

RPMIA/Riverbend Plantation HOA 2023 Annual Meeting Minutes

The Annual Meeting of RPMIA/Riverbend Plantation HOA was held on January 24, 2023 at 6:00 pm at Bonaire Church in Bonaire, GA.

Current Board members in attendance were: Roberta Niedt - President, Wendy Chadwell – Vice President, Anthony Robinson - Secretary, Julie Russell, Jennifer Alderman, and Richard McIntosh – Alternate.

AGENDA

Call to Order/Quorum

The meeting was called to order at 6:09 pm by Roberta Niedt. A quorum was established through the attendees and proxies.

Legal Overview

In accordance with the Covenants and By-Laws, each lot is entitled to one vote. If more than one member from a lot is in attendance, only one vote may be cast. In accordance with the legal documents governing the subdivision, the Board consists of five members and an alternate, elected by the Homeowners each year for a term of one-year.

Financial Report

The 2022/2023 Budget was presented to the attendees. The 2022 Balance Sheet, 2022 Actual/2023 Budget, and 2022 Deferred Maintenance/Capital Reserve expenditures were presented to the Homeowners (see attached).

- There are two significant differences in 2022 Budget and 2022 Actual.
 - Legal Expenses. The HOA did not require legal assistance. However, the same amount is budgeted for 2023 as engagement for liens and covenant violation letters is anticipated.
 - Deferred Maintenance and Capital Reserve were adjusted. Budget amount was \$9400.00 split equally. Actual is \$33,967.00. This is primarily related to dues: collecting past-due Annual Assessments; collection of late fees; and billing of 2023 dues on December 1, 2022.

- An explanation of Deferred Maintenance and Capital Reserve was given. The total excess amount is equally divided between these two accounts. They provide available cash as part of HOA Assets, to allow for unexpected maintenance (not part of the annual budget), improvements, replacements and new purchases. It is important to

build this account to ensure the HOA has funding when major un-programmed repairs or purchases are required.

- The 2022 Deferred Maintenance/Capital Reserve spreadsheet was reviewed. \$30,097.53 was expended. This was not part of the regular budget. Capital Reserve funds were used for: new pool furniture; replacement items for the bathrooms; front entrance lighting; deposit on new playground equipment; and Christmas lighting for the Entrance. Deferred Maintenance funds were used for: the septic system (clean-out and new pump); irrigation repairs; deposit on playground repairs; Clubhouse painting.

Note: an adjustment was made to the DM/CR report, moving irrigation repairs from CR to DM.

Old Business

2022 Projects

The primary focus was on safety and improving the overall aesthetics/appearance of the subdivision.

- Playground: Finally tracked down the company that makes the playground equipment. Contracted for repairs to include replacement of missing/damaged parts.
- Entrance Lighting: Complete! Included electrical engineer to run electric to 3 walls. A new meter box was put in, outlets were installed on each wall, and installation of up-lighting on the walls.
- Front Flower Beds: Were enhanced by raising the small beds in front of each wall and planting flowers that include planting in the Spring and Fall.
- Clubhouse: Dead plants and bushes were removed. Added flowers.
- Front Entrance Christmas Decorations: New lights on the walls and ground lights around the flower beds. Added lights to the wreaths & garland.

New Business

Legal

Attorney engagement is anticipated in 2023. This will include: Covenant Violations and Late Dues & Liens

Committee Reports

Food Truck 2023 Line-up: Ruby Russell and the Board will coordinate Food Truck Thursday. Many thanks to Dawn Morgan who has been handling it since COVID. The HOA looking for feedback and input on who you liked, didn't like, and new food truck suggestions. Smoke South Catering is scheduled throughout 2023 for once per month.

Social

2022 – Easter Egg Hunt, Riverbend Live, Santa Tony. A big thanks to Eric & Jennifer Gotrich for handling Santa Tony and having a craft table again.

2023 – Easter Egg Hunt, Riverbend Live, Block Party, Santa Tony

Clubhouse Rental

2022: 30 rentals. **2021:** 14 rentals.

Cleaning – The Clubhouse is cleaned after each rental. This covers basic cleaning associated with the rental (floors, countertops, bathrooms, etc.). It became apparent that the Clubhouse needs to be deep-cleaned throughout the year. Dust and bugs collect when it sits for long periods of time. It will be deep-cleaned at least 4 times a year. This will include baseboards, blinds, window sills, under furniture, etc.

ACC

One Board Member and one Homeowner have been actively involved in reviewing and approving requests. One more Homeowner is needed on the Committee to replace the Developer.

