

Annual Homeowners' Meeting – Virtual Thursday, 28 May 2020

1. **Quorum and Call to Order.** The Glenleigh Homeowners Association (GHOA) Annual Homeowners Virtual Meeting was called to order by Warren Parrino, Member of the Board of Directors (BOD), and President, by way of GoToMeeting, hosted by Stephen Williams, homeowner and Pool Committee Chairman, at 7:10 PM, Thursday, May 28, 2020. This action was based upon determination of a Quorum of homeowners (minimum of 25% or 23 of 90 lot owners) present by login to virtual meeting or by proxy. (Roster of 33 attendees attached).
2. **Authority and Notification.** In accordance with the GHOA Covenants, Exhibit 'D' (By- Laws), Article II, no more than 30 nor less than ten calendar days prior to the Glenleigh Annual Homeowners Meeting, required notification of the meeting, along with its agenda and a proxy form was distributed to GHOA members and residents. (Attached). This year, due to COVID, the meeting was delayed, as specified in the notice, until such time as the Board could either comply with large gathering restrictions or hold the meeting virtually. A virtual meeting was deemed necessary this year due to the COVID restrictions regarding large gatherings. (COVID guidelines and virtual meeting notice attached).

3. **Roll Call.** (Board of Directors, Officers, Activity Coordinators, Committee Chairs)

• Warren Parrino	Member, BOD, and Officer (President)	Present
• Steve Gigantiello	Member, BOD, and Officer (Vice-President)	Present
• Pricila Colas	Member, BOD, and Officer (Treasurer)	Present
• Laurie Bush	Officer (Secretary for the Board)	Present
• CB Statham		
• Beatriz Sims	Co-Chairs, Modifications Review Committee (MRC)	Present
• Lawrence Williams	Chair, Grounds Committee	Present
• Stephen Williams	Chair, Swimming Pool Operations	Present
• Bob Bush	Chair, Tennis Operations	Present
• David Wyatt	Chair, Data Services and Security	Present
• Joy Edwards	Chair, Social Committee	Present
• Derek Nowatzki	Chair, Neighborhood Watch	Absent
• Steve Gigantiello	Chair, Newsletter	Present

4. **AGENDA**

1. Quorum: Due to the virtual meeting, sign in was taken via the logins by the homeowners; Laurie Bush created a roster out of the logins and collected the signed and dated Proxy forms. Warren Parrino, President, determined we had a quorum. Meeting held as scheduled.
2. Introduction of Directors, Officers, Committee Chairs.
3. Members were asked if there were any other nominations for Board positions and there were none. No presentation of new candidate for board at this meeting.
4. There was no election of new officers to the board at this time.

5. **Finance and Budget Report** – Budget for FYE2020 and proposed budget for FYE2021 were presented by Pricila Colas, Treasurer.
 - Pricila reported that the past year was under budget in some areas and over budget in other areas, due to unanticipated non-expenditures or over-expenditures, with the impact that we came in under budget overall.
 - She explained that our projected income for the upcoming fiscal year is down by \$3,125 from facility memberships and \$600 from one homeowner not yet paid.
 - Pricila reported that our proposed budget this year has been adjusted to allow for the decrease in expected income until such time as we are more certain of the future. All non-critical capital projects have been put on hold, pending full projected income.
 - Discussion ensued about the facility memberships – timing of notices for renewal (February), membership fees (\$625 renewals; \$625 + \$100 initiation new). Laurie Bush reported that we currently have only two-thirds of our allotted roster of facility members (9 of the 15 renewed; 1 new facility member from the waiting list) for this year. Those on the waiting list have all been contacted; anyone interested in facility membership can email secretary@glenleigh.com.
 - A proposal was made to hold the membership at the current number of 10 already signed up for this year, due to the uncertainty of how COVID will affect the pool capacity and our ability to maintain COVID guidelines; membership approved this proposal, contingent on monitoring the COVID situation and the activity at the pool.
 - One item of note – the hiring of CMS is an added expense under the line item of Outside Contract Services.
 - The budget was reviewed, voted on and approved by the membership, contingent on it being adjusted to reflect the lower income from facility members, pending any changes in facility memberships over the upcoming months. (Copy of budget and budget summary attached).

6. **Committee Reports:** The committees work within our neighborhood in conjunction with the Board of Directors to manage various operations and activities of the Glenleigh community. Committees are comprised of volunteer homeowners, and they can always use your help. To join a Committee or assist with their efforts, please send an email to any of the groups listed below, board@glenleigh.com, and /or volunteer during the meeting.

