



Annual Meeting Minutes

Atlanta Public Safety & Fire Station #28

1925 Hollywood Road NW, Atlanta, GA 30318

Saturday, October 12, 2013 9:00 a.m. – 11:00 a.m.

I. Call to Order for West Highlands Home Owners Association meeting for October 12, 2013

- a. HOA Welcome – Robbie Burr

II. Communications Updates

- a. Report – Rainey Hufstetler
 - i. Reminder that all documents, calendar, links to helpful phone numbers, etc...are located on the West Highlands website at www.westhighlandsatl.com

III. Community Interests Updates

- a. West Side Charter School Update - Cobb Pearson
 - i. K-2 opened this year; will grow to K-8, adding 1 grade per year until goal is reached.
 - ii. 40 spots/grade are awarded through a lottery system. Once your child is enrolled you do not need to re-apply for subsequent years through lottery. Siblings are given preference in lottery.
 - iii. Application process is typically Jan-Feb.
 - iv. Mission is to serve diverse communities in the West side; 20% of currently enrolled children live in West Highlands
- b. West Highlands Neighborhood Grant – Lori Broderick
 - i. WACS presence in WH allows the community to apply for grants through the Community Foundation for Greater Atlanta; grants available for up to \$30K for improvement projects.
 - ii. Committees are forming now for grant applications. Contact Lori Broderick at lori.broderick@sutherland.com for additional information.
 - iii. A quarterly letter will be sent out to community by the school to provide updates.

IV. Social Events Updates

- a. Halloween Festivities – Wandie Bethune
 - i. Next Social Committee meeting will be October 26 at 10am at Wandie's house.
 - ii. Agenda will include Halloween bag handout locations for this year, costume drive in preparation for next years Fall Festival, Habershal house crawl, home tours.

- iii. Trick or treating will be on October 31st until 8:30pm. HOA requests that all residents turn off porch lights at 8:30pm to signal the end of trick or treating for safety reasons.
- iv. A 10mile/10K will be run through West Highlands on Saturday December 14th. Natalie Witt is organizing a cheering section for the runners and can be contacted at nataliewitt@gmail.com for more information. A flyer for the run, including the course, will be posted to www.westhighlandsatl.com

V. Grounds Committee Updates

- a. Grounds Standard Checklist – Linda Oldham
 - i. Standards checklist has been updated and will be posted to the documents page of the west highlandsatl website.
 - ii. Inspections are being performed jointly with the Architectural Control Committee on a semi-annual basis. Follow-ups to inspections are being completed within 60 days of the initial inspection.
 - iii. If you receive a fine indicating weeds are an issue, but the weeds stem from an uncontrolled issue in your neighbors' yard, you can submit proof of your own lawn treatment to get fine waived.
 - iv. It was noted that mowing weeds is not considered an effective form of treatment. Chemical treatment or pulling of weeds are acceptable methods of removing weeds.
 - v. It was also noted that a tree at the corner of Drew Dr. and Habershal is blocking a stop sign, creating a hazard. A "stop ahead" sign has been ordered and will be installed on Drew Dr. in front of the tree. The tree will also be trimmed by the HOA.

VI. Architectural Control Committee Updates

- a. Inspections, Warnings, Fines & Appeals – Tim Reynolds
 - i. All documents pertaining to design standards and modification applications are available under the documents tab of the westhighlandsatl website.
 - ii. All changes to a homes exterior must be approved prior to the change being made. Applications are available online and should be submitted to Sentry management.
 - iii. A question was asked about the completion of sidewalks on Perry Blvd. It was noted that sidewalks will be added as the remaining homes on Perry Blvd are built out, with the exception of the area adjacent to the gulch.
 - iv. It was noted that trash cans at the park are not being properly emptied. This will be addressed with the maintenance company and corrected.
 - v. It was also noted that subcontractors currently working in the new section off Drew/Johnson are leaving trash in the area. Steve Brock will address this with the construction crews and resolve.

VII. Safety & Security Updates

- a. Report - Robbie Burr
 - i. See budget discussion.

VIII. Planning/Design Updates

- a. West Highlands General Planning Update – Steve Brock
 - i. Site has been cleared for 402 lots to be added between Sanford and Perry Blvd; pipe will be laid in this area in summer 2014.
 - ii. Phase 3 currently has 25 homes under construction and is expected to be sold out within the next 6 months.
 - iii. The area north of Westmoreland Circle at Drew Dr. will be started in the next 30 days. Permitting will be for 51 townhomes. The community garden and ball fields will also be located in this area, along with the future clubhouse and pool.
 - iv. A 3 acre area on Johnson Road across from Boyd elementary has been purchased for the development of a single street of 18-19 homes. This will be the first part of development across Johnson.
 - v. There will be a total of 780 single family homes at full build-out of community.
- b. Amenity package & funding – Robbie Burr
 - i. Planning for amenities is to start once money is collected for design.
 - ii. Consideration is being given to accommodating current population, with ability to build out amenities in phases to accommodate future growth. The HOA is cognizant of need to control costs for current residents, as well as knowing that amenities will eventually need to accommodate 780 homes. During design phase, strategies will be discussed for planning for future and may include such items as multiple pools with one built out in near future and additional facilities at a later time as demand and funding will allow.
- c. The Trust for Public Land Proctor Creek Project – Robbie Burr
 - i. There is work in progress to connect Habershal (between Craftsman and Drew at the location of the Rockdale Park sign) to the Proctor Creek/PATH trail.
- d. Beltline Proposal for Pro-Active Zoning – Robbie Burr
 - i. NPU-G meeting on Oct. 17 at 7pm at Fire Station #28 will discuss possible rezoning at Johnson and Rockdale St. to allow high-rise structures to be built on this land. Impacts on West Highlands community will be discussed.
 - ii. NPU-G meeting on Nov. 21 at 7pm at Fire Station #28 will include a vote on this rezoning issue. You must attend 2 meetings in order to vote at an NPU meeting.

