



West Highlands Homeowners Association Fall Meeting
Saturday Oct.14th, 2017

Agenda:

- I. New homeowner welcome and morning refreshments
- II. Meeting call to order
- III. Open Forum
- IV. Committee Reports
- V. Community updates
- VI. 2018 budget presentation and assessment
- VII. Adjournment

Open Forum- opportunity to share any community news

- HOA is ran by our developer, Brock Built until development is 100% complete – around 2025. The Advisory Board works closely with Brock Built on community developments and maintenance

Advisory Board

- Headed by Robbie Burr
- Karla Schottle
- Matt Bommer – Security
- Wandie Bethune – Social/Grounds
- Tim Reynolds – Architectural
- Rainey Hufstetler– Communications

Questions/Comments:

- **As a new homeowner – what can I expect for Halloween?**
 - Depending on where you live in the community you can get lots of visitors. It gets crazy around Habershal Drive
 - Please join in on the fun and compete against other neighbors for the scariest Halloween House.
 - Trick or treaters usually start arriving around 4pm and last through 9pm. If you are not handing out treats, turn off your lights.
 - In the past, we've purchases trick or treat bags for kids that may not have them. If you are interested in supporting this reach out to Wandie Bethune on FB.

- Please review the [Events](#) page on FB to learn more about the **Lil' Kids Halloween Party** as well as other WH events
- **If you have questions about something where do you go? Who do you reach out to first?**
 - Sentry Management
- **How to the committees get formed?**
 - All committees are volunteer based. As the size of community has increased, we need more homeowners to get involved. Reach out to the committee lead if you are interested in volunteering.
- **It appears that much of the miscommunication occurs upfront in the buying process (promises of dog parks, pool, tennis courts, walking trails etc.) When these things don't come to reality it is frustrating. What can we do about this?**
 - Please address any issues directly to [Brock Built](#)
 - The HOA is not responsible for information shared in the buying process

Committee Reports

Architecture – Tim Reynolds

- **Fall inspections schedule for Saturday Oct.21st.** We need volunteers to please respond on [FB](#) if you can help:
- **What is being evaluated during inspections?**
 - We are looking at landscaping issues as well as any potential structural issues (wood rot, wasps nest etc.)
 - The top offenses are weeds in grass/flower beds, lack of mulch, trees overgrown and obstructing walkways. These are offenses that can result in violations
 - If you receive a notification that you may want to stain your deck or that you have a wasp nest, these are not fineable offenses, we are only pointing potential issues that you may not be aware of or something you may want to consider fixing as these could turn into bigger issues if left untreated or not maintained
- **When I received a notification that I had weeds it wasn't specific to where the weeds are - how can we be more specific?**
 - If you have questions about specifics, reach out to Sentry Management who will work with Tim. It's not feasible to take photos of 300+ home, plus it is an invasion of privacy and many people don't like you taking photos of their house
- **What if I want to make structural changes to my house?**
 - Until the HOA is in our control all structural changes need to go through Brock Built. Please reference the website regarding any [structural changes](#)
- **What about the newer areas? Are they under the same standards as the rest of the community?**
 - We will wait until construction is finished before landscaping guidelines are enforced, however the Architectural Committee may send out courtesy notices so that new homeowner can be aware of the standards that need to be maintained.
- **Are homeowners responsible for trees that maybe dying?**
 - Yes you are responsible for any trees on your property

- [Trees Atlanta](#) will be planting trees in public areas around the community on **November 18**. The trees are being donated by Trees Atlanta to beautify the neighborhood. Plantings will primarily occur on Drew Drive, between Johnson and Argule, on Habershal at the Rockdale Park crossing, and at Sanford Drive between Perry and Drew
- **I received a notification about my railing being unstained – is this a violation or not?**
 - This is not a violation it is a suggestion that you may want to consider staining to ward off potential wood rot/decay.
- **When are inspections?**
 - Inspections are pre-announced in the spring and fall. You have 10-30 days to correct any violations. There are follow-up inspections conducted by Sentry to ensure issues are corrected.
- **Who manages communal spaces – tree in park that has dead branch, broken glasses – if I notice something who do I inform?**
 - If you notice any issues please report to Sentry Management

Security – Matt Bommer

- **What’s going on with lighting?**
 - it has been an interesting battle with the city, there have been changes in city management, we have had to re-introduce plans and get started with new city officials. They have started marking the grounds to put n new light poles and work is underway.
 - The city installed all the original light poles and we wanted to continue with the city even though our neighborhood is private. We wanted consistency and for the city to be responsible for maintenance vs. the HOA.