MODIFICATION REVIEW COMMITTEE (MRC) – mrc@glenleigh.com

Lesley Hudson, Beatriz Sims, CB Statham, Larry Davis

Co-Chair Beatriz Sims reported that the MRC was established to ensure that any exterior changes to homes and/or yards in Glenleigh would go through an established application process in keeping with the Covenants to which all homeowners have agreed.

- Members of the MRC review each application, consult the covenants, and provide a response. They are also available to lend advice and make suggestions that will be helpful to the successful completion of improvement projects. The goal is to preserve Glenleigh, in spirit and in fact, as the community envisioned by its developer, John Wieland Homes, over 35 years ago.

There have been several notable accomplishments in the past year:

- Thirty-three applications have been received, with thirty-one of them having been approved. Those not approved were referred to the Board for a final determination. One was approved by the Board. The other is still pending.

- A management company, CMS, has been hired to monitor Covenant compliance on a monthly basis and inform homeowners of problems on their property. The MRC has appreciated being able to work with fellow homeowners, the majority of whom are very cooperative and appreciative of the work being done for the benefit of the entire community. The work of CMS, coupled with that of the MRC, and with the full support of the Board of Directors, will provide for a bright future for Glenleigh. Homeowners will be able to live in a beautiful neighborhood, and experience a significant return on investment when they sell their homes. It is imperative that these three entities work closely together, in continuous communication, in order to achieve this common goal.

The Board thanked the MRC for their diligent and long term of service and noted that three of the current MRC members – CB Statham, Beatriz Sims, and Lesley Hudson - are stepping down as of 1 June. Three homeowners have already stepped up, agreeing to be on the MRC: Krystal Barillari, Hilary Waldo and Ginny Parrino. Bart Quisenberry also volunteered to be on the MRC, bringing the MRC committee members to a total of 5, including Larry Davis. We thank all of those who are so willing to help.

- Beatriz reiterated that the current MRC is making recommendations regarding establishing a strong working relationship between the MRC, CMS homeowners, and the Board. Effective communication is critical to the success of the MRC. Even though homeowners do get a copy of the Covenants when they move in, the MRC has observed that many new homeowners are still not familiar with the Covenants. We see a need to continuously make the community aware of the process. The MRC took pride in their work and were very happy to be a point of support; loved the impact they had and the collaboration and support they received. Their work was never about their own personal opinions of what should be done; it was about the Covenants. It is bitter sweet that she, CB and Lesley are stepping down. They are excited about seeing the changes to come.
- Also, of note - The assessed value of homes is now in the high \$300,000's. Glenleigh is commanding a significantly higher selling price than similar others of the same age as ours. The MRC does help preserve our property and keep Glenleigh a positive place to live. A lot of new subdivisions are coming up, so it's important to maintain the integrity of our own subdivision.

POOL COMMITTEE – pool@glenleigh.com

Stephen Williams

Stephen gave a huge thank you to those who have been to the pool; everyone is being great about following the rules in this new environment; people have exceeded expectations. The swimming pool is one of the key amenities in Glenleigh, offering residents a quality recreational experience. The upkeep and maintenance of the pool is a never-ending task and the committee does an outstanding job taking care of our greatest community assets. As you can see, the 'committee' is comprised of one person who has been willing to take on this huge responsibility! Please email pool@glenleigh if you are willing and able to help Stephen with this job.

- Filter Maintenance will commence in the coming weeks which will cost about \$1,400
- We were able to fix a leak in one of the valves in the pool system ourselves, saving about \$900
- We were able to repair a broken hose in the water fountain, saving \$750
- Preliminary plans for keeping members safe this season include:
 - Requiring pool-goers to bring their own disinfectant and wipe down everything they use before and after use.
 - Maintain at least a 6-foot space between those with whom you do not live
 - Wash hands often.

