



## Meeting Minutes

### Tributary at New Manchester HOA

#### Community Meeting

6:00 PM-Thursday June 13, 2024

Village Activity Center

3240 Darby Drive Douglasville, GA 30135

#### Board Members

- President-Vicki Potter
- Vice President- Terrance Maze
- Treasurer-Chandra Winford
- Secretary-Jeanette Phillips
- Board Member 1- Fielder Roberts
- Board Member 2- Kamilah Henry
- Board Member 3- Mario Cooper

#### Call to Order (1 Min)

President-Vicki Potter – Call to order 6:07 Min)

- A. Minutes from May 16, 2024 HOA Executive Session
  - a. Motion to approve: Mario and Terrance motion to approve
  - b. All approved
- B. Welcome from the president and explanation of board responsibilities

#### 1. Violations - Chair Mario Cooper, Vice Chair Jeanette Phillips (10 - 15 Min)

- A. General Violations Issues.
  - a. **Violations Process:**
    - (i) Steve/Stephanie to respond first within 24-48 hours and let the resident know that the issue is under review and they will respond appropriately, including escalating to the HOA Board if necessary. The resident should provide the appropriate evidence and a reminder of the Tributary violation process.
    - (ii) Steve/Stephanie will either (i) issue a notice/fine depending on the process (if it is a violation), (ii) escalate to the Violations Chairs for input, or (iii) advise the reporting resident that what they have provided is not a violation.
    - \*Commercial Vehicles?
    - Suggestion to implement a decal for homeowner's vehicles that identify them as residents of the community and can help to identify those who may be violating the overnight parking rule
    - The board needs to define the hours that constitute overnight parking
    - New policy consideration in place to speed up the fining process. Board to vote next week and give resident's 30 day notification before implementation
    - Objective:** (i) Reduce inconsistencies that may be leading to dissatisfaction with the residents; (ii) Provide clarity on what the rules are; and (iii) How the HOA can assist.
  - b. Should either or both be removed from the Violations Committee? Pros/Cons.
- B. Squatters -9154 Dover Street-Removed, Debris removal charged to owner account.

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- Deleted: <# Reporting of Violations: Steve has indicated that Heritage is not willing to do more than 1 day of drive thru, and this may not be sufficient. Do we need to approve additional time days for drive thru violation reports/Cost/can we discuss this further with the violation Committee meeting? ¶
- 9900 Ashton Old— Re: Complaints by Tyrone Marshall and Charlotte Cook ("Neighbors") (5-10 mins) ¶
- Initial review and assessments of the complaints by Neighbors. ¶
- April 2 email by Charlotte indicating that she has hired an attorney (Again in April 12 email)— claim against HOA. ¶
- April 12— Tyrone Marchall has indicated that he intends to purchase a (non-lethal) weapon to use on the residents of 9900 Ashton Old. ¶
- Should the HOA consult an attorney for these matters? ¶
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- a. Can the HOA do anything else when notified of squatters?
- b. Should the HOA allow a variance?

Pool is cleaned 3x/week – Monday, Wednesday and Friday  
Mushroom comes on 11-7 daily

- C. Committee meeting met on Tuesday May 21<sup>st</sup>
  - a. The long-term goal is for the Violations Committee to write rules and regulations that will be distributed to the neighborhood by the end of the summer.
  - b. Action items:
    - Review covenants and by-laws with volunteers to provide them with guidelines for what constitutes violations. Steve/Stephanie will focus on 8-10 violations for volunteers to report on.
    - Use neighborhood maps to split up the neighborhood into areas for the volunteers to review and report
    - Volunteers to spend 2-4 weeks documenting violations.
    - Steve, Stephanie, and the Chairs will review violation reports to determine whether there have been violations, give additional guidance to volunteers on reporting, and identify any areas that may be unclear.
    - Meet with volunteers to give additional guidance on the process and continue reporting.
    - Volunteers to help with an initial draft of Trib Rules to be reviewed by the entire HOA Board.

1. Pet violations

C. Street parking

D. Other business

2. Operations-Chair Vicki Potter, Vice Chair Mario Cooper (30 Min)

- A. 2024 Major Reserve items
  - a. Social Park arbor
  - b. Village pool pumps
  - c. Village pool filters
  - d. Ice machine
- B. Riverbanks Playground equipment
  - a. Send out survey
- C. Re-registration update
  - a. 668 received to date-
    - i. Not all of them are accurately completed-If card numbers are not provided then access is turned off.
    - b. Issue pool bands to registered residents only -309 issued to date
- D. Committee meetings-Status
- E. Street tree pruning-Complete-Additional requests coming in-4-5
- F. Park of Commerce East landscaping. CTS to commence when complete
- G. Irrigation repairs Substantially complete
- H. Turf aeration to commence mid - June
- I. Social Park arbor
- J. Pressure washing-VAC, RAC, TC, Social Park, Detention pond on Devonshire, townhomes-Complete
- K. Proposal for plantings along Ashton Old & Ancoats
  - a. \$11,613.82
- L. VAC pump room door-New door to be installed in the next week
- M. Village trash cans-Ordered 6 new cans-5-6 week delivery
- N. Replace deck at Village pond-\$10,763.79-Pressure treated; Polymer-\$16,464.91
- O. Aerator in Village pond-New motor or aerator needed.
- P. Other business