- **If we have concerns about lighting – who we contact?**

Street Lights	Subdivision street poles except for light poles in Park	888-660-5890 Georgia Power
	Perry Blvd – high wooden poles	888-660-5890 Georgia Power
	Perry Blvd – short decorative poles	404 330 6501 City of Atlanta
	Light poles inside park	404 459 8951 ext 111 Sentry Management

- **Can we get a map of where the lights will be?**
 - City planner has that information
- **What is the timeline for installation?**
 - Installed by the end of the year – but Jan/Feb at the latest. Work is starting.
- **Is there supposed to be a light at Perry/Habershal?**
 - We can ask the city for this. This was the light that went out with the accident that didn’t get fixed

Local Police update:

- The police are aware of all of the car breaks. Continue to call the police with any issues as this will help increase local patrols in the neighborhood
 - What about speeding? Our rep will request more traffic control presence
 - Four wheelers are illegal on the roads so please report any offenses
 - Local Police contact information: 404.799.2487
-
- **When is security on patrol, what is their job and when do I reach out to them vs. police?**
 - The vast majority of security is during the day, because most people are gone from their homes during the day. We are evaluating the feasibility of having more full-time evening patrol.
 - If you see or experience a crime call 911
 - Security is here to deter crime and help keep crime down. If security notices crime they will call 911
 - Is security responsible for removing people from the park? Yes.
 - The apartments have security in the evening. It is the same company that provides our security.
 - Are security guards supposed to be in back alleys? Yes. We have instituted checkpoints they must scan specific places, which includes back alleys
 - If you are in violation of parking regulations – security will ticket or call booting company. Why wouldn't the security officer reach out to the homeowner if there is a violation vs. going directly to the booting company? Please address any specific security concerns to Mat
 - Security asked me to stop washing my car on the street in front of my house – is this within their scope? No this is a situation where they overstepped their responsibilities. There is no WH rule that prohibits car washing on the street. However, all homeowners should adhere to city guidelines on car washing when we have water restrictions.
 - **Website/parking:** We have tried to make the parking rules very clear. Please visit the [website](#) for more detailed information. Please note:
 - If you are parked on the street you need a permit. Cars in your garage/driveway you do not need a permit.
 - Any cars parked in driveways must have current tags and registration
 - You can find applications, temp event parking pass on the website
 - **Why are entrances blocked off on Perry?** Because of security concerns. We need less points of entry to keep safe. We experienced an uptick of crime in the summer as well as lots of speeding. They will not be closed permanently but we will open when we feel it is safe to do so

Social/Grounds – Wandie Bethnue

We need a ground committee? Any volunteers, please reach out to Wandie. Current updates:

- New grass in the park
- Pond- pavilion over the pond we have cemented in the bricks that have eroded

- Reoccurring issues with the playground – lots of vandalism, looking at replacing the playground with more modern fixtures, met with a vendor last week. We want to create a space for all kinds of kids – getting \$\$\$ from the school
- Pond is overgrown with weeds, will work on clearing those out
- Added trashcans & more mulching
- What is pine straw schedule for the park? 2x per year.

