



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

6:30pm Wednesday, April 24, 2024

@WP Pool

Directors

Kevin Reed
President

Steve Dillon
Vice President

Hamp Reid
Secretary

William Walters
Treasurer

1. Began members sign in at 6:30 pm.
 - a. Informal introductions
2. Meeting called to order at 6:45pm by President Kevin Reed.
3. Members welcomed by President Reed.
4. Current board members present introduced: Kevin Reed, Hamp Reid, William Walters. Steve Dillon had schedule conflict.
5. Noted a quorum is 10% of the membership (90 lots x 10% = 9) present or represented by proxy at call-to-order is required to conduct association business.
 - a. Quorum declared present by Secretary Reid:
 - i. 7 lots represented in person
 - ii. 3 lots represented by proxy
 - iii. 10 votes present.
6. Statement of Corporate Affairs reviewed line-by-line by Kevin Reed. See page 3.
 - a. Recognized standing committees and volunteers.
 - b. Reviewed duties of the various committees.
7. End-of-Year 2023 and current 2024 Treasurer's Reports reviewed line-by-line by William Walters. See pages 4 and 5.
8. Floor opened for comments and motions: None made.
9. 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 4 directors: Made, seconded and approved (10-0-0).
 - d. Current directors' positions declared vacant.
 - e. Briefly reviewed the nomination process (as in meeting handout and [available online](#)) noting that nominations do not need a second.
 - f. Floor opened for nominations for directors:
 - i. Nominated:
 1. Hamp Reid
 2. Steve Dillon
 3. Kevin Reed
 4. William Walters
 - ii. Call for any other nominations. None made.
 - iii. Nominations declared closed.
 - g. All nominees indicated that they are willing and able to serve.
 - h. Motion to accept the 4 nominees as elected directors: Made, seconded and approved (10-0-0).

10. Call for committees' volunteers made by William Walters.
11. Call for any other business for this meeting made by Kevin Reed. None heard.
12. Motion to adjourn: Made, seconded, and approved (10-0-0)
13. Meeting adjourned at 7:29 pm.

Submitted: Hamp Reid, WPHA Secretary

Approved (3-0-1) by Directors present at this meeting, via email on May 6, 2024.

STATEMENT OF CORPORATE AFFAIRS
For Period April 24, 2023 through April 23, 2024

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 & 2022-2023 expenditures approved by Board of Directors
- Renewed WPHA's property, general liability insurance (competitive quote review)
- Renewed Annual Corporation Registration
- Facility maintenance/general repairs including contract development/review/approval
 - Rental Restriction follow up and survey coordination (includes legal review)
- Coordinate county pool inspection for 2023 season
- Completed "Tree Cut Back" Project
- Solicit competitive pool quote for CY2024 swim season

2. Assessments

- 2024: To date 6 homes have not paid their Assessments, including 2 with multiple years unpaid; \$30 late fee added, interest accruing. Liens will be filed if not paid in full by May 15th, 2024.

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

- 2024-01 2024 Budget

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

- **Pool:**
 - Maintain pool safety by daily water checks
 - Manage pool key card system
- **Architectural:** Approved 10 homeowner requests, issued 3 covenants violations, assessed 1 fine, referred 1 continuing violation to BOD. List is on website: waverlypark.net/welcome-to-waverly-park/association/committees/architectural-committee/ac-actions
- **Sunshine:** Welcomed new homeowners and new babies
- **Social:** Fall Festival, Christmas Light contest, and Easter Egg hunt
- **Neighborhood Watch:**
 - Cherokee County Sheriff's Office- Support & Reporting
 - Monitor security cameras

5. Communications:

- Continued WPHA's website: waverlypark.net Association documents and much more available.
- Maintains WP Email List with 115 homeowners & residents from 83 of 90 lots. Emails from 7 of 7 non-resident owners on file, but not on WP Email List.
- Published Waverly Park Press Extra (WPPX) to the WP Email List.
- Waverly Park Homeowners Facebook Group available to all homeowners & residents.

6. Open items for future Board action:

- Renew corporation registration with new officers.
- Unpaid 2024 and earlier assessments: Collect or file liens or take other legal actions to collect.

