

Legacy Park Community Association, Inc.
Board of Directors Regular Meeting
April 17, 2014 @ 7:00 pm

Nimesh Patel	Lisa Ashmeade	Allen Massey	Dottie King
Trasey Welton	Lisa Neff	Joanne Weaver	Doug Jones
Gina Conway	Robert Henry	Ken Hall	Derke Cook
Robert Menz	Maribeth MacGillivray	Bob MacGillivray	

Excused Absence: Tim Smith

Call to Order: The Board of Director's Meeting was called to order April 17, 2014 at 7:00 p.m. by Legacy Park HOA President Nimesh Patel.

Approval of Minutes: Lisa Ashmeade reported on February Organizational, March Regular, March Executive and April Planning Session Minutes. **Motion 2014-0015** to accept by Allen, seconded by Dottie. Both sets were **unanimously approved 4-0**.

Treasurer Report: Treasurer, Allen Massey, shared Financial Update and Adjustment Report dated March 31, 2014. **Motion 2014-0016** to accept by Allen and seconded by Lisa.

Unanimously approved 4-0.

Property Management: Property Manager, Lisa Neff, reviewed written report filed for Property Management. Reviewed amenity monitoring, playgrounds, projects in progress and projects completed.

Joanne Weaver, Covenant Officer, reviewed written report filed including violations and abatements. Doug Jones reviewed rental property information.

Trasey Welton, Activities Director, presented overview of recent activities including Eggstravaganza and Family Camp Out and upcoming activities including Bunny Breakfast, Garage Sale and Spring Jam. Written report for was filed for review.

Committee Reports: Boy Scout Troup 002 and Swim Team Minutes were filed for review.

Open Forum: Lisa Neff explained the process for refurbishing or replacing pool furniture.

Old Business: Eagle Scout Project Kickball Wall project has been withdrawn due to logistics.

Approved May 15, 2014

No current update on Sand Volleyball Court. Committee Member Guidelines were overviewed. **Motion 2014-0017** to approve as written by Allen, Lisa seconded. **Unanimously approved 4-0.** Lisa Neff will forward to all committees for signature.

New Business: Lisa Neff, Property Manager, shared plans to open Concession Stand as an amenity for members. **Motion 2014-0018** to allocate up to \$1,500 for concession stand labor by Allen, Dottie seconded for discussion. **Unanimously approved 4-0.**

Allen addressed email received regarding disc golf course. Discussed that we do not offer memberships.

Adjournment: Minutes will be reported at next General Meeting for approval. Meeting adjourned at 7:40 pm. 7:45 pm moved to Executive Session.



Legacy Park Community Association, Inc.

A Georgia Nonprofit Corporation

Board of Directors Regular Meeting

Tuesday, April 17, 2014

Agenda

- 7:00 **Call to Order – Nimesh Patel**

- 7:05 **Approval of Meeting Minutes – Lisa Ashmeade**
 - February 22, 2014 – Organizational Meeting
 - March 20, 2014 – Regular Meeting
 - March 20, 2014 – Executive Session
 - April 8, 2014 – Planning Meeting

- 7:10 **Treasurer Report – Allen Massey**
 - a. March 2014 Financial Update
 - b. March 2014 Adjustment Report

- 7:15 **Property Management Update**
 - a. Management Report
 - b. Covenant Enforcement Report
 - c. Activities Report

- 7:25 **Committee Reports**
 - a. Boy Scout Troop 002 – *Minutes Attached*
 - b. Swim Team – *Minutes Attached*

- 7:30 **Open Forum**

- 7:50 **Old Business**
 - a. Eagle Scout Project – Kickback Wall
 - b. Committee Member Guidelines
 - c. Sand Volleyball Court

- 8:00 **New Business**
 - a. Concession Stand

- 8:10 **Adjournment to Executive Session**
 - a. Contract Discussion
 - b. Covenant Appeals

FINANCIAL UPDATE
March 31, 2014

SunTrust Checking	\$60,614.41
Capital One 360	\$247,449.89
SunTrust Imprest Account	\$1,000.00
PayPal Account	\$57,279.90
Suntrust Money Market	\$245,918.91
N GA Bank Money Market	\$249,745.49
Fifth Third Bank Savings	\$248,434.00
Fifth Third Bank Checking	\$100.00
Fifth Third Bank Reserves Securities	\$534,887.78
Edward Jones Investments	\$1,221.78
Suntrust Boy Scouts	\$10,043.40
Bank of America Swim Team	\$330.87
Suntrust Tennis Team	\$6,227.52
Actual Cash on Hand 03/31/14	<u>\$1,663,253.95</u> (1)