Social - Wandie

- Christmas decorating contest – decorate the outside of your house. Awards for both traditional and Griswold designs. Judging 2 weeks before Christmas. More information will be posted on FB at a later

Communications – Rainey

- Communications committee is newly formed and getting more organized. If anyone is interested in supporting reach out to Kara Franey
- Thanks to all those who participated in the recent communication survey. Based on the feedback our committee will be working toward implementing the following:
 - Eliminating google group by the end of 2017
 - Email will become the primary means of communications for newsletters and updates. In 2018, we will no longer distribute hard copies of newsletter, postcards etc. However, Sentry will still mail out hard copies of information (budget, information on dues, etc.)
 - Information will also continue to be populated on the [West Highlands Website](#) and our [FB page](#). We are working on towards having more updated content on the website
 - Register your email address with [Sentry](#) to ensure that you do not miss out on any important communications
 - Updated Welcome letter that will be distributed to all new WH residents (see attached)

Community Updates

WH Build out - Brock

- Brock Built role in WH is to build homes and provide infrastructure. This project goes back to 2000.
- Completed build out 31 townhouses on Westmoreland circle
- Grading out playfield and community garden. The garden will include a well and a shed. This has been in the works for many years and now coming to fruition
- AHA has transferred more land in the north 71 lots have started, pulling permits, holding off on lots of north end of Perry for now. In discussions with AHA.
- Completed 2 new phases sections – 20 lots and 78 lots. Getting next 98 lots. Called Perry annex.
- 20 lot portion beyond where the amenity package is located
- Perry Blvd- this is a city street, we've done lots of work over the years. Would like to have approval to put in a center island to slow things down or tree island. Create more of a condition where you cannot travel at excessive speeds
- We are currently at 341 houses – we are about ½ way built out for the development
- Moving forward with condos/townhouse building 109-180 units

- Streets in neighborhood – will be submitting these to the city for public dedication. AHA is working with us to get this accomplished. Currently our streets are private and they will soon be turned over to city. This ensures if there are issues the city will fix and the HOA will not be responsible for fixing broken pipes etc.
- Amenity Package – hopeful that the land transfer will take place soon
- Homes being built on Johnson road – private development – 16 homes
- Clearing on Perry Blvd – 12 houses going in there
- Plans to build sidewalks/paths connecting from Westmoreland circle to hilltop to behind the school, will be doing some grading, adding a picnic pavilion. Building a path that will continue to Proctor Creek and Perry Blvd
- Ground breaking on path to Donald Lee Holloway to Johnson road that will connect with Beltline

Questions

- **Behind the townhomes – who is going to clean up everything left behind by the construction?** The creek trail was constructed by Brock, considerable work done by Brock along Proctor Creek to clean that up. It's not perfect today, but it's so much better. Any construction debris Brock will clean up
- **Community garden – what is the estimated completion date?** No date yet. Number of different steps to be able to proceed including permitting. It's under GA Power easement, in discussions with city on what the easement regulations are, we need to understand height limitations.
- **This is first I've hear about condos – when did that come about?** Started in 2002 and a part of the master plan.
- **I've heard there may be a dog park?** Yes, we do want to do a dog park but have not started on this
- **In new development – anything more than AT & T?** Comcast will eventually come in after more homes are developed

AHA/Amenity Package

- **Who is responsible for the amenity package?** Joint ownership of HOA & Brock
- Representatives from AHA: Trish O'Connell, Tiffany Hudson
- **AHA:** We are going through a series of sharing information with various committees to ensure our public rescores are being used properly.
- **The Amenity package should get AHA approval in December.** Then AHA will submit this to HUD for approval and it should take them 45 days to respond.
- **Is there anything that will delay this? What can we do?** HUD is looking for fair market value and value added to the community. There is a high level of confidence that HUD will approve
- **If we don't get the land – will the money get refunded?** If we do not get approval for the land use and we cannot build the amenity package, yes money will be refunded and the board will have to work through those details.
- The turmoil has created lots of animosity in the community and it's not helping to grow the community – HUD needs to understand that
- **If we lease the land and build – what assurances do we have that we can keep what we built?** AHA rarely sells land and it more typical to do a lease. The leases are very long term – 75 years

