

# EVERSON RIDGE HOMEOWNERS ASSOCIATION

Meeting Minutes from Special Meeting

Saturday, July 24, 2021

10:00 am to 11:00 am

Board of Directors:

Toni Lee-Jones, President

Monique D. Shaw, Vice President

Carolyn Dale, Treasurer

Attendees: 13 homeowners/members were present

The meeting was called to order at 10:05 am.

The Special Meeting was held in the cul-de-sac on Everson Ridge Court in front of the retention pond. The Board presented an agenda and reviewed/discussed the following:

## 1. Status of the officers on the board of directors.

The newly appointed Board members were introduced. President – Toni Lee-Jones, resides at 2896; Vice President – Monique D. Shaw resides at 2909; and Treasurer (since 2019) – Carolyn Dale resides at 2899. The Board's new terms began 6/24/21. Lee-Jones advised that there are open positions on the Board that they would like to fill:

- Secretary
- Three (3) Association Members positions

In addition, Lee-Jones advised that the Architectural Review Committee (ARC) will be formed with at least three (3) members. Other committees will be formed as needed.

Members interested in being a part of the Board and/or ARC should visit the website, complete the form, and submit to the HOA email address. Shaw stated information will be provided on the website advising member on how to apply by Monday, 7/26.

In response to a member expressing concerns that the HOA was not active in the past, Shaw advised that this administration will ensure that while they are in office, the HOA will meet regularly and information will be shared with the community through the website.

## 2. The HOA Financial Report

Dale provided an overview of the HOA's current financial status. Members were provided a copy of the financial report from January-July 2021. Dale also advised members about the new website and stated the financial reports will be available on the website for all members to view.

Dale advised that the Annual HOA Assessment of \$250.00 is due August 1<sup>st</sup>. As per the Covenants, after August 1<sup>st</sup>, members may be charged a \$20.00 late fee each month until the assessments are paid in full.

Lee-Jones advised that per the Covenants, the Board may increase the HOA assessments every year by 10%, but dues were not increased this year. The Board will conduct an annual review and will determine whether the assessments need to be increased to cover the HOA's financial obligations. Lee-Jones also advised that the HOA may impose Special Assessments, if needed, to cover any unexpected cost the HOA may incur.

### 3. **Architectural Review Committee**

Lee-Jones advised that the Board will be updating and enforcing the ARC guidelines, which are currently listed within the Covenants and Restrictions. She stated we need an ARC committee of at least 3 members. The ARC enforces the architectural standards of the community, informs homeowner of any required maintenance that needs to be done, and approves or disapproves modifications to the exterior of the homes.

Lee-Jones advised that if we don't get homeowners for the committee, the Board will assume the responsibilities of the ARC until such committee can be formed. She stated it is important to begin enforcing the standards because we need to maintain our community.

Several members of the community expressed interest in being a part of the ARC. Lee-Jones advised them to visit the website and complete the form to express interest.

Lee-Jones advised that community that from this point forward, if a homeowner is planning to make any changes to the exterior of their home, they are required to submit an ARC form and get approval from the ARC.

### 4. **Common Areas and taxes**

Lee-Jones advised that the common areas for the community are both sides of the front entrance, the brick walls, the landscaping, the retention pond and the fence surrounding it, which all must be maintained by the HOA. The HOA is responsible for paying for the utilities for the front entrance (water and electric), landscaping, and taxes on the retention pond. In addition, the HOA is responsible for maintaining the surrounding fence and cutting back the trees and shrubbery that grows rapidly. The purpose of the retention pond is to prevent flooding of the neighborhood. Lee-Jones stated that the HOA could be fined by the county if the pond is inspected and found to be not regularly cleared of brush and debris. She stated this is according to the Gwinnett County code of ordinances in Chapter 800, specifically Chapter 800.60.9 and ERC HOA bylaws. The retention pond was originally developed and maintained by the developer, and it was passed on to the HOA to maintain.

Lee-Jones advised that the Board is currently accepting bids to clear the retention pond and to regularly maintain it going forward.

### 5. **Home Maintenance Crews**

Lee-Jones advised that the maintenance crews that enter our subdivision to provide services to homeowners (i.e., lawn care, roofing companies, etc.) should be mindful of the homeowners and homeowners who hire these crews should ensure that they are not:

- Blocking the road with trucks and tools
- Blocking driveways
- Leaving their trucks overnight
- Beginning work before the Gwinnett County ordinance of 7am and working past 10pm
- Leaving debris and waste on the streets and sidewalks

### 6. **Common Courtesy of neighbors**

Lee-Jones advised homeowners that there is a noise ordinance within Gwinnett County and we should all be mindful of the ordinance when we're entertaining at our homes. She also asked that members:

- Avoid loud parties and music between 11pm to 7am.
- Ask their guests not to block their neighbor's driveways
- Not blocking mailboxes so that the mailmen can deliver mail during the day.
- Drive slowly in and out of neighborhood

- Clean up any trash and debris on or near their property
- Put trash cans out the night before trash collection and put them back after trash collection

Lee-Jones also advised that we as neighbors should not get annoyed or be upset when a fellow neighbor voices their concerns over offenses and/or issues and if you are causing an annoyance or issue, to acknowledge it, and rectify the situation.

**7. Participation in surveys, meetings, votes, and events**

Lee-Jones advised that there may be surveys and issues that require a vote from the community. She stated we need all members to participate so that all homeowners can be heard and their concerns addressed.

**8. Communicating with the HOA**

Shaw advised that there are three (3) ways to communicate with the HOA: by email, phone, or mail. She advised that the Board is trying to bring more professionalism and communication so that homeowners can stay abreast of what's going on in the neighborhood. She recommended that members visit the website and if they have questions, they can contact the Board.

Lee-Jones advised the community that there would be an Annual Meeting in October or November of 2021 and members will be advised of when and where the meeting will take place. Members were asked to submit any questions, comments, or concerns through the website or via email.

The meeting was adjourned at 11:00 am