lot having a late payment would be an excessive amount and an unnecessary extra charge to the owner of more than one lot for which assessments are paid and are due.

The following resolution was proposed by Carl Moller and seconded by Tom Shope:

Be it resolved that the application of a late fee for simultaneous, multiple late assessment payments for multiple lots, not considered as adjacent lots, shall be set at ten percent (10%) of the single, annual assessment fee for one lot.

The motion was approved unanimously by all seven Board members.

[Note added by Secretary: The Board had previously determined that the exemption from payment of an assessment fee for an adjacent lot, owned by the same lot owner as their primary lot, as specified in the Declaration, could only be applied to one adjacent lot for each primary lot owned. Any additional lots owned by the same owner are considered as primary lots and are not exempted from assessment fees.]

Road Repaving in 2023

Tom Shope reported information obtained regarding the cost of repaving the remaining portion of Floyds Way that has not been repaved. He has obtained estimates from two paving

contractors and no responses from two additional contractors in the Blairsville area. He requested estimates for an overlay of compacted asphalt two inches thick for the approximately 1200 ft. of the 18 ft. wide section remaining. From one contractor an estimate of \$59,000 was received. However, this estimate was for only 1.5 in. of compacted overlay and included a small amount of asphalt leveling. A request for a quote for 2.0 in. has been requested from this contractor but not yet received. The other contractor provides two quotes for both 1.5 and 2.0 in. of compacted overlay. These were \$46,250.00 and \$56,000.00 respectively. Thus, both of these quotes exceed the \$30,000 budgeted and available for paving in 2023.

The Board discussed these estimates and the possibility of paving less than the entire remaining portion of Floyds Way or an alternative section of Anns Way in poor condition. It was agreed to continue to obtain revised quotes from the contractor who only provided a quote for 1.5 in. of compacted asphalt and pursue getting additional quotes, if possible, including opinions and quotes for possibly less road length on Anns Way. The Board agreed that if additional information is obtained that the Board could communicate by e-mail regarding a decision on repaving or table the decision until the next Board meeting. There was a consensus that the 2023 expense for repaving should be limited to the \$30,000 available and budgeted for 2023.

Architectural Control Committee

Tom Shope proposed a motion to adopt a Policy on the Architectural Control Committee and the Requirement and Procedures for Preconstruction Review of Development of Subdivision Lots. Following a brief discussion of the need for such a policy, the motion was approved by all Board members voting for the resolution. A copy of the resolution and the adopted Architectural Control Committee procedures are attached to these minutes.

Association Legal Advice

Tom Shope raised the issue of the continuing legal advice that the Association needs occasionally and expressed some dissatisfaction with the recent responses we have received. He outlined several situations where he has had questions about the attention our requests have received, and the advice that has been provided. He suggested that the Association explore other sources for legal advice and the possibility of using a firm that specializes in support of Homeowners Associations (HOAs). He noted that he has not found any such firms in the Blairsville area. Following this discussion, there was a consensus of the Board, without a formal motion to do so, to continue to explore an alternative source for legal advice.

Calendar for Yearly Association Actions

Tom Shope suggested to the Board that the Board develop a list of all of the actions and responsibilities that the Association needs to address each year to serve as a guide for current and future Board members. He suggested this be referred to as an annual calendar of required PMPOA actions. He requested that Board members suggest items that should be listed in this calendar and forward their suggestions to him for consolidation.

Adjournment

There being no further items for action, the Board meeting was adjourned by unanimous agreement at approximately 3:45 p.m.

Minutes submitted by:

Tom Shope, Secretary

Date

Approved by:

Lanny Plott, President

Date

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
PLEASANT MEADOWS PROPERTY OWNERS ASSOCIATION, INC.
April 15, 2023**

**Establishing a Policy on the Architectural Review Committee and the Requirement and Procedures for
Preconstruction Review of Improvement of Subdivision Lots**

SUBJECT: Adoption of a policy regarding the duties and procedures of the Architectural Control Committee of the Pleasant Meadows Property Owners Association (PMPOA) and a requirement for preconstruction review of proposed improvements of subdivision lots.

PURPOSE: To establish the procedures for the operation of the Architectural Review Committee of the PMPOA and to require preconstruction review of proposed improvements of subdivision lots.

AUTHORITY: Article VI, paragraphs 1 and 12 of the Declaration and Article III, paragraph 3.16 (a) of the Bylaws.

DISCUSSION: Paragraph 3.16 (a) of the Bylaws authorizes the establishment of an Architectural Control Committee (ACC) by the Board of Directors for the purpose of establishing and maintaining architectural standards in Pleasant Meadows Subdivision. The role of the ACC is to interpret the Declaration regarding the protective covenants governing the development of and construction on subdivision lots and to provide preconstruction review of plans for development on a lot. The preconstruction review will provide a lot owner with information regarding the acceptability of any planned development and conformance with the Declaration.