- **If we have HUD approval in March when will construction begin?** Probably within 60 days of the land transfer. Construction will take 6-8 months.
- **Payment of assessment – why am I being threatened with a lien on my house or report on my credit because I’ve refused to pay for an amenity package that I’m not confident will be built?** This community voted on and approved to build the pool as well as the special assessment. Every homeowner is responsible for paying the assessment prior to the end of the
 - Based on the delays we’ve not charged late fees in 2017 – but all dues and assessments are due by Dec.31st, 2017
 - We cannot run our HOA with our dues and assessments. When people do not pay dues, it slows down improvements/maintenance that we can make in the community
- **If we don’t get people to pay – will it stop the construction of the pool?** We have about 15% of people who have not yet paid for the pools so we are about 50-60k short on what we need for the pool. It won’t stop the pool but it does stop progress to all the things want we want to do. It means we have to spend more time and resources on collections

Budget 2018 – (see attached)

- Single family dues have not increased
- Townhomes dues did increase \$25
- Still getting cost sharing from Columbia and School
- Reserves: we are not collecting additional funds for reserves at this time.

Sentry Management

New management, Brittany Johnson, bjohnson@sentrymgt.com 404.459.8951 x 51915

- We know that homeowners are frustrated with the lack of communication or the long lag time in receiving responses. As our community has grown, we have more issues and the community is aging and we need to increase the amount of support.
- We have increased the number of hours allocated to Sentry Management to respond to requests. This will go into effect Jan. 1 – they will have more hours to respond to the growing needs of this community and they will be on-site 1 day per week.

Welcome to the West Highlands community!

We're glad you've decided to make our corner of Atlanta your new home. Ours is a diverse community with a place for everyone. There is a strong sense of community in West Highlands which you'll soon discover. Moving to a new neighborhood can be both exciting and overwhelming so we've prepared some information to help ease your transition.



The West Highlands Neighborhood

Sentry Management, Inc. manages the operations of the West Highlands Homeowners Association which is governed by the Declarant, Brock Built. The appointed Board of Advisors volunteer their time to assist overseeing the daily functions and financial responsibilities of the Association and serve as liaisons between the Declarant and the Association.

A separate letter from Sentry will be sent to all new homeowners and will include supplemental information relating to the Association. Sentry Management should be the first point of contact for questions and reporting community issues.

We look forward to meeting you at our next Homeowners Association meeting which are held in the spring and fall. You can visit our community website <http://www.westhighlandsatl.com> for dates, times and locations. These meetings are a great way to learn more about our neighborhood and meet your new neighbors.

On-Street Parking

On-street parking is restricted in most of our neighborhood. To obtain a permit for on-street parking or overnight guest parking passes which allow for overnight (12:00am-6:00am) on-street parking, visit the Parking section of our community website. Please make sure to thoroughly review the parking rules and regulations to avoid any violations and enforcement actions.

Architectural Control Committee (ACC)

Our Architectural Control Committee (ACC) and Grounds Committee conduct neighborhood inspections twice each year, typically in May and October, and consists of volunteer homeowners. These inspections are meant to ensure everyone is doing their part to maintain the beauty and unique charm of our community. The greatest challenge seen is the excessive weeds in a homeowner's lawn.

The Association urges homeowners to contract with a professional lawn service company that specializes in weed abatement to avoid unnecessary fines. "Do It Yourself" homeowners tend to fruitlessly struggle in abating weeds resulting in violation fines. Additional information can be found in the "Home Exterior and Lawn Care" section on our community website.

The Association's ACC helps maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior modifications (i.e. fence installations, landscaping, alterations, remodeling, erecting other structures, painting (including repainting with the same color), etc. to ensure compliance with the Covenants and Design Guidelines. The purpose of this review is to preserve the architectural appearance of the Development and to protect the value of our homes. All modifications to the exterior of your property must be submitted to the ACC for approval before any work begins. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost.

Please make sure to familiarize yourself with West Highlands' Declaration of Covenants, Conditions, Restrictions and Easements to ensure that your home remains in compliance.