Operating Income/Expense:

	<u>03/01-03/31</u> <u>Actual</u>	<u>03/01-03/31</u> <u>Budget</u>	<u>03/01-03/31</u> <u>Variance</u>	<u>03/01-03/31</u> <u>Year-To-Date</u>	<u>Year-To-Date</u> <u>Budget</u>
Total Income	\$103,745.75	\$81,840.00	\$21,905.75	\$927,061.57	\$855,025.00
Carryforward					\$44,000.00
Total Operating Expenses	<u>\$84,931.41</u>	<u>\$117,656.38</u>	<u>(\$32,724.97)</u>	<u>\$296,489.28</u>	<u>\$303,082.03</u>
Net Income/(Loss)				<u>\$630,572.29</u>	<u>\$595,942.97</u>
				[2]	

Operating Cash:

Actual Cash on Hand as at	1/1/2014	\$1,077,706.64
Operating Net Income/(Loss) as at	3/31/2014	630,572.29 [2]
Prepaid Assessments as at	3/31/2014	(10,760.68) *
Clubhouse Security Rental Deposit as at	3/31/2014	800.00 **
2014 Net Difference Scouts, Swim, Tennis	3/31/2014	2,922.70
Capital Improvements at	3/31/2014	<u>(37,987.00)</u>
Operating Cash on Hand as at	3/31/2014	<u>1,663,253.95</u> [1]
Boy Scout Cash	3/31/2014	(10,043.40)
Swim Team Cash	3/31/2014	(330.87)
Tennis Team Cash	3/31/2014	(6,227.52)
Reserve Fund (Repair & Replacement)	3/31/2014	<u>(534,887.78)</u>
Total Cash Available as at	3/31/2014	<u>1,111,764.38</u> [3]

* Net pre-paid assessments calculated	12/31/13	13,744.69
	3/31/2014	<u>2,984.01</u>
	*	10,760.68

**Net prepaid clubhouse security rental deposits	12/31/13	1,800.00
	3/31/2014	<u>2,600.00</u>
	**	(800.00)

Projected Cash:				
Available Cash as at	3/31/2014		<u>1,111,764.38</u>	[3]
Budgeted Yearly Income	1,333,965.00			
Carryforward	44,000.00			
Original Budgeted Yearly Expense	1,427,965.00			
		Annual Budgeted Income less YTD Budgeted	Annual Budgeted Income less YTD Actual	
		Budgeted Projection	Budgeted vs. Actual	
Remaining Budgeted Income 2014		478,940.00	450,903.43	
Remaining Budgeted Expense 2014		Annual Budgeted Expense Less YTD Budgeted	1,093,488.72	Annual Budgeted Expense less YTD Actual
		1,007,182.97		
Net surplus/(loss) as at	3/31/2014	<u>583,521.41</u>	<u>\$469,179.09</u>	

Assessment Delinquencies:		2014	2014 Current Portion	2013	2013 Current Portion
Legacy Park					
assessments	\$	154,165.01	\$ 78,882.53	\$ 187,038.69	\$ 99,489.19
interest & late fees	\$	63,713.55	\$ 15,318.46	\$ 62,906.26	\$ 16,357.79
attorneys fees	\$	68,674.57	\$ 12,710.67	\$ 65,839.22	\$ 11,711.59
violation fines	\$	127,993.73	\$ 49,087.63	\$ 80,165.81	\$ 2,701.70
admin.fees	\$	590.00	\$ 295.00	\$ 487.88	\$ 417.88
lease fees	\$	2,100.00	\$ 1,900.00	\$ 3,082.50	\$ 1,795.00
initiation fees	\$	3,125.00	\$ 3,125.00	\$ 1,820.00	\$ 1,250.00
sub-total	\$	420,361.86	\$ 161,319.29	\$ 401,340.36	\$ 133,723.15
Northgate					
assessments	\$	51,808.78	\$ 18,728.92	\$ 58,107.54	\$ 21,576.07
interest & late fees	\$	26,798.11	\$ 2,843.44	\$ 26,977.07	\$ 4,005.01
attorneys fees	\$	28,336.43	\$ 2,412.89	\$ 26,329.62	\$ 2,616.20
violation fines	\$	-	\$ -	\$ -	
admin.fees	\$	-	\$ -	\$ -	
lease fees	\$	-	\$ -	\$ -	
initiation fees	\$	-	\$ -	\$ -	\$ -
sub-total	\$	106,943.32	\$ 23,985.25	\$ 111,414.23	\$ 28,197.28
Totals					
assessments	\$	205,973.79	\$ 97,611.45	\$ 245,146.23	\$ 121,065.26
interest & late fees	\$	90,511.66	\$ 18,161.90	\$ 89,883.33	\$ 20,362.80
attorneys fees	\$	97,011.00	\$ 15,123.56	\$ 92,168.84	\$ 14,327.79
violation fines	\$	127,993.73	\$ 49,087.63	\$ 80,165.81	\$ 2,701.70
admin.fees	\$	590.00	\$ 295.00	\$ 487.88	\$ 417.88
lease fees	\$	2,100.00	\$ 1,900.00	\$ 3,082.50	\$ 1,795.00
initiation fees	\$	3,125.00	\$ 3,125.00	\$ 1,820.00	\$ 1,250.00
Total of both communities	\$	527,305.18	\$ 185,304.54	\$ 512,754.59	\$ 161,920.43
Assessment delinquencies as a percentage of budgeted income		17.96%	8.51%	21.60%	10.67%

