



Board of Directors

wpha.bod@gmail.com

Waverly Park Homeowners Association
P. O. Box 26
Lebanon, GA 30146

waverlypark.net

Minutes

Waverly Park Homeowners Association
Annual Members Meeting
Sunday, April 18, 2021
@WP Pool

3:00 pm:

- Meeting held in parking lot to observe COVID19 spacing restrictions.
- Began members sign in.
- Informal introductions

Directors

Kevin Reed
President

Steve Dillon
Vice President

Hamp Reid
Secretary

William Walters
Treasurer

David Scott
Director

3:23 pm:

1. Meeting called to order by President Kevin Reed.
2. Current board members present introduced: Steve Dillon, Kevin Reed, Hamp Reid, William Walters.
3. Noted a quorum is 10% of the membership (90 lots x 10% = 9) present or represented by proxy.
 - a. Quorum declared present:
 - i. 15 lots represented in person
 - ii. 3 lots represented by proxy
 - iii. 18 votes present.
4. Statement of Corporate Affairs presented by Kevin Reed. See page 3.
 - a. Recognized standing committees and volunteer opportunities.
5. Treasurer's Report discussed by William Walters. See page 4.
6. Floor opened for comments and motions
 - a. Can the pool be open for 7 days during June and July when school is out? COVID requirements require twice daily cleanings when pool open. Possible to redirect unused social committee money to extra pool cleanings. Not a COVID guidance violation so long as required cleanings done.
 - b. Can the parking lot lines be repainted? Discussed lines and general surface condition. Repaving expected to be expensive.

7. Nomination and Election of Directors.
 - a. Overview of the process by Hamp Reid.
 - b. By-Laws allow for 3 to 5 directors.
 - c. Motion to elect 5 directors: Made, seconded and approved (17-0-1).
 - d. Current directors' positions declared vacant.
 - e. Briefly reviewed the nomination process noting that nominations do not need a second.
 - f. Floor opened to nominations for directors:
 - i. Nominated:
 1. David Scott
 2. Steve Dillon
 3. Kevin Reed
 4. Hamp Reid
 5. William Walters
 - ii. Motion to end nominations paused by the chair pending query for additional nominees.
 - iii. No other nominations made.
 - iv. Motion to end nominations accepted and seconded; approved (18-0-0)
 - g. All nominees indicated that they are willing and able to serve.
 - h. Motion to accept the 5 nominees as elected directors: Made, seconded and approved (18-0-0).
8. Call for any other business for this meeting made by Kevin Reed.
 - a. Nothing heard.
9. Meeting adjourned at 4:16 pm.

Submitted: Hamp Reid, WPHA Secretary

Approved (5-0-0) by BOD via email on April 25, 2021.

STATEMENT OF CORPORATE AFFAIRS
For Period April 29, 2019 through April 18, 2021

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 & 2019-2020 expenditures approved by Board of Directors
- Renewed and upgraded WPHA's property, general liability insurance
- Renewed Annual Corporation Registration
- Facility maintenance/general repairs including contract development/review/approval
- Coordinated painting of restrooms (2019)
- Completed Septic Inspection/Service (2019)
- Coordinated cutting back of trees along entrance to back of walking trail (2019)
- Roof replacement (2020)
- Replaced security camera tag reader & recording unit.
- Removal of tree (Leaning into parking lot)
- COVID 19 response
- Set 2021 pool open dates of May 8 – September 19, 2021

2. Assessments

- 2021: to date 5 are not fully paid, including 1 with prior years unpaid; late fees 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.

- 2019-02: [Commercial Vehicle Enforcement](#)
- 2020-01: [2020 Budget](#)
- 2020-02: [COVID-19 Supplemental Common Area Rules](#)
- 2021-01: [2021 Budget](#)

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

- **Pool:** Maintain pool safety by daily water checks.
- **Architectural:** Reviewed 20 homeowner requests, issued 19 covenants violation warnings/notices, answered 7 questions. List at [AC Actions](#).
- **Sunshine:** Welcomed new home owners and new babies
- **Social:** Sidelined by COVID 19 restrictions
- **Neighborhood Watch:** Monitor security cameras

5. Communications:

- Continued WPHA's website: waverlypark.net. Association documents and much more available.
- Maintains WP Email List with 109 homeowners & residents from 85 of 90 lots.
- Published Waverly Park Press Extra (WPPX) to the WP Email List.
- Published annual residents' directory to WP Email List.
- Waverly Park Homeowners Facebook Group available to all homeowners & residents.

