



Board of Directors

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Waverly Park Homeowners Association

P. O. Box 26

Lebanon, GA 30146

waverlypark.net

Minutes

Waverly Park Homeowners Association

Annual Members Meeting

Sunday, April 15, 2018

@WP Pool

3:00 pm:

- Began members sign in.
- Informal introductions
- Voted By-Laws amendment ballots received.

Directors

3:27 pm:

Kevin Reed
President

1. Meeting called to order by President Kevin Reed.
2. Current board members present introduced: Kevin Reed, Hamp Reid, William Walters.

Steve Dillon
Vice President

3. Quorum is 10% of the membership (90 lots x 10% = 9) present or represented by proxy.

Hamp Reid
Secretary

- a. Quorum declared:
 - i. 14 lots represented in person
 - ii. 4 lots represented by proxy
 - iii. 18 votes present.

William Walters
Treasurer

4. By-Laws amendment results announced by Vice President William Walters. See page 3 for ballot sample.

Jason Maurath
Director

- a. 18 - Yes
- b. 00 - No
- c. Amendment approved.
- d. Chair noted that WPHA members who are not on the WP Email List or a WPHO Facebook Group member will continue to receive snail mail notifications of assessment amounts as required pre-amendment.

5. Statement of Corporate Affairs presented by Kevin Reed. See page 4.
 - a. Recognized standing committees and volunteer opportunities.

6. Treasurer's Report discussed by Kevin Reed. See pages 5 and 6.

7. Floor opened for comments and motions

- a. Marci Meyers asked for reconsideration of the current minimum age of 16 years for kids to be at the pool without an adult. Although no vote was taken, the apparent consensus of the membership during discussion was that a return to the lower age is needed. The Board will consider a change before the pool opens in May.
- b. Jeff McCloud asks about regularly parking a cargo van and was referred to the Architectural Committee.
- c. Sarah Reed discussed the Social Committee purpose and volunteers.
- d. Vic Johnson asked about a suspicious vehicle long parked on his street and was advised to report it to 911.

8. Nomination and Election of Directors.
 - a. Overview of the process by Hamp Reid.
 - b. Motion to elect 5 directors:
 - i. Made by Hank Kaiser
 - ii. Seconded by Eric Quackenbush
 - iii. Approved 18-0.
 - c. Current directors' positions declared vacant.
 - d. Briefly discussed the nomination process noting that nominations do not need a second.
 - e. Floor opened to nominations for directors:
 - i. Nominated:
 1. Steve Dillon
 2. Jason Maurath
 3. Kevin Reed
 4. Hamp Reid
 5. William Walters
 - ii. No other nominations made.
 - iii. Nominees agreed that they are willing and able to serve.
 - iv. Motion to accept the 5 nominees as directors:
 1. Made, seconded and approved (18-0).
9. Call for any other business for this meeting made by Kevin Reed.
 - a. Nothing heard.
 - b. Motion to adjourn:
 - i. Made, seconded and approved (18-0).
10. Meeting adjourned at 4:18 p.m.

Submitted: Hamp Reid, WPHA Secretary

Approved (5-0-0) by BOD via email on May 2, 2018.

To be counted this ballot must be dropped in the ballot box during the Annual Members Meeting on April 15, 2018, by the member or a properly designated proxy.

For easy reference, the current By-Laws' subsection is printed below.

Purpose of Amendment 1

- Allows the Board to notify homeowners of the coming year's assessment amount by publishing the amount via newsletter, Facebook group post and on the WP Website rather than by mailing written notice to each homeowner by December 1 before the beginning of the annual assessment period (January 1 to December 31.)
 - Homeowners will still receive written notice when invoices are mailed in January of each year.
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Amendment 1

Should Article VII Section 2(c)(2) of the By-Laws of Waverly Park Homeowners Assoc., Inc. be changed by replacing the words

"send written notice of each assessment to every Owner subject thereto"

with

"publish via email newsletter, WPHA Facebook Group and WP website posts a notice of next year's assessment amount"?

Yes

No

END OF BALLOT

Cut or Tear Here

Here are portions of the current By-Laws subsection for reference.

ARTICLE VII
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers...

Section 2. Duties. It shall be the duty of the Board of Directors to:

(a)...

(b)...

(c) as more fully provided in the Declaration, to:

(1) fix the amount of the annual assessment...

(2) send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period; and

(3)...

STATEMENT OF CORPORATE AFFAIRS
For Period May 1, 2017 through April 15, 2018

Presented to the Association membership as required by Article VII, Section 2(a) of the By-Laws of Waverly Park Homeowners Assoc., Inc., As Amended.

1. Accomplishments/Fiscal

- Managed Budget & 2017 expenditures approved by Board of Directors
- Renewed WPHA's property, general liability insurance
- Renewed Annual Corporation Registration
- Replaced Key Card Control Unit
- Pool Project Completed=Resurfaced pool, replaced tiles, pool motor
- By-Laws amendments offered to reflect online banking

2. Assessments

- 2018: to date 11 remain unpaid. \$25 late fee added. Interest accruing. Liens to be filed week of May 1.

3. Resolutions: To provide an orderly means to document Board actions, significant actions are done by formal resolution.

- 2018-01: Amended Delinquent Assessments Enforcement Timetable
- 2018-02: Approved 2018 budget

4. Committees: Thanks to all the volunteers who make these committees work.

- **Pool:**
 - Maintain pool safety by daily water checks.
 - Manage pool key card system
- **Architectural:** Reviewed homeowner 16 project applications. Issued 5 covenants violation warnings/notices.
- **Sunshine:** Managed Welcome of new home owners and new babies
- **Social:** Managed the social functions (Fall Festival and WP Meet and Greet)
- **Neighborhood Watch:**
 - Cherokee County Sheriff's Office- Support & Reporting
 - Monitor security cameras
 - Common Area Inspections

5. Communications:

- Continued WPHA's website: waverlypark.net. Association documents and much more are available.
- Published Waverly Park Press Extra (WPPX) to the subscriber list.
- Published annual residents' directory to WPP subscriber list.
- Waverly Park Homeowners Facebook page.

