

Oakwind HOA

Minutes of Meeting




Meeting Number: 2016-05



Purpose of Meeting:	BOD status update		
Date:	2016-05-11	Start Time:	6:35
		End Time:	6:53

Attendees:	Marcus Payne Manuel Rosas
Prepared by:	Manuel Rosas

Agenda:	<ul style="list-style-type: none"> - Review previous open items. - New Items.
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Notes:	Actions	Status
Review of previous open items		
Memorial tree - Landscaping committee met (Ginger Byrd) with landscaper to make recommendation on tree and placement. Will follow up with the Clark family to finalize plans.	Ceremony will be held on Fall	In-progress
Tennis seating and shade	Ongoing works, rain delays.	In-progress
Volunteers needed for the following committees: <ul style="list-style-type: none"> - Pool Committee (we need at least 3 more volunteers) 	Any resident that is interested please contact the BOD.	In-progress
Bike pad and rack	Rack to be installed weekend of May 13 th	In-progress
Initiation Fee to homebuyers <ul style="list-style-type: none"> - Buyer pays the initiation fee – does not cost the homeowner/seller - Helps boost the HOA budget so that assessments don't have to be increase - Helps to build the HOA reserves for future amenity maintenance, upgrades and improvements. 	BOD to meet with AIO and ROME Lawyers to initiate the works. To be presented at the quarterly meeting.	In-progress
Street signage post need maintenance/paint. Photo attached shows typical conditions in need of touch up, total of 24.	Researching if the HOA are owners of this sign poles.	In-progress
Club house exterior wood ceiling needs maintenance, to be cleaned during pressure wash; then apply sealer. <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>	Next year maintenance item before pool opening May 5, 2017	In-progress

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Notes:	Actions	Status
<p>Amenities Monitors :</p> <ul style="list-style-type: none"> - Summer season amenities monitors: <ul style="list-style-type: none"> o Laura Hand o Kyle Bailey o Nathan Bailey - Job duties description is attached. 	<p>Recently hired 3 amenities monitors for the summer season.</p>	<p>Closed</p>
<p>BOD will research the possibility to setup a sign-in system before entering the pool area.</p>	<p>Monitors will check status.</p>	<p>Closed</p>
<p>Graduation Banner</p>	<p>Thank you Jennifer Bramlett for collecting all the info and Mike Bailey for the design.</p>	<p>Closed</p>
<p>Non-residents tennis players fee for 2017 seasons, it was agreed that a fee for non-residents who are part of a tennis team registered to play at Oakwind will pay a \$25.00 fee per year. All current tennis captains have agreed. Based on other communities this is very common.</p>	<p>Tennis captains to submit the team rosters to cross check number of non-residents. And submit check to Oakwind HOA.</p>	<p>Closed.</p>
<p>Fix leaning fence outside at south side of Antioch rd.</p>	<p>MR will repair this weekend.</p>	<p>In-progress</p>
<p>No soliciting new sign? A proposed sign with the wording: “No Soliciting, no door to door, no handouts, Flyers or Leaflets” to replace existing sign near the bulletin board.</p> 	<p>Quotes and design.</p>	<p>In-Progress</p>
<p>It has been proposed to initiate a rental fee for the club house usage. This will be discussed next meeting. This is also common on other communities.</p>	<p>To be presented at the Quarterly meeting.</p>	<p>In-progress</p>
<p>Current sidewalk along east side of tennis courts, the current shrubs are blocking 25~30% of the existing concrete sidewalk, it is proposed to remove the shrubs on that section.</p>	<p>In-progress</p>	<p>In-progress</p>
<p>NEW ITEMS</p>		
<p>Needed volunteers for the Pool Committee. At least 3 more for the summer season.</p>	<p>If someone is interested please contact the BOD</p>	<p>In-progress</p>

