



HOME OWNER'S ASSOCIATION  
998 FORSYTHIA COURT  
JEFFERSON, GA 30549-3336

**HOA Board Meeting Agenda  
June 3<sup>rd</sup>, 2025**

**Call to Order: Bill Connell called to order at 5:30**

**Roll Call: Bill Connell; Donna Harvey; Melanie Hellman; Steve Ross; Marion Mahaffey;  
Connie Perkins**

**Witness: sign in**

**Approval of Last Meetings Minutes: Marion Mahaffey 1<sup>st</sup> and Melanie Hellman 2<sup>nd</sup> it.**

**Presentation of Reports**

**Treasurer's Report:**

The following is confirmed by current Bank OZK account info, Moneyspire accounting program, and the Budget Summary.

- Bank OZK Checking Balance as of 5-31-2025
    - Available Balance = \$ 42,869.99
    - Outstanding Funds = \$ -83.29
    - Final Balance = \$ 42,786.74
    - Reserve Fund = \$ 7,609.68
    - Total Funds = \$ 50,396.42
  - Moneyspire Accounting Checking as of 5-31-25
    - Available Balance = \$ 42,869.99
    - Outstanding Funds = \$ -83.69
    - Final Balance = \$ 42,786.74
    - Reserve Fund = \$ 7,609.83
    - Available Balance = \$ 50,396.42
- Budget Summary Report = \$ 50,396.42 includes Checking and Reserve

All bills for May have been paid. Our Budget is on track at this time.

\$900.00 was paid for replacing the exit loop on the gates.

Checking Balance includes an initiation fee of \$1,200.00 and prorated annual dues of \$735.00 for Lot 46 for a total of \$1,935.00.



**Landscape and Architectural Report:** In the shade Landscaping will be conducting Lawn Services in June on Wednesday or Thursday to allow for back logs of work due to the rain. Melanie will contact Colby to find out when they will be doing their services

**When In the shade will be trimming or fertilize if you do not want it and put the red flags around the mailbox.**

When sending out emails about when In The Shade will be trimming shrubs or fertilizer please put it in the Subject Line so it's easily recognized

**Activity Report:** Donna Harvey advises the chair exercise class will continue every Monday and Thursday at 10:00am.  
Ladies Luncheon scheduled for June 20<sup>th</sup> will be held at Millhouse Station in Pendergrass. Check our website calendar for details. Also, an Ice Cream Social and adding a group activity.

**Potluck – Wednesday June 25<sup>th</sup> and Ice cream Tuesday June 17<sup>th</sup> – both at 6:00 PM**

**Hospitality Report:** Marion Mahaffey delivered welcome package to Marsha & Richard Lynch who moved into 645 Lakeview Bend Cir, Lot #46

### **Old Business**

The sensor loop on the exit gate has been replaced. The gates are operating as expected. Gate timers are reset as before to open at 6:30am and close at 8:00pm.

### **NEW Business:**

1. Board to discuss altering the gate timers to adjust for the increased traffic on Camellia Lane and the lower portion of Lakeview Bend Cir. The Board and members of the association shall make recommendations to be voted on by the general membership.

One option is close the gates for about 60 days.  
Another option is adjust the timer to open 9:00 am to 3:00 pm  
Everyone should download the app for the gate – MAX  
May look into at getting a maintenance agreement for the gates

**Send in suggestions by JUNE 15<sup>th</sup>**

2. Board shall discuss the following Covenants Section:

- 6.03 Erosion Control. No activity which may create erosion or siltation problems shall be undertaken upon any Lot without the prior written approval by the ACC of plans and specifications for the prevention and control of such erosion or siltation. The ACC may, as a condition of the approval of such plans and specifications, require the use of certain means of preventing and controlling such erosion and siltation. Such means may include, by way of example and not of limitation, physical devices of controlling the run-off and drainage of water, special precautions in grading and otherwise changing the natural landscaping.





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The Board shall discuss this section to define what constitutes "activity" as it results in water run-off and erosion controls. Also, we need to define any exemptions in relation to the amount of rainfall that may impact such decisions.