Treasurer's Report

| 1/1/2020 | | | | |
|--------------------------|------------------------|----------------------|--------------------|---|
| Opening Bank Balance | | 15,342.06 | | |
| INCOME | Original Budget | Year to Date | Variance | |
| Assessments | \$ 24,300.00 | \$ 24,030.00 | \$ (270.00) | (\$270 x 90 Homes) |
| Prior Year Assessments | \$ - | \$ 826.88 | \$ 826.88 | |
| Interest | \$ - | \$ 24.87 | \$ 24.87 | |
| Closing Fees | \$ 400.00 | \$ 700.00 | \$ 300.00 | (\$100, Budgeted for 4, received 7) |
| Initiation Fees | \$ 1,080.00 | \$ 1,890.00 | \$ 810.00 | (\$270, Budgeted for 4, received 7) |
| Late Fees | \$ 189.00 | \$ 269.38 | \$ 80.38 | (10% x \$270, Budgeted for 7, received 10) |
| Lien fees | \$ 100.00 | \$ 212.00 | \$ 112.00 | (\$50 filing fee + \$50 county fees, Budgeted for 2) |
| Replacement Card Fees | \$ - | \$ - | \$ - | |
| AC Comm Fines | \$ - | \$ 150.00 | \$ 150.00 | |
| Total Income | \$ 26,069.00 | \$ 28,103.13 | \$ 2,034.13 | |
| | | | | |
| | | | | |
| EXPENDITURE | Original Budget | Year to Date | Balance | |
| Corp Renewal | \$ 55.00 | \$ 30.00 | \$ 25.00 | |
| Bank Fees | \$ - | \$ - | \$ - | |
| Postage/PO Box | \$ 150.00 | \$ 301.80 | \$ (151.80) | PO Box + stamps |
| Insurance | \$ 2,000.00 | \$ 2,003.00 | \$ (3.00) | |
| Office Supplies | \$ 65.00 | \$ 45.77 | \$ 19.23 | Envelopes |
| Janitorial | \$ 720.00 | \$ 2,205.00 | \$ (1,485.00) | Increased due to Covid requirements |
| Prop Taxes | \$ 50.00 | \$ 76.16 | \$ (26.16) | |
| Lien Filing Fees | \$ 60.00 | \$ 284.65 | \$ (224.65) | County Fees Increased for Online Covid requirements |
| Health Department | \$ 200.00 | \$ 200.00 | \$ - | |
| Pool | \$ 12,723.10 | \$ 13,352.84 | \$ (629.74) | Includes Roof (\$5,711.32) |
| Common Area | \$ 8,839.00 | \$ 7,541.80 | \$ 1,297.20 | Includes Playset refresh & Landscaping Timber (\$4,170) |
| Sunshine Cttee | \$ 200.00 | \$ 169.95 | \$ 30.05 | |
| Social Cttee | \$ 500.00 | \$ 82.76 | \$ 417.24 | |
| Website Fees | \$ 150.00 | \$ 150.04 | \$ (0.04) | |
| Pool Trash | \$ 130.00 | \$ 140.97 | \$ (10.97) | |
| Legal Fees | \$ 500.00 | \$ - | \$ 500.00 | |
| Electricity | \$ 2,150.00 | \$ 1,988.42 | \$ 161.58 | |
| Telephone | \$ 415.00 | \$ 420.95 | \$ (5.95) | |
| Water | \$ 875.00 | \$ 582.45 | \$ 292.55 | |
| Total Expenditure | \$ 29,782.10 | \$ 29,576.56 | \$ 205.54 | |
| | | | | |
| Net | \$ (3,713.10) | \$ (1,473.43) | \$ 2,239.67 | |
| | | | | |
| Bank Balance at: | | \$ 13,868.63 | | |
| December 31, 2020 | | | | |