RESOLUTION: Be it resolved that the attached procedure, entitled "Procedure for Review of Lot Development by the PMPOA Architectural Control Committee and the Preconstruction Checklist Required for all Lot Improvements" and dated April 15, 2023, is adopted by the Board of Directors of the Pleasant Meadows Property Owners Association.

PRESIDENT'S

CERTIFICATION: The undersigned, being the President of the Pleasant Meadows Property Owners Association, Inc., a Georgia not-for-profit corporation, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association at a duly called and held meeting of the Board of Directors on April 15, 2023, and, in witness thereof, the undersigned has subscribed his name.

PLEASANT MEADOWS PROPERTY OWNERS ASSOCIATION, INC.

By: _____
Lanny Plott
President

Date: _____

Pleasant Meadows Subdivision

Procedures for Review of Lot Development by the PMPOA Architectural Control Committee and the Preconstruction Checklist Required for any Lot Development Adopted April 15, 2023

Introduction

This document describes the procedures to implement the Association rule, adopted by resolution of the Pleasant Meadows Property Owners Association (PMPOA), requiring preconstruction review of any development of a subdivision lot. The purpose is to provide lot owners with information regarding the restrictions, limitations, and covenants applicable to any development on a lot of the subdivision and requires advance notice to the Association and Association approval of such construction. Under this rule, no lot development is permitted until after the Lot Owner has received an approved Notice of Compliance from the Association. The failure to comply subjects the Lot Owner to reasonable fines for violations of the rules of the Association (Article VI, Paragraph 12 of the Declaration). See the included definitions for particular meaning of terms as used in this document.

Definitions

“Building” means a constructed object that consists of four walls, a roof and associated doors and windows.

“Development” means, for a subdivision lot, land disturbance, such as lot clearing, timber removal, lot grading, or the construction of a residence or other building as defined in this document.

“Structure” means a constructed object or a non-natural object.

Architectural Control Committee

The Architectural Control Committee (ACC), as authorized in the Bylaws of the Association, is appointed by the Board of Directors and is responsible for providing advice and direction to Lot Owners regarding any development of a lot and assisting the Lot Owner in assuring that any planned development complies with the Declaration.

This is accomplished using a Preconstruction Checklist that is required to be submitted to the Association for review and approval prior to any development of a lot. This checklist is designed to assist the Lot Owner intending to build in the subdivision. Before any development of a lot is undertaken, the Lot Owner is required to receive a Notice of Compliance from the

ACC indicating that the planned development complies with the Declaration. The checklist does not remove the obligation to obtain appropriate permits or to have inspections required by local building codes. The checklist does not preclude or override the requirements set forth in the Declaration of Restrictions, Limitations and Covenants Running with the Land of the Pleasant Meadows Subdivision. An abbreviated checklist may be submitted prior to initiation of lot preparation work that describes the planned lot preparation work to be done. Approval of the abbreviated checklist authorizes lot development to begin. Approval of a complete Preconstruction Checklist is required before foundation or construction work begins.

Procedures of the ACC

1. The ACC shall consist of a minimum of three members and shall function as specified by Article III, paragraph 3.16 of the Bylaws.
2. The ACC members shall be appointed annually by the Board of Directors and shall serve at the pleasure of the Board.
3. The ACC shall meet as required, either face-to-face or by electronic means, to accomplish its duties.
4. The ACC shall receive all Preconstruction Checklists and provide a response to the submitting Lot Owner within thirty (30) days of receipt. A response to a checklist must be a Notice of Compliance, or a denial of approval, or a request for additional information from the submitter. Failure to provide a response to the Lot Owner within the thirty (30) day period shall be considered approval and equivalent to a Notice of Compliance.
5. The ACC shall keep the Board of Directors informed of the status of the review of each Preconstruction Checklist, any question concerning conformance with the Declaration, and any request for further information to be submitted to the Lot Owner. The Board of Directors shall have the final decision regarding approval or disapproval of a Preconstruction Checklist.
6. The Preconstruction Checklist, providing the requested information, must be submitted to the PMPOA at least 30 days prior to the beginning of any development of any lot by the Lot Owner to assure conformance to the requirements of the Declaration. Improvement includes any grading of the lot in preparation for construction.
7. The Preconstruction Checklist provides information for any contractor regarding requirements placed on them by the Association. The Lot Owner must incorporate these requirements in any contract for lot development with a contractor.

The Association will strive to provide the Notice of Compliance promptly.