HOA Board has no control on the amount of rain that falls on your property  
Each owner should take care of their own property

3. The Board shall review the questionnaire submitted to the Board and provide responses to these 5 questions. (see attached)

Adjourned: 6:35 Marion Mahaffey moved for the meeting to be adjourned and Melanie Hellman 2<sup>nd</sup> it

X Constance Perkins

Constance Perkins  
HOA Secretary



Homeowner Concern/Complaint/Maintenance/Compliment Form

TO: Northminster HOA Board

DATE: 06/02/2025

Phone #: 724.678.2277

Name: John & Val Soukup

Address: 975 Forsythia Court, Jefferson, GA 30549

Lot # 28

Description of **Concern**, Complaint, Maintenance Issue or Compliment:

~~We have 4 questions/concerns regarding items previously discussed at Board Meetings and 1 new question:~~  
1. Were the irrigation repairs at the gate and previously approved (last year) ever done?  
2. What was the outcome/decision regarding tree removal most recently requested by Patti Johnson? Were they actually on NMP property? If so, were they removed?  
3. At one Board meeting, it was discussed that another TV cable company wanted to be able to put access to their service in NMP? Was there any follow up on that?  
4. What was the outcome of discussions with the Fire Department regarding the siren "sounder" on our gate?  
5. For the AGC, it looks like the Grape Myrtle tree on the left side of the gate (going out) is dying or dead. Will the Board approve a replacement of that tree?  
~~We are hoping we can get the answers to the above questions at the Board meeting tomorrow night, June 3, 2025.~~  
Sincerely,  
Val & John Soukup

John R. Soukup

Valerie J. Soukup

06/02/2025

Signature:

Date:

**No Action will be taken in regards to any complaint or concern unless form is SIGNED, DATED and ADDRESS PROVIDED OF INDIVIDUAL SUBMITTING.**

Please email completed form or send an email with all the information requested above to [NorthminsterPlaceHOA998@gmail.com](mailto:NorthminsterPlaceHOA998@gmail.com) or place completed form in the drop box at the clubhouse.

We appreciate your concern for your neighborhood. This issue will be passed on to the appropriate Committee and Board of Directors

Thank You.



**RESPONSES TO WRITTEN QUESTIONS SUBMITTED TO THE BOARD**  
**BY VAL AND JOHN SOUKUP**

1. Yes, during a board meeting on 11-5-2024, the \$800.00 needed for the sprinkler repair was approved. However, due to scheduling issues, the work was never done by the end of the budget year. The \$800.00 was not spent and was rolled over to the 2025 budget as a \$2,743.58 carry-over.
2. Yes, the 2 trees behind 629 Lakeview Bend Cir were confirmed to be on our property by Steve Ross, Robert Reafler, and Bill Connell. The Board unanimously approved the \$850.00 quote to remove the trees. The work was completed and paid for as of 4-1-2025.
3. Yes, the Board approved the proposal by Comcast on Jan 7, 2025. However, I was informed by other members that Comcast was refused access to the Estates by their Board because they wanted to run the cable across their dam. The thought the installation would compromise their newly completed repairs.
4. During the March 4<sup>th</sup>, 2025 open meeting, we held a quorum vote to approve the pursuit of a siren sensor for the entrance gates to allow for emergency vehicle entry should they not have a code. The public vote rejected the installation.
5. In regard to the crate myrtle near the entrance gates, about a month ago we notice that tree appeared dead. However, as of last weekend, new growth was observed from the stalks. We will continue to watch this tree to see if it continues to recover.



Donna Harvey  
Steve Ross  
Connie Perkins

Sign in  
Sheet for  
Board Meeting  
6-3-25

Bill & Carol  
Morton Mahaffey  
Sue and Jerry Copley  
Robin & Bill Connell  
Barry Vickery  
Gail Brudge  
Nina Hale  
Dave & Barbara Robbins

Ron & Patty Zwesse  
Lee & Debbie Hartung  
David & Vicki White  
Mary Ann Brooks  
Maele & Shirley Milburn

Patti Johnson  
Sandy Capeland  
Kim Marks

Merle

~~John & John~~

Beth Carter  
Marsha & Dick Lynd

Richard P. and  
Sandy Capeland Conick