- No parties until further notice
 - No shared pool toys. Bring your own toys in and out of the pool area
 - Designated spaces to help maintain social distancing
 - Lower maximum number allowed in the pool area
 - Signs regarding the COVID mandates have been posted.
 - Masks are advised when on the pool decking
 - An email was sent out with specific details and guidelines about the COVID guidelines – please read that email again and help keep our community safe
 - Additional adjustments may be put into action as we see a need for them
- The baby pool is leaking more rapidly, and we will have someone out to look at it on July 1 to determine what will be needed to repair it. This had been an ongoing issue over the past few years that has now reached a point at which we have to repair it before filling the kiddie pool.
 - All non-critical pool expenses are currently on hold pending current budget constraints.
 - Capital expenses when we have the funds include: resurfacing the pool area, adding in more new chairs. However, we are curtailing those kinds of expenses until we are in a more secure financial environment.
 - The pool will be inspected at least once, unannounced, during the pool season. Cobb County Inspector did not indicate there will be additional inspections for the COVID situation. Pool inspector said that Amy and Derek did an amazing job.
 - Pool sign in sheet is there, so please sign in when you come. This is a requirement in case someone becomes ill for notification of those who may have been there while that person was there. We also have the key card system as another way to track who was there.

TENNIS COMMITTEE – tennis@glenleigh.com

Bob Bush

The tennis courts are our other key asset in the neighborhood, and their upkeep is an ongoing task to make sure they are in prime condition.

- Entrance card system was repaired in 2019.
- Since the repaving of the courts 4 years ago, cracks have started to develop. In order to extend the life of the courts, all the cracks were repaired (filled in) and repainted.
- Torn net was replaced and the broken net fastener was replaced.
- One light is out but has minimal effect on evening/night play, so will not go to the expense of replacing it until we have more lights out.
- There will be no new tennis projects anticipated for the upcoming year unless something breaks, except for the possibility of expanding courts for multi-use, such as pickleball and basketball.
- Pickleball has already been played on the courts; people brought their own tape system and removed the tape, with no damage, when they were done.
- Discussion about multi-use courts ensued. Bob will research costs and logistics, including any negative impact on either the courts or tennis play. Roller skating is prohibited due to the damage the skates can create to the courts. Some concern from the membership about whether a multi-sport court will restrict/interfere with those who want to play tennis. The Board said that if it becomes a multi-use, we will need to come up with a sign up solution to manage this and also have to consider the impact it would have on tennis playing.

STRUCTURE AND GROUNDS – grounds@glenleigh.com

Lawrence Williams

The maintenance of Glenleigh's commons area grounds and landscaping is coordinated by a committee of fellow homeowners, and are funded by our annual dues. As you can see, the 'committee' consists of one person – Lawrence Williams. If you are willing and able to assist Lawrence, please email him at grounds@glenleigh.com. We all play an important part in keeping Glenleigh a pleasant, well-maintained community. The Grounds & Landscaping Committee always welcomes help with upkeep projects, or to report any damage / improvement suggestions to landscaping in common areas such as the entrance and around the pool and tennis courts.

2019 Projects

- Maintained lawn service with the current company – Ruppert
- Installed new shrubs and perennials at neighborhood entrance and exit
- Completed the drainage work on playground – this was the big project this past year

2020 Projects

- Re-signing contract with Ruppert at same cost
- Replaced mulch in playground
- Completed minor repairs to swing set
- Installed new annuals and pine straw at neighborhood entrance and common areas

Planned/Ongoing Projects – pending current budget constraints:

- Establish sitting area near playground with table and mulch
- As needed, remove trees or limbs
- Continue Lawn of the Month program – take a look around the neighborhood to see who has been awarded this 'honor' each month

Questions and discussion from the membership:

- Some areas in the commons area are not being mowed or sprayed – Lawrence reported that Ruppert had some issues with a truck accident but are back on track with that, so you should see improvement.
- Warren mentioned that the playground and commons area are not a dog park; please do not allow dogs to do their business in this area in order to protect our children who play in this area. Also, please clean up after your dog in all areas in the neighborhood. Laurie will send out another email reminding people to scoop the poop no matter where you are walking your dog/s.

DATA SERVICES AND SECURITY – web@glenleigh.com

David Wyatt

IT Security is an important part of Glenleigh operations, maintaining all of the GHOA email and website domains, internet security protocols and the vital swipe-card system at the pool and tennis courts.

- Busier year than most for security cameras with several incidents; trash bomber hunting, porch pirate, and pool parking lot litterers
- We had a video when someone shimmied up the pole and stole our street sign. About a week later, the sign 'mysteriously' returned.
- License plate reading camera moved to island, works much better now with clear tag pictures.
- Considering a camera move to the entrance to get a better view of vehicles entering the subdivision. Need to run power and video line under the road but pipe is already installed.
- Pool and tennis court key card system is solid and worked through another year. I've been expecting it to fail for many years now since the technology is getting old, but it keeps on going. The system is made up of a control unit, scanners, mag-locks, and key cards. If there is a failure, we'll only need to replace the failed component(s), not the whole system.