Pleasant Meadows Subdivision

Preconstruction Checklist

Date Prepared: _____

Property Owner(s) _____

Lot Number: _____

Owner Address: _____

Phone: _____

E-mail: _____

Contractor: Name _____

Contractor Contact Information _____

Date received by PMPOA Board of Directors/ Architectural Control Committee _____

Received by (print name and provide signature) _____

Board's Response Due By (Date 30 days beyond receipt date) _____

Indicate items included for review by submitter initials below:

Abbreviated Preconstruction Checklist for lot development _____

Preconstruction Checklist _____

House Plan _____ (Floor plan and elevations only)

Site Plan _____

Evidence of General Contractor Liability and Workman's Compensation
Insurance _____

Detailed responses for Preconstruction Checklist

(Initial each applicable item of the planned improvement)

Building Type:

- ☐ House
- ☐ Garage
- ☐ Carport
- ☐ Outbuilding Type _____
- ☐ Fence

Type of construction

- ☐ On-site/Stick Built
- ☐ Modular
- ☐ Other (Describe below)

Size and Location:

- ☐ The size of the home is 1,500 square feet or larger or at least 800 square feet on main floor and at least 1,500 square feet total if two floors above a basement, exclusive of any carport, garage, basement, deck, patio or porches.
- ☐ No more than two floors above a basement.
- ☐ There are no permanent structures, including stairs, decks, parking pads or similar features to be built or located within 15 feet of property lines or road right-of-way.

Outbuildings (buildings in addition to residence):

- ☐ There will be two or less detached outbuildings. Outbuildings may be a garage, workshop, or storage building.
- ☐ All outbuildings are constructed of similar materials and colors and are compatible with the residence.
- ☐ There are no prefabricated or site-constructed metal or plastic outbuildings.
- ☐ All outbuildings are totally enclosed on all sides.
- ☐ Outbuildings constructed on permanent concrete slab or foundation or, if not, shall be fully enclosed from ground level on all sides.

Exterior:

- ☐ Primary, exterior building materials are stone, stucco, brick, wood, fiber cement or up-grade vinyl.
- ☐ No more than 50% of exterior wall surfaces covered by vinyl siding.
- ☐ All colors for siding, trim, roof, etc., are earth tone colors compatible with the natural environment. Samples of colors to be used are provided _____.

- _____ Exposed surfaces of concrete block or poured concrete foundations and site retaining walls are covered with stone, stucco, or siding.
- _____ Primary roofing is cedar shakes, architectural shingles or factory painted metal in colors and textures that complement the other colors and materials used.
- _____ All primary roofs shall be a minimum of 7/12 pitch, with porches a minimum of 4/12 pitch.
- _____ All metal roofs must have at least 24 gauge standing seam or snap lock design.
- _____ Driveways connecting to a paved road are concrete or asphalt.
- _____ Any fences are wood, stone, or decorative metal or vinyl (except for safety fences around pools that have been approved by the ACC).

Additional Guidance

During construction and repair, the Lot Owner shall be responsible for assuring, via their contracts for construction, that the following conditions are met.

Contractor Requirements:

- Contractor must have proof of insurance; to include but not limited to automobile, workman's compensation, and liability insurance of no less than one million dollars.
- Contractor must provide one (1) portable toilet for each job site within the development. The contractor must present a maintenance agreement, which allows for weekly dumping/cleaning of the portable toilet.
- Contractors must have a dumpster on site for each job site. Trash and excess/waste building materials shall be placed in dumpster at the end of each working day.
- The Property Owners Association reserves the right to levy fines of \$100 per day against contractors who do not adequately maintain a clean building site or do not have a functioning portable toilet.
- Building materials cannot be placed within road rights of way or utility easements.
- Contractor must assume liability for all construction vehicles that enter Pleasant Meadows Subdivision in route to their job site, specifically overweight vehicles that damage road surface and negligence of operators. Concrete truck load is limited to 5 cubic yards per truck.
- Contractor is responsible for actions of any/all subcontractors.
- Contractors/subcontractors are responsible for any cut, break or damage to underground utility caused by their negligence.

Lot Owner Responsibilities:

- Lot Owner will submit building plans to the Board of Directors for approval of compliance prior to beginning construction in accordance with the Preconstruction Checklist. Submission of plans must be made 30 days before beginning of construction to permit review.
- Lot Owner is responsible for actions of agents, employees, contractors, subcontractors, and assigns.
- If the Lot has been improved (built upon), then the owners of the improved Lot shall maintain their Lot(s) to neatly kept and mowed condition. All stumps, brush piles and debris shall be removed from Lot(s) or hidden from sight from the roadways.
- Lot Owners will not begin construction before completion of the Pleasant Meadows Subdivision Preconstruction Checklist and a Notice of Compliance is received from the Architectural Control Committee. If the homeowner does not receive a formal response to their building plans within 30 days of submitting them to the Association, the homeowner may assume compliance and begin construction. However, the lot owner shall be responsible for compliance with the Declaration, regardless of receiving a Notice of Compliance.

**Notice of Compliance for Preconstruction Checklist for
Lot _____ Dated _____**

Date of any request for additional information by ACC _____

Additional Information requested: _____

Date Additional Info received: _____ Received by: _____

Complete info reviewed by ACC Members:

Name _____ Date _____ Approved (initial) _____

Name _____ Date _____ Approved (initial) _____

Name _____ Date _____ Approved (initial) _____

Name _____ Date _____ Approved (initial) _____

Preconstruction Checklist approved by ACC: _____ Date _____
Chair. ACC

Date approved checklist returned to lot owner: _____

By _____

.....
Receipt of Notice of Compliance by Lot Owner

Type/print name

Signature of Lot Owner

Date