6. Open items for future Board action:

- Renew corporation registration with new officers.
- Unpaid 2018 and earlier assessments: Collect or file liens or take other legal actions to collect.
- Set 2018 pool opening date (May 13, 2018 Tentative)

Treasurer's Report
2017 Final

2017				
Opening Bank Balance			11,604.63	
INCOME	Original Budget	Amended Budget	Year to Date	Variance
Assessments	\$ 22,500.00	\$ 22,500.00	\$ 23,305.00	\$ 805.00
Interest	\$ -		\$ 19.45	\$ 19.45
Closing Fees	\$ -		\$ 200.00	\$ 200.00
Lien fees	\$ -		\$ 74.00	\$ 74.00
Pool Key Fees	\$ -		\$ -	\$ -
Social Cttee Reimb	\$ -		\$ -	\$ -
A/C Fines	\$ -		\$ 725.00	\$ 725.00
Misc Income	\$ -		\$ 242.00	\$ 242.00
Total Income	\$ 22,500.00	\$ 22,500.00	24,565.45	\$ 2,065.45
EXPENDITURE	Original Budget	Amended Budget	Year to Date	Balance
Corp Renewal	\$ 60.00	\$ 60.00	\$ 55.00	\$ 5.00
Postage	\$ 100.00	\$ 118.00	\$ 166.16	\$ (48.16)
Insurance	\$ 1,657.00	\$ 1,657.00	\$ 1,583.00	\$ 74.00
Office Supplies	\$ 65.00	\$ 65.00	\$ 70.03	\$ (5.03)
Janitorial	\$ 675.00	\$ 675.00	\$ 610.22	\$ 64.78
Prop Taxes	\$ 52.00	\$ 52.00	\$ 48.41	\$ 3.59
Lien Filing Fees	\$ 25.00	\$ 60.00	\$ 69.00	\$ (9.00)
Health Department	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
Pool	\$ 4,500.00	\$ 20,000.00	\$ 20,596.78	\$ (596.78)
Common Area	\$ 3,000.00	\$ 3,000.00	\$ 2,130.00	\$ 870.00
Sunshine Cttee	\$ 200.00	\$ 200.00	\$ 78.00	\$ 122.00
Social Cttee	\$ 1,200.00	\$ 1,200.00	\$ 500.50	\$ 699.50
Website Fees	\$ 125.00	\$ 125.00	\$ 124.04	\$ 0.96
Pool Trash	\$ 324.00	\$ 324.00	\$ 175.60	\$ 148.40
Legal Fees	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Electricity	\$ 1,800.00	\$ 2,000.00	\$ 2,217.24	\$ (217.24)
Telephone	\$ 580.00	\$ 865.00	\$ 794.29	\$ 70.71
Water	\$ 840.00	\$ 840.00	\$ 711.50	\$ 128.50
Total Expenditure	\$ 15,903.00	\$ 31,941.00	\$ 30,129.77	\$ 1,811.23
Net	\$ 6,597.00	\$ (9,441.00)	-5,564.32	\$ 3,876.68
Bank Balance at:			6,040.31	
December 31, 2017				

Treasurer's Report
January 1, 2018 to April 11, 2018

Opening Bank Balance

6,040.31

INCOME	Original Budget	Year to Date	Variance
Assessments	\$ 22,500.00	\$ 19,750.00	\$ (2,750.00)
Interest	\$ -	\$ -	\$ -
Closing Fees	\$ -	\$ 150.00	\$ 150.00
Lien fees	\$ -	\$ -	\$ -
Total Income	\$ 22,500.00	19,900.00	\$ (2,600.00)

EXPENDITURE	Original Budget	Year to Date	Balance
Corp Renewal	\$ 55.00	\$ 30.00	\$ 25.00
Postage	\$ 147.00	\$ 99.00	\$ 48.00
Insurance	\$ 1,583.00	\$ -	\$ 1,583.00
Office Supplies	\$ 65.00	\$ 141.74	\$ (76.74)
Janitorial	\$ 650.00	\$ -	\$ 650.00
Prop Taxes	\$ 50.00	\$ -	\$ 50.00
Lien Filing Fees	\$ 60.00	\$ -	\$ 60.00
Health Department	\$ 200.00	\$ 200.00	\$ -
Pool	\$ 7,000.00	\$ 969.07	\$ 6,030.93
Common Area	\$ 2,500.00	\$ 450.00	\$ 2,050.00
Sunshine Cttee	\$ 200.00	\$ 32.00	\$ 168.00
Social Cttee	\$ 1,200.00	\$ 106.94	\$ 1,093.06
Website Fees	\$ 125.00	\$ -	\$ 125.00
Pool Trash	\$ 96.00	\$ -	\$ 96.00
Legal Fees	\$ 500.00	\$ -	\$ 500.00
Electricity	\$ 2,000.00	\$ 349.90	\$ 1,650.10
Telephone	\$ 432.00	\$ -	\$ 432.00
Water	\$ 750.00	\$ 41.90	\$ 708.10
Total Expenditure	\$ 17,613.00	\$ 2,420.55	\$ 15,192.45

Net	\$ 4,887.00	17,479.45	\$ 12,592.45
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Bank Balance at:
April 11, 2018

23,519.76