Legacy Park Summary Adjustment Report 2014

Name	Initiation Fee	Assessment	Late Fee	Interest	Admin Fee	Attorney Fees	Attorney Contingent Fees	Violation Fines	Lease Fee	Admin Abate Fee	Total
Legacy Park											
January	\$0.00	\$2,999.11	\$731.66	\$2,573.01	\$0.00	\$1,071.14	\$4,490.49	\$13,376.35	\$205.00	\$40.00	\$25,486.76
February	\$0.00	\$0.00	\$1,455.24	\$146.78	\$0.00	\$5.86	\$753.58	\$1,685.79	\$100.00	\$0.00	\$4,147.25
March	\$0.00	\$684.93	\$850.00	\$347.74	\$0.00	\$0.00	(\$1,131.76)	\$14,150.00	\$100.00	\$10.00	\$15,010.91
April											
May											
June											
July											
August											
September											
October											
November											
December											
01/01/14-12/31/14	\$0.00	\$3,684.04	\$3,036.90	\$3,067.53	\$0.00	\$1,077.00	\$4,112.31	\$29,212.14	\$405.00	\$50.00	\$44,644.92
						**	**				
Northgate											
January	\$0.00	\$0.00	\$0.00	\$93.33	\$0.00	\$ 41.98	\$ 670.06	\$0.00	\$0.00	\$0.00	\$805.37
February	\$0.00	\$0.00	\$433.00	\$0.00	\$0.00	\$29.26	\$35.00	\$0.00	\$0.00	\$0.00	\$497.26
March	\$0.00	\$0.00	\$131.00	\$1,151.88	\$0.00	\$21.20	\$1,236.37	\$0.00	\$0.00	\$0.00	\$2,540.45
April											
May											
June											
July											
August											
September											
October											
November											
December											
01/01/14-12/31/14	\$0.00	\$0.00	\$564.00	\$1,245.21	\$0.00	\$92.44	\$1,941.43	\$0.00	\$0.00	\$0.00	\$3,843.08
						**	**				

** Excluding bankruptcy, attorneys fees are billed to homeowners accounts therefore are not true write-off

April Property Management Report

Property Management Report

HOA Items:

For 2014, the HOA collected **\$1,925** in nonresident sport participation fees compared to **\$2,415** in 2013.

For 2014, the HOA has collected a total of **\$231** vending machine proceeds compared to \$222 in 2013.

The spring amenity information was mailed to all owners with no HOA balance on April 2nd.

Amenity Monitoring: Advanced Protective Services is now working full-time at 56 hours per week. Please remember to bring your Legacy Park ID with you when you are on common property. The guards monitor all the amenity areas, including playgrounds, the lake, etc. The guards turn in daily reports and the HOA has access to monitor their travel in their vehicle. The Kennesaw Police continue to work Friday, Saturday and Sunday evenings off duty, and they monitor Legacy Park's property. *Remember that neither the police nor the security company provides any security to privately owned property.*

Playgrounds: The Winterthur play set has been stained. We will also be staining equipment at Annandale, Gramercy, Kentmere, Madison and Revere this year.

Projects in progress: collecting bids for: building a pavilion on the Town Green and a sand volleyball next to the baseball field and repairing fences around the property; scheduling the basketball court recoating; ordered a new sign for the entrance to the parking lot and new pool furniture. The retaining walls around the tennis courts and ball field will be cleaned and stained. All the white sign posts will be painted. We are working with the City of Kennesaw on the removal of Beavers from the lake.

Disc Golf: All the work on the second set of 9- holes of disc golf has been completed and new signs installed on the holes that changed (7-10). A new map is available in the office and on our website.