Neighborhood Updates

To receive information about the HOA and the West Highlands community please visit Sentry Management's website <http://www.sentrymgt.com> and register your contact information under "My Account." Official communications are channeled to the HOA from Sentry Management, Brock Built, Advisory Board and the West Highlands Communication Committee.

Upcoming activities and events, announcements, community calendar, documents and forms can be found on our community website <http://www.westhighlandsatl.com>.

Other information is shared through email, USPS, meetings, the community Facebook group and hand-delivery. The community Facebook page is primarily used for neighbors to connect and is not used as an official method of communication. Please use discretion when engaging on the page. When requesting to join this group, include your full name and West Highlands address for quicker approval by group administrators.

Be Vigilant

Because of the secluded feel of our neighborhood, it can be easy to forget we live in the heart of a major urban city. While we are vigilant in protecting ours/our neighbor's homes, we are not immune from crime. Please do your part by locking doors and windows, parking inside your garage whenever possible and keeping valuable items out of your vehicle when parked. Always call 911 when you see a crime in progress or observe any suspicious activity. For more security tips, please check out our "Home Security Checklist" on our community website.

Congratulations on our new house, and welcome home!

Community Connection Resources

Atlanta Fire Department

404-546-7000 Non-Emergency
For Emergencies dial **911**

Atlanta Police Department

For Emergencies or to report any incident/suspicious activity dial **911**

Atlanta Public Schools

<http://www.atlantapublicschools.us>

Westside Atlanta Charter School

<http://www.wacs.us>

Westside Atlanta Charter School is currently housed in West Highlands. This school serves Kindergarten through sixth grade as of the 2017-18 academic year, but will continue to add a grade each year until reaching eighth grade in the 2019-2020 school year. While the school is a part of Atlanta Public Schools and is tuition free, students must apply and be admitted to this school. You may enter the enrollment lottery online at <http://www.wacs.us> under the Student Life section. The school also maintains a waitlist for enrollment.

City of Atlanta Services

Department of Public Works

(Street repairs)

404-330-6333

<http://www.atl311.com>

Department of Sanitation and Solid Waste

(Pickup is on Thursday)

404-330-6333

<http://www.atlantaga.gov>

Department of Watershed Management

404-658-6500

<http://www.atlantawatershed.org>

Atlanta Fulton County Animal Control

404-613-0358

<http://www.fultonanimalservices.com>

Marta

<http://www.itsmarta.com/>

Our neighborhood is on the Bus Route 26 with stops along Perry Blvd at Odessa Dr., West Highlands Dr., the MARTA Bus Facility, and Johnson Rd. This bus route provides connection to both the Bankhead and North Avenue rail stations. The nearest rail station is the Bankhead Station located at 1335 Donald Lee Hollowell Pkwy. The Bankhead Station is located on the Green rail line and is a 7- minute ride to Five Points Station where you can connect to all MARTA rail lines.

Neighborhood Security - Protect Security, LLC.

404-481-9839

Do not contact security first for emergencies or incidents. Security provides an extra layer of watchfulness and to report suspicious activities to the proper authorities.

Northwest Branch at Scotts Crossing Library

<http://www.afpls.org/northwest-branch6>

The nearest library branch is located at the corner of Perry Blvd and Hollywood Rd and less than a mile from our neighborhood. The Northwest Branch at Scotts Crossing is open seven days a week and hosts many special events and classes for both adults and children. Library card applications are available in person and online (<http://www.afpls.org>) and are free to all residents of the City of Atlanta and Fulton County.

Sentry Management, Inc.

Brittany Johnson, Property Manager

5901 Peachtree Dunwoody Rd NE Suite B-525

Atlanta, GA 30328

404-459-8951 x51915

bjohnson@sentrymgt.com

<http://www.sentrymgt.com>

Utilities

Georgia Power

888-660-5890

<http://www.georgiapower.com>

Atlanta Gas Light

877-427-4321

<http://www.atlantagaslight.com>

West Highlands Community Website

<http://www.westhighlandsatl.com>

West Highlands - 2018 Budget with Clubhouse/Pool
340 Homes (Single-family \$1,300.00 Annually, Townhomes \$175/Month)
50 New Homes Sales - 12 New Townhome Sales
January 1, 2018 - December 31, 2018