Treasurer's Report EOY 2023

2023					
Opening Bank Balance				\$ 24,875.84	
INCOME	Original Budget	Year to Date	Variance		
Assessments	\$ 28,460.00	\$ 25,559.00	\$ (901.00)		
Prior Year Assessments	\$ -	\$ -	\$ -		
Interest	\$ -	\$ 3.00	\$ 3.00		
Closing Fees	\$ 700.00	\$ 300.00	\$ (400.00)		
Initiation Fees	\$ 2,058.00	\$ 868.00	\$ (1,190.00)		
Late Fees Collected	\$ 205.80	\$ 261.00	\$ 55.20		
Lien fees Collected	\$ 100.00	\$ -	\$ (100.00)		
Overpayments	\$ -	\$ -	\$ -		
Replacement Card Fees	\$ -	\$ -	\$ -		
AC Comm Fines	\$ -	\$ 50.00	\$ 50.00		
Total Income	\$ 29,523.80	\$ 27,041.00	\$ (2,482.80)		
EXPENDITURE	Original Budget	Year to Date	Balance		
Corp Renewal	\$ 30.00	\$ 30.00	\$ -		
Bank Fees	\$ 10.00	\$ 10.00	\$ -		
Postage/PO Box	\$ 215.00	\$ 287.00	\$ (72.00)		
Insurance	\$ 2,200.00	\$ 2,167.00	\$ 33.00		
Office Supplies	\$ 50.00	\$ -	\$ 50.00		
Janitorial	\$ 1,370.00	\$ 1,039.07	\$ 330.93		
Prop Taxes	\$ 80.00	\$ 81.08	\$ (1.08)		
Lien Filing Fees	\$ 100.00	\$ 51.24	\$ 48.76		
Health Department	\$ 200.00	\$ 200.00	\$ -		
Pool	\$ 11,398.00	\$ 10,561.59	\$ 836.41		
Common Area	\$ 7,100.00	\$ 3,820.36	\$ 3,279.64		
Sunshine Cttee	\$ 225.00	\$ 217.65	\$ 7.35		
Social Cttee	\$ 450.00	\$ 306.21	\$ 143.79		
Website/Zoom Fees	\$ 200.00	\$ 143.88	\$ 56.12		
Pool Trash	\$ 150.00	\$ 148.48	\$ 1.52		
Legal Fees	\$ 1,000.00	\$ -	\$ 1,000.00		
Electricity	\$ 2,150.00	\$ 2,290.52	\$ (140.52)		
Telephone	\$ 650.00	\$ 676.38	\$ (26.38)		
Water	\$ 825.00	\$ 768.10	\$ 56.90		
Incidental	\$ 1,120.80	\$ 169.28	\$ 951.52		
Total Expenditure	\$ 29,523.80	\$ 22,967.84	\$ 6,555.96		
Net	\$ -	\$ 4,073.16	\$ 4,073.16		
Balance		\$ 28,949.00			
Ending Bank Balance		\$ 28,949.00	12/31/2023		

Treasurer's Report To Date 2024

2024				\$ 28,949.00	
Opening Bank Balance					
INCOME		Original Budget	Year to Date		Variance
Assessments	\$	27,720.00	\$ 25,566.00	\$	(2,154.00)
Prior Year Assessments	\$	-	\$ -	\$	-
Interest	\$	-	\$ -	\$	-
Closing Fees	\$	300.00	\$ -	\$	(300.00)
Initiation Fees	\$	924.00	\$ -	\$	(924.00)
Late Fees Collected	\$	92.40	\$ 150.00	\$	57.60
Lien fees Collected	\$	100.00	\$ -	\$	(100.00)
Overpayments	\$	-	\$ -	\$	-
Replacement Card Fees	\$	-	\$ -	\$	-
AC Comm Fines	\$	-	\$ 2,200.00	\$	2,200.00
Total Income	\$	29,136.40	\$ 27,916.00	\$	(1,220.40)
EXPENDITURE		Original Budget	Year to Date		Balance
Corp Renewal	\$	30.00	\$ 30.00	\$	-
Bank Fees	\$	10.00	\$ 4.00	\$	6.00
Postage/PO Box	\$	287.00	\$ -	\$	287.00
Insurance	\$	2,200.00	\$ -	\$	2,200.00
Office Supplies	\$	50.00	\$ -	\$	50.00
Janitorial	\$	1,370.00	\$ -	\$	1,370.00
Prop Taxes	\$	85.00	\$ -	\$	85.00
Lien Filing Fees	\$	100.00	\$ 50.50	\$	49.50
Health Department	\$	200.00	\$ 250.00	\$	(50.00)
Pool	\$	11,400.00	\$ 2,096.00	\$	9,304.00
Common Area	\$	4,116.00	\$ 732.00	\$	3,414.00
Sunshine Cttee	\$	225.00	\$ -	\$	225.00
Social Cttee	\$	450.00	\$ 127.48	\$	322.52
Website/Zoom Fees	\$	200.00	\$ -	\$	200.00
Pool Trash	\$	150.00	\$ 21.00	\$	129.00
Legal Fees	\$	1,500.00	\$ -	\$	1,500.00
Electricity	\$	2,400.00	\$ 309.78	\$	2,090.22
Telephone	\$	680.00	\$ -	\$	680.00
Water	\$	825.00	\$ 46.50	\$	778.50
Incidental	\$	2,828.40	\$ -	\$	2,828.40
Total Expenditure	\$	29,136.40	\$ 3,667.26	\$	25,469.14
Net	\$	-	\$ 24,248.74	\$	24,248.74
Balance			\$ 53,197.74		
Bank Balance	\$		54,039.26		4/16/2024