Covenant Violations

The Board's approach is to respond to complaints. It does not drive around looking for violations, but if something is obvious or egregious, a notice will be sent. It **MUST** respond when a complaint is received. Trends continue to be boats, campers, utility trailers. Seven violation letters sent last week alone, excluding utility trailers.

Covenant violations were discussed in detail. Specific homeowner questions were addressed. The covenants are clear regarding most issues. The Board indicated that if anyone has a request for extenuating circumstances, they should email the Board. The Board will consider the request and provide a response.

Grounds & Maintenance

New Landscaping Company. The Board contracted Paulk Landscaping and is very happy with the services they provide. They're a one-stop-shop that is staffed and equipped to handle nearly every facet of our grounds & maintenance needs (lawn care, weed control, landscape design, landscaping, hardscaping, lighting, sprinklers, etc.).

It was a very busy year in terms of Maintenance:

- **Plumber:** Inside of the Clubhouse included a leak in the sink. Outside of Clubhouse included repairs to the water fountain, new showerhead, and excessive water collecting in the parking lot. Pool area included a repair of a pipe to the pool drain.
- **Septic:** Septic system stopped working. Needed to be emptied and a new pump was installed.
- **Electrician:** Safety inspection after a possible lightning strike
- **Security Cameras:** Unit needed to be replaced after possible lightning strike
- **Pool:** Ongoing repairs and replacement parts. The pump was replaced. The chlorine lines were replaced.
- **Power Washing:** Clubhouse and the parking lot
- **Sprinklers:** Repairs at the Front Entrance and the Clubhouse
- **Painting:** the Clubhouse. Will likely need to be done every 2 years
- **Roof:** Replace shingles. Will probably need a new roof in the next 1-2 years.
- **Basic Maintenance:** In addition to all this, Anthony handles putting the garbage out and picking up the trash cans every week. He replaces the air filters in the clubhouse, lights in the exterior bathrooms and recessed lighting in the Clubhouse.
- **Pool Furniture** – New! Assembled, put out for the summer and picked up at the end of the season.
- **Replacing items:** Purchased New Umbrellas. Purchased new garbage cans, and paper towel dispensers for the exterior bathrooms

2023 Projects

- **Playground: Repairs** will be done and two Double Bay (4) bigger swings will be installed.
- **Pool Furniture:** 2 new tables to replace broken tables
- **Exterior Bathrooms:** Getting a quote to install vinyl walls in the bathrooms. They can be easily maintained (washable) and are more resistant to damage,
- **Security of Playground:** There has been an increase in after-hours activity, at the playground. In the last couple of weeks residents have found condoms on the ground. The Board received a couple of suggestions to mitigate the problem and has already started looking at options. The Board is meeting with a Flint Energies Engineer on February 7, 2023 to discuss installation of a light(s) at the Playground to deter teenagers from hanging out there. This is the cheapest alternative because Flint will run the electric and install the pole and light. A timer can be installed. The Board's duties and responsibilities include oversight, it is not the maintenance crew, and the HOA doesn't have one to call upon when this happens. A Homeowner recommended installation of a glove or dog waste bag dispenser to be utilized for this purpose.

HOA Webpage

There was no response for a webmaster to work on the HOA Page. The Board has hired someone to update, make minor changes to, and launch the page. The biggest service is adding the ability to pay the Annual HOA Assessment online.

Pool

The pool will open for the Season at the end April and will remain open until end September/mid-October.

Daily Open/Close: Last year two of the Board members along with Alan Hickey, opened and closed the pool, six days, every week, from April through mid-October. This includes the gate and two bathrooms. The Board is neither responsible, nor paid, to provide this service. It wasn't until recently that the pool needed to be locked in the evening due to unauthorized use and vandalism. A Houston County Sheriff's Deputy recommended locking the gate at night. Even though there are signs posted, it makes it much easier to press charges and prosecute if it's locked.

The Board is looking at options for managing the pool gate and the exterior bathrooms. A short-term solution is to establish a pool committee who will be responsible for opening and closing the pool each day (Tuesday through Sunday) at 10am and 8pm. The Board is looking into installing electronic locks that can be controlled from a cell phone.

Board Elections

Richard McIntosh was willing to step down to allow a new Homeowner to be on the Board. No nominations were received. Richard agreed to continue to serve. Dawn Morgan presented the slate of officers for 2023. The following individuals were nominated and voted into office:

Seat 1: Roberta Niedt
Seat 2: Anthony Robinson
Seat 3 Wendy Chadwell
Seat 4: Julie Russel
Seat 5: Jennifer Alderman
Alternate: Richard McIntosh

The meeting adjourned at 7:24 pm.