**Deleted:** <#>Updates on Squatter legislation. ¶

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The resident has indicated that he does NOT intend to comply. ¶  
Is the parking violations retaliation? ¶

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Updates from the resident. ¶  
Timeline for correction. ¶

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Ice machine ¶

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VAC pool pumps ¶  
VAC pool lights-Alliance help ¶

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3. Treasurer Update-Chandra Winford/Fielder Roberts (15 Min)

- A. Financials thru end of [April](#)
  - a. Updated spread sheet from Power Point now that year end totals are complete
- B. AR report ending [5.31.24-HOA & TH](#)
- C. Disconnect list as of [5.31.24](#)
- D. Audit of financials-Waiting on additional proposals
  - a. **Received an official quote of 8k per entity (HOA, TH, Covenant to Share, Alliance)**
  - b. **This is an extensive audit. We may be able to consider a baseline audit to cover the past two years. Anything prior to the community turnover by the developer is out of scope.**
- E. Pay plan agreement-Coulter & Sierra-Form
- F. [Other business](#)

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4. Technology & Communication - Chair Fielder Roberts, Vice Terrance Maze (10 Min)

- A. Hotwire
  - a. Requested they paint the head end building and replace the stone piers. Verify colors
  - b. [Redundancy to Riverbanks complete](#)
- B. Integrated Data Tech proposal-[Set up call](#)
- C. Other Business

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5. Townhomes-Chair Jeanette Phillips, Vice Chair Chandra Winford (5 Min)

- A. Quarterly meeting [held 5/29/24](#)
- B. Painting
  - a. [2 quotes received. Get 2 more quotes.](#)
- C. Roof replacement all buildings needed now
  - a. [4 roof replacement quotes received.](#)
- D. [Repairs to 9972 Ashton Old Road commencing Friday](#)
- E. [Water leaks-9970 Ashton Old Road-Repairs commenced](#)
- F. [Repairs to 9934 Mancunian Way-Gutters complete. This unit sold.](#)
- G. Minor repairs and landscaping still on work order list
- H. Addresses on front of units-Review Extreme Images [Proposal](#)-Waiting on final quote with plaque design
- I. [Other business](#)

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- Deleted: <#>Ashton Old \$26,496.20 vs. 24,411.00 vs \$34,211 current Founders Way \$24,866.43 vs. \$21,471 Mancunian Way East \$18,910.91 vs. \$16,471.00 Mancunian Way West \$21,993.86 vs. 16,471.00 3rd quote due Monday. Public adjuster Trim
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- Deleted: <#> Proposal-\$3,487.02-Does not include deck or roofing

6. Architectural Control-Chair Kamilah Henry, Vice Chair Vicki Potter (5 Min)

- A. DR Horton has commenced construction in C-2A-Paying HOA vacant lot dues
  - a. 10 sales May & June
  - b. Verify house colors are correct on Stretford-Repainting lot 440 2nd floor
- B. Review master plans from Charlie Hightower-[7 lots in Riverbanks](#)
- C. [Other Business](#)

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7. Events - Chair Terrance Maze, Vice Chair Kamilah Henry (10 Min)

- A. Event Newsletters-Sent through Triblife monthly by DJ
  - a. [Latin Night-6.9.24](#)
  - b. [Pool Party-6.15.24](#)
  - c. [Juneteenth](#)
- B. [Other business](#)

- Deleted: Change form on Triblife to old form ARC committee meeting Friday at 9:30
- Deleted: Soccer camp-TBD
- Deleted: Bike to school-5.17.24

8. Announcements/Presentations (5 Min)

- A. [Connect Douglas County transportation-Steve to follow up](#)
- B. [Other Business](#)

- Deleted: Pools open-5.11.24 Tennis Camps Riverbanks porch crawl-Feedback
- Deleted: Architectural & Resident ledger Hearings-None
- Deleted: Board etiquette

Community session adjourned @ 8:15pm

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## 9. Future Meeting Dates (1 Min)

### A. Meeting Dates

- a. July 11<sup>th</sup> Executive Work Session
- b. August 8<sup>th</sup> Executive Work Session
- c. September 12<sup>th</sup> Community Meeting
- d. October 10<sup>th</sup> Executive Work Session
- e. November 14<sup>th</sup> Executive Work Session
- f. December 12<sup>th</sup>-Annual meeting

Deleted: <#>May 9<sup>th</sup> Executive Work Session¶  
June 13<sup>th</sup> Community Meeting-In person only-Send out RSVP¶

### Operations

Board to consider increasing the gym equipment review from once a quarter to once a month. The review is done to check the state of the equipment, write a report on what needs to be repaired, and Steve submits orders for equipment needed. There is a 3-4 week lead time on parts arrival

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DJ will reach out to local workout facilities to see about partnering with Tributary for an additional workout location. Maybe offer a discounted rate for Trib residents who want to take advantage.

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