SOCIAL COMMITTEE – social@glenleigh.com

Joy Edwards, Valerie Riley, Adena Williams

- Over the past year the social committee has organized an Easter Egg Hunt, pool parties, neighborhood garage/yard sales, a fall festival, holiday gatherings, and other events. Attendance to the social activities has more than doubled. Last year we added an Adults Only event that was very well received and attended. We intend to continue to organize events that will entice families with and without children to come out and meet their neighbors.
- Due to the current COVID-19 constraints with large gatherings, the annual Easter Egg Hunt was cancelled, and all other plans involving gather have been put on hold until we receive guidance that it is considered safe to have group parties. Once the budget is approved, we will have an idea of what we can do to keep the community engaged and participating with each other.
- As a tentative step into seeing what can be done, social is organizing a Kona Ice evite Sunday 31 May 5pm; they will be putting tape out to help with the physical distance; please be respectful so we can see what we can do while remaining compliant.

NEWSLETTER – news@glenleigh.com

Steve Gigantiello

The Glenleigh newsletter highlights upcoming events, important info and other goings-on in the neighborhood. Homeowners are encouraged to submit ideas for anything you would like to see covered in the newsletter.

- Would like to get out a newsletter the first week in June. If anyone has anything to put in it, please let him know. Would like 4 newsletters a year; another in September and another in December.
- Need another volunteer to help collect info/material for the newsletter and possibly help write the newsletter.

NEIGHBORHOOD DIRECTORY

- This committee is vacant and needs a volunteer to keep it updated regularly. Laurie Bush has the information but needs someone to format it in order to distribute it via email to the community.
- We need to know who our neighbors are and how to get in touch with them.
- Peggy Volrath volunteered.

MAILBOXES

- This committee is vacant and needs someone to spearhead a project to study current mailbox design and work with the MRC to maintain the spirit and look of the community. Our mailboxes are getting old and many are in need of repair or replacement. Our current ones are no longer manufactured. Please reach out to anyone on the Board if you would like to help with this project.

NEIGHBORHOOD WATCH – watch@glenleigh.com

Derek Nowatzki

- Laurie reported for Derek, who is busy celebrating 28th anniversary.
- Volunteers are needed for Dunaire Court and Glyndale Trace cul de sacs
- Volunteer to create a list of Ring Devices and home security cameras that we can reach out to if needed when events such as theft or vandalism occur
- Our last non-emergency call to Cobb County Police Department (CCPD) had a response time of 8 minutes for a pool parking lot situation.
- Use phone number 770-499-3911 for non-emergency calls to the CCPD
- During the meeting, we got volunteers for both cul de sacs: Larry & Monica Davis – Glyndale Tr; Tony & Peggy Volrath – Dunaire Ct.

7. **Other business:**

- Membership asked what the policy is of external buildings on homeowners property. The Board said to send MRC an email about external buildings & the new MRC will address.
- Beatriz responded that historically, the idea of an external independent building is not part of the Covenants, especially if you have a property with an exposed view. MRC has historically said these are not in compliant with the Covenants. Lawrence was asked to please have whoever is asking to send the Board/MRC an email anyway in order to encourage interaction / communication with the MRC.
- Burn Ban – We are in compliance with the Cobb County Burn Ban which is in effect from 1 May – 30 September. Recreational fires such as a fire to roast marshmallows/have a fire pit is ok; but burning leaves and other outside yard waste is not allowed.
- Jon Hathorn said that American Disposal will resume picking up yard waste 1 June. Monica Davis said Green Disposal is cheaper and runs on time. Discussion about other options ensued. Reliable Sanitation uses a smaller truck and takes most anything; charges \$24.50/month. They used to have about 25% of the neighborhood; changed ownership/management. They do not do recyclable in Mableton, supposedly due to lack of number of customers.

- Welcome to new neighbors since our last meeting: Enrique and Caitlyn Samson and Tony and Peggy Volrath.
- Laurie will send out an email reminding people to sign in at the pool, to scoop the poop (although we don't know how to address the offenders who might not live in our neighborhood – open for suggestions on how to address this), and re the burn ban.

Thank you to everyone for participating in our first virtual by necessity annual meeting and helping us meet our quorum.

Adjournment: Meeting adjourned at 8:30pm.