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Wall pack pointing to the back of the parking lot is non-functional, Electrician recommends to replace unit, BOD suggest to replace all exterior existing units with LED type. 2 quotes received and under review. Both quotes include replacing all light fixture with LED.	Quotes under review.	In-progress
Aged Accounts and fees / collections stage	Few homeowners are still behind in paying their dues and all have late fees accumulated.	In-progress
Financials – expenses from 2015 need to be placed and marked as separate lines of the 2015 budget/expense report	AIO to revise the lines in the expense report	In-progress
There is a possible home owner that would like to join the HOA as officer to help out, it will be appointed as an officer starting June 1 st .		In-progress
AIO compliance letters revise the contents “remove the violation wording” for the initial letter. Need to make this notification friendlier to avoid frustration from our home owners.	All compliance letters are on hold, no mailing will be send without prior authorization by the Oakwind BOD.	
Dog leash law and pick up after dogs, this is common issue around the neighborhood and common areas.	Post reminders in Oakwind website as well as the public site of Nextdoor neighbor.	Closed.
Restock items: Dog bags, light bulbs (change to LED?), trash bags both sizes,	Items to be purchased as needed.	In-progress
Quarterly HOA meeting scheduled for June 6, 2016 at 7:00pm @ Oakwind’s clubhouse.		Closed.
Next BOD meeting to be held on May 25 th at 6:30pm, All committee members to join to prepare for the quarterly meeting.	All committee members to join.	Closed.
Meeting adjourn at 6:53 pm		
End of Document		



Oakwind Pool Club House information

6159 Windflower Dr, Powder Springs, GA 30127

GENERAL ALL AREAS

- Ensure each group/guest is either an Oakwind resident or accompanied by a resident.
 - o Home owners not current with their annual fees:
 - 1st time a courtesy verbal reminder to please contact All In One.
 - 2nd time the use of Oakwind amenities will be restricted until home owner is current.
 - o Unaccompanied non-residents:
 - All access is restricted
 - Do not involve in a discussion, call the BOD or Cobb County Police (770) 499-4185.
- Emergencies:
 - o If someone is in danger call 911. Give the address stated in this document.
 - o Non-emergency call Cobb County Police (770) 499-4185.

POOL AREA

Daily activities:

- Pool contaminations or malfunctions contact the following in order.
 - o Contact DC Pools (770) 262-0092, explain the situation.
 - o Contact Oakwind Board members (404) 644-9476.
 - o Contact Pool Committee (404) 610-5713.
- Monitor activities of guest at the pool, ensure the pool guidelines are followed.
- Straighten chairs, tables, unfold umbrellas at closing time and or during severe weather conditions.
- Collect trash from cans at closing time and dispose at the roller bins.
- Manage lost and found items placing them inside the plastic bin near the phone. If valuable items are left behind contact the BOD and secure the valuables in the storage room.
- Restock supplies at bathrooms, turn lights off and lock bathrooms at closing time.

PARKING AREA

- Collect trash around the both sections of the parking area and surroundings.
- Lock parking gate at closing time.
- Cars parked after closing time:
 - o Non-permit parked cars contact the BOD and report tag number, model and color of the car. The BOD will call for towing services.
 - o Previously authorized car parking permit, a list will be provided with model and color of car.

Oakwind HOA

Amenities Monitor Job Description



BASKETBALL / PAVILION / PLAYGROUND

- Collect trash in the surrounding areas.
- Manage lost and found items placing them inside the plastic bin near the phone. If valuable items are left behind contact the BOD and secure the valuables in the storage room.
- Ensure guidelines at the basketball court are followed.

TENNIS COURTS

- Ensure gates are kept closed.
- Collect trash from plastic bins.
- Monitor the use of light after dark, turn off light at closing time that is 10pm. Unless a tennis match is ongoing you will need to notify the players about the time and DO NOT turn the lights off.
- Ensure guideline for the courts are followed.

WEEKLY ACTIVITIES

- Trash cans rolled out to curbside on Tuesday evenings at closing time.
- Trash cans rolled back on Wednesday's after collection from disposal services.

OTHER

- Schedule and rotation to be discuss every two weeks.
- Open schedule as needed for special events.