Acct. #	Category	Consolidated Budget	SF Homes & Common Expenses	Townhomes
Income:				
4020	Assessments Common area - 309 Homes @ \$1,300	401,700.00	401,700.00	
4020	Assessments - 50 new SFH in 2018 (pro-rated)	29,800.00	29,800.00	
4021	Assessments Townhomes - 31 Units @ \$175 Mo	65,100.00		65,100.00
4021	Assessments Townhomes - 12 Units @ \$175 Mo (pro-rated)	14,700.00		14,700.00
4024	Common Area Expenses Transfer	0.00	40,300.00	(40,300.00)
4024	Common Area Expense Transfer - new sales (pro-rated)	0.00	7,200.00	(7,200.00)
4070	Resales - Initiation Fees - 15 homes	18,750.00	18,750.00	
4070	Initiation Fees - 50 Homes @ \$1,250	62,500.00	62,500.00	
4084	Declarant Capital Contribution Fees - 50 Homes @ \$1,750	87,500.00	87,500.00	
	Cost Sharing Agreement with Columbia Residential for Common			
4181	Area Usage	90,620.00	90,620.00	
	Cost Sharing Agreement with West Atlanta Charter School for			
4460	Heman E. Perry Park Usage	10,000.00	10,000.00	
4969	Allowance for Doubtful Accounts	(25,000.00)	(25,000.00)	
	Total Income:	755,670.00	723,370.00	32,300.00
Building Maintenance (Townhomes Only)				
5010	Building Maintenance	1,000.00	0.00	1,000.00
5180	Termite Bond	3,100.00	0.00	3,100.00
	Sub-Total:	4,100.00	0.00	4,100.00
Grounds Maintenance:				
6035	General Maintenance	34,000.00	34,000.00	
6040	Contracted Lawn Service	51,000.00	45,000.00	6,000.00
6060	Mulch/Pine straw	14,000.00	14,000.00	
6110	Annual Flowers/Landscape Improvements	6,000.00	6,000.00	
6118	Irrigation Maintenance	6,500.00	6,000.00	500.00
6155	Trash Removal	2,000.00	2,000.00	
6161	Miscellaneous Repairs	3,000.00	3,000.00	
6240	Tree Pruning/Removal	10,000.00	10,000.00	
6340	Lake Maintenance	6,000.00	6,000.00	
6341	Mosquito Control	1,000.00	1,000.00	
	Sub-Total:	133,500.00	127,000.00	6,500.00
Pool/Clubhouse				
7515	Pool Down payment (Initiation fees & Capital Contribution)	415,500.00	415,500.00	
	Sub-Total	415,500.00	415,500.00	0.00
Utilities				
7910	Electric	3,900.00	3,900.00	
7920	Water/Sewer	4,800.00	600.00	4,200.00
	Sub-Total:	8,700.00	4,500.00	4,200.00
Administrative/Management				
8020	Management Fee \$8.50 per lot per month	37,800.00	37,800.00	
8040	Postage	1,200.00	1,200.00	
8060	Copies/Printing/Supplies	2,500.00	2,500.00	
8080	CPA Services	3,000.00	3,000.00	
8100	Legal Expense	10,000.00	10,000.00	
8120	Insurance (Liability)	24,500.00	7,000.00	17,500.00
8121	Directors & Officers Insurance	1,500.00	1,500.00	
8190	Miscellaneous	1,500.00	1,500.00	
8271	Security	110,800.00	110,800.00	
8390	Annual Corporate Report	70.00	70.00	
8808	Communications	1,000.00	1,000.00	
	Sub-Total:	193,870.00	176,370.00	17,500.00
	Total Operating Expenses	755,670.00	723,370.00	32,300.00
9260	Reserves	0.00	0.00	0.00
	Total Reserves	0.00	0.00	0.00
	Total Expenses	755,670.00	723,370.00	32,300.00
	NET	0.00	0.00	0.00