IX. Presentation of 2014 West Highlands HOA Budget

The 2014 HOA budget was presented at the meeting reflecting increases in income and expenses. Additional income will be generated from new home sales initiation fees and assessments; overall assessment increase of \$30.00 per home; and \$50.00 **special** assessment for security to cover the cost of extending coverage. A \$125.00 separate **special** assessment is the HOA's one-to-one match with Brock Built for the amenity package design (i.e. clubhouse, pools, ball fields, tennis courts, basketball courts, etc.). By majority vote, both the \$50 **special** assessment for expanding security patrol and the \$125.00 **special** assessment for the amenity package design were approved. **Special** assessment will be due on April 1, 2014 (in lieu of January 1, 2014), also determined by majority vote. As WH grows in both land development

and in the number of homes sold, so do the corresponding expenses. The WH HOA 2014 approved budget will be posted on the WH website at www.westhighlandsatl.com.

Second to security, line items for common area maintenance increased significantly. New common areas will now be maintained by the HOA, particularly the frontage of WH along Perry Blvd (from Habershal Drive to the end of the property line on the western edge). The line item for management fee also has a noticeable increase. The new amount is more in line with the actual cost of managing a growing community. Starting last year, the Board of Advisors provided more oversight in the management of WH resulting in better recordkeeping and sustaining WH financial well-being.

The assessment receivables have decreased since the implementation of the amnesty plan which wrote off late fees and interest if a homeowner paid their arrears as agreed. Liens were placed on properties with outstanding balances in order to protect the HOA from losses in the case the homeowner sales without paying their HOA debt. Although, the collections on receivables increased the HOA cash account while reducing doubtful accounts, there are always costs associated with collections (time, document processing, legal expenses, etc.).

Additionally, there are costs related with mailings notices to HOA. Per the HOA's Declaration of Covenants, Conditions, Restrictions and Easements (CC&Rs) there are some documents that must be mailed by US Postal Service (USPS). To ensure all homeowners receive HOA generated materials, they are either mailed or hand-delivered to the property address. For homeowners who have a mailing address other than their property address will continue to receive materials via USPS mail. The HOA has been able to save on the cost of postage when there are homeowners who volunteer to hand-deliver materials to the property address which do not require USPS mailing as dictated in the CC&Rs. Posting documents on the website is another cost-saving measure that the HOA utilizes. There are printing charges associated with any mailings.

At present, the HOA is fiscally solvent. Some of the contributing factors are because WH is largely subsidized by Brock Built, Atlanta Housing Authority, Perry-Bolton Tax Allocation District and the City of Atlanta. The HOA is fortunate to continue to pay below average annual dues even with the addition of the **special** assessment. The increases in annual dues help the HOA move toward independence as the subsidies shrink. In time, the converging of dues increase and the increase in new home sales will level into a true assessment amount representative of long-term sustainability.

2014 West Highlands Annual Assessment and Special Assessment Pay Structure

- i. \$630.00 HOA annual assessment is due January 1, 2014.
 - a. Beginning in 2014, eligible homeowners have the option to pay their annual assessment in quarterly payments. Interest will accrue on balances until the \$630.00 is paid in full.
 - b. **Only homeowners who owe a \$0 balance as of December 31, 2013 are eligible for the option of paying their 2014 annual assessment in quarterly payments.**
 - c. Minimum payment of no less than \$157.50 must be received by January 31, 2014 to take advantage of the quarterly payment plan.

- d. \$157.50 plus interest will be accrued and due on April 1, 2014; July 1, 2014; and October 1, 2014.
 - e. Failure to pay the \$157.50 plus interest by any of the due dates will result in the homeowner's account placed in collections. Late fees will be applied to the account and interest will continue to accrue. The entire balance is due.
- ii. \$175.00 HOA **special** assessment is due April 1, 2014. The **special** assessment payment is an additional payment separate from the 2014 annual HOA assessment. The \$175.00 amount is due in full and is **not** eligible for payment plan options.
- a. Homeowners will receive a separate bill for the **special** assessment.
 - b. Failure to pay the \$175.00 by April 1, 2014 will result in the homeowner's account placed in collections. Late fees will be applied to the account and interest will continue to accrue. The entire balance is due.

Adjournment