Landscape: Maintenance of the grounds continues. The mulch installation is complete; the erosion issue at the Lullwater pool parking lot will be repaired and the retaining walls cleaned and sealed before the pool opens. The spring flowers will be installed the first week of May and all monuments cleaned in between the flower change. Wildflowers are planned to be planted on the hill under the power lines in Kentmere and the area across the creek in Winterthur. Repairs to the Amphitheater sod will also be made due to the sledding down the hill during the snow storms.

Projects completed: The Lullwater pool has been resurfaced; the exterior of Winterthur and Lullwater pool houses have been painted as well as the bathrooms; the Tennis Pavilion has been painted; the Bandstand has been painted and new black iron spindles have been installed on the handrails; and the Winterthur parking lot has been repaired and coated.

Activities

Board Meeting Notes – April 2014

April 12th – Eggstravaganza - My favorite event!!! We had 14,000 Easter eggs, the Easter Bunny, Disney characters, DJ, jumpies, pony rides, petting zoo, Spin Art and a trackless train. The weather was perfect!!! Lisa Soukup came and took a ton of awesome pictures and set-up a Legacy Park phanfare account. She downloaded all the pictures and residents can go to the account and download pictures for free. She's going to come to the Bunny Breakfast this Saturday and take more pictures.

April 12th – Family Camp Out – Had a huge turn out and even had a couple of guitarist down there playing.

April 19th – Bunny Breakfast – We're changing things up this year and the Senior Committee will be preparing a pancake breakfast for the event and assisting with some crafts.

April 25th and 26th – Garage Sale

May 17th – Spring Jam – I've been working with Jim Roe (who has volunteered his musical talent to help me organize this event). We have five committed bands and each band has at least one resident if not all residents and they range in age groups. Johnny's will be bringing out their outdoor pizza oven and selling pizza and drinks during the event.

Starting to get Sponsors for the Fourth of July and have all the food vendors lined up!!!

2014 Covenant Enforcement Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Carry Over Cases	410	389	428										
Appeals to Covenant	15	28	16										59
Appeals to Board	8	7	26										41
Modifications	16	81	97										194
Mods - Violation based	6	14	18										38
Vehicle Issues	5	5	5										15
Landscaping Issues	27	19	28										74
Weeds	0	9	140										149
Maint./Mailbox	26	25	19										70
Paint	10	17	14										41
TC/Recycling	3	16	16										35
Miscellaneous	87	64	74										225
Leasing/Signage	14	6	5										25
Total Cases Opened	211	277	447										935
Total Cases Closed	232	238	361										831
Invoices Sent	15	13	18										46
Monies Collected	\$2,619.75	\$757.37	\$1,997.50										\$5,374.62
Properties Abated	4	6	1										
Monies Spent	\$405.00	\$245.00	\$175.00										\$825.00
Budgeted Expense	\$100.00	\$500.00	\$500.00		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$4,500.00
Net Collection/Exp/Budget	\$2,314.75	\$1,012.37	\$2,322.50										\$9,049.62
Leasing Admin Fee	\$800.00	\$1,050.00	\$1,200.00										\$3,050.00
Total Number Leases	204	207	208										207
Invoices for Admin Lease F	6	14	18										38
Rental Properties	Annandale	Bellingrath	Carillon	Gramercy	Highcroft	Kentmere	Lullwater	Madison	Olmsted	Palisades	Revere	Winterthur	Total
Total Homes	160	26	25	104	254	141	484	121	121	91	71	147	1745
Rental Properties	20	1	1	9	51	3	96	4	10	3	4	6	208
% Rental Properties	12.50%	3.85%	4.00%	8.65%	20.08%	2.13%	19.83%	3.31%	8.26%	3.30%	5.63%	4.08%	11.92%

4/13/14

Begin 4:10 pm

Attendees: Shanna Maher, David Plunkett, Jason Schuller, Robin Head, John Head, Anthony Folino, Amy Getz, Jen Tallis, Kristi Vinson, Anne Wender, Idetta Curtis, Katrina Knight, Jeff Higgins, Pat Gallagher

Idetta - Training

Boy Scout Lifeguard certified opportunity

National Youth Leadership training- district likes each troop to send a rep - 6 sessions at Bert Adams - link on MLD site - Troop won't sponsor scout - must do independently

Range master training -May 25 -Information on Mountain Lake District website

Shanna - Awards

Court of Honor April 28 - Scouts check accounts for irregularities - Apr 21 - last day to inform Shanna of errors- Scout rank should be current

New badges policy - Scouts check to make sure they have badges - rank patches pick up from Court of Honor or Jeff at next meeting. Next, contact Shanna - Scouts have 1 month to reconcile. List of undistributed awards will be on troop flash update

Katrina - Fundraising

Flowers arrive on Sat. Waiting for confirmation time for delivery. Delivered to clubhouse parking lot. HOA aware. Early morning?

