



Brandon Acres Homeowners Association

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Board of Directors Meeting

Board Members:

President: Jennifer Hagen

Vice-President: Joe Walker (not in attendance)

Treasurer: Mandi Brodsky

Secretary: Mary

Director of Architecture: Vacant – open position

Director of Committees: Vacant - open position

Meeting Date: November 8th, 2023 at 6:00pm, via Zoom

Meeting Agenda:

- Opening comments
- Approve previous meeting minutes
- Announcements & status reports
- Old business
 - Treasury & Budget review
 - Violations & Citations
 - Property Management
- New business
 - Roles & Responsibilities of Board Positions
 - 2024 Annual Election Nominations
 - 2024 Project prioritization
 - Contact List / Directory
 - Website changes
- Calendar
 - Next meeting
 - Upcoming Election
- Closing comments

Meeting Minutes:

- Jennifer opened the call and started the meeting by going over the meeting agenda. She explained each bullet point in clear detail and asked if any of us had anything else to discuss during the meeting.
- Prior to the meeting, Jennifer asked the board if we approve of getting a designated cell phone for the HOA. We all approved this decision. Jennifer shared the new contact information and asked Mary to have it added to the website.
- Jennifer reported that the old HOA website was still active, and the new website was not showing up. Mary said she would make sure to work on the website the next day to make sure it was corrected. Mary asked Jennifer if she would like to have access to the backend to help manage the new “chat” feature and Jennifer accepted. Jennifer suggested clearing the cache on your computer to access the new website.
- Jennifer reported and introduced a new “Annual Budget Tracker” she created for the HOA. Jennifer showed us the proposed budget for 2023, along with the expenses and income for Brandon Acres. Jennifer suggested brainstorming ways to raise some money for the HOA. The pool and tennis courts need extreme repairs, and it will be costly. Jennifer also explained the expenses to winterize, repair and clean the pool. The board will decide very shortly if we want to repair it now or wait till February of 2024.
- Jennifer reported that she reviewed the HOA management company proposal and cost is a worry. Jennifer stated we should keep making strides on our own to self-manage the HOA and gave recommendations of what changes are needed. The board will revisit the idea down the road if circumstances change and we feel it to be necessary.
- Jennifer reported that she plans to write a new “simple” message on the white board at the front of the neighborhood for people to read as they are entering. Ideas such as “SLOW DOWN” or “VISIT WEBSITE FOR UPDATES” were discussed.
- Jennifer stated that she would like to draft a letter to advertise/motivate the neighborhood to be involved in the HOA and HOA election. Jennifer suggested adding one liner descriptions for each HOA position in the next newsletter to help fill the open positions. Jennifer has been making plans for the Annual Meeting and election, and the board discussed timing and location details. Jennifer asked if we plan to run in the next board election. Mandi would ideally like to step down due to her schooling but will stay on for the time being. Mary would like to continue her position.
- Jennifer presented the updated contact list and reported the percentage of homes in the neighborhood for various statistics. For example: 19% are rental homes, 13% are non-HOA members and 27% of members currently have a past due balance. Jennifer reviewed the list of neighbors who would be eligible to be on the board and suggested fellow board members reach out to their neighbors to help fill open board positions. Jennifer will send out the list to the board members of possible HOA candidates.

Action Items:

1. Mary will give Jennifer permission to the back end of the website.
2. Mary will delete the old HOA website and make sure the new one is working correctly.
3. Jennifer will send the list to the board of possible HOA board candidates.
4. Mary will add description lines to each board position on the next newsletter.
5. Jennifer will connect with Joe and fill him in.
6. Mandi is to locate any additional documents regarding the HOA's finances that would help the ongoing process of creating the new budget.
7. Moving forward, until further notice, HOA meetings will be on the 2nd Wednesday of each month. The next meeting will be December 13th, 2023.
8. Annual meeting will be on December 16th, 2023 at the pool

Meeting adjourned.