Camp cards - wrap up tomorrow night

Anne - Action required - troop flash update - in bold let them know Camp Card ends TOMORROW; call HOA about date change for Parent Orientation

Anne - Camp

All camp enrollment completed - very successful

May 12 - Parent Orientation - change from May 5 (Awtrey concert) - meeting mandatory scouts new to Troop 2 - recommended for all attending - Anne will lead Advancement day - date not scheduled - shoot for late May

Jeff will schedule grown-up duty roster

Jason Schuller will schedule swim check with Bobby Cole and HOA

Swim lessons from Jeff - wants to do them - planning to do them - work schedule has changed, so plan may change

Anthony - wants to hold rifle shooting pre meet merit badge class

Anne will look at eagle req - what pre requisites can we complete before camp?
Cumberland trip - sign up begin tomorrow 4/14 - Life/Eagle 1 week, Star - 1 week,
1st class -1 week, 4 adults, open registration after troop meeting each week - 9:00
pm -1 parent per family - Adult MUST be able to carry 4 scouts in their car and
gear

Jen - Hospitality

Swim team on Monday nights this summer - 2 home nights, Jun 9 & 16 - Scouts can
meet at Bandstand (Pavilion at picnic grove ready next summer)

Will be stepping down as Hosp chair

Job includes - Coordinate Court of Honor/Christmas party

Head boys Court of Honor, May 3, 4-7, Summit - need boys 3-7 pm, boys to serve,
set up, flags- robin will do, taco bar - self serve, mostly setup and tear down
3-4 weeks lead time for Eagle COH

Rylan - SPL

4/14 Flags Phoenix Service Phantom

4/21 f Eagle s Honey Badgers ss game Phantom

4/28 Court of Honor f: Honey Badgers s Eagles -CRCT night

5/5 F. Phantom S Phoenix

Kristi - Merit Badges

Not much, will update website for 2 local clinics coming

Aviation MB in Dekalb Peachtree Airport 4/19

Amy - Treasurer

Prefers to get one check per fundraiser per family - this is our policy for money -
No cash in Turn it In Bin!

Pine straw money accounted for

Camp cards still in progress

Hanging basket still in progress

When fundraisers are completed, Amy will reconcile and send emails to scouts in
arrears

Cash in bank, apprx. \$9000, not paid flowers, not paid for all of scout cards, just
half

Scouts need to know that Amy does 2 times a month. Accounts may not show
things right away.

Scout Manage reminder - Fundraising money has not been deposited! Camp card
and flowers

Jeff

New leadership plan - Youth Patrol Leader debriefing after meeting to train leaders

Lots of scouting content happens outside of building

What happens at meetings - announcement - sign off ASM

ASM meeting notes posted by Jeff

ASM coordinate with Patrol they're most associated with, their kids - Coach

Patrol Leaders before and after mtg - scouts execute during meeting

Kennesaw backyard campout, Jeff, updated on website, 5/17, 4:00 on Sat, cook pancakes, bacon - cooking can count for Phantoms patrol rank requirement

Apr 26 Comcast Cares at Big Shanty - service hours opp? School needs 500 people

- Jeff approves as service hours for scouts NOT attending the school - For

scouts who do attend, it's a fundraiser or troop activity, but not service hours

Does Court of Honor help count as service hours? Civic function-Yes

Matt Getz is flag placement person. All ten events are in website.

Belt Loops Bonanza - 11/1 - set up later, 10-3 - Cub scouts doing away with belt loops?

Pat G - Forms

Medical forms coming in, Advertise part C for Woodruff & Cumberland people

Deadline and ultimatum helped

Next meeting - May 4

End 5:45 pm

Subject: FW: Swim Team Minutes

From: Legacy Park Sharks [mailto:legacyparksharks@yahoo.com]

Sent: Tuesday, April 15, 2014 3:02 PM

To: Lisa Neff

Subject: Swim Team Minutes

We are still in the planning stages for swim team. We have hired our head coach, returning coach Hilary Armstrong, and our 4 returning junior coaches. We are working on practice times/dates and still excepting registration. We have approximately 80 swimmers signed up with 4 of them being non residents.

Swim team is projected to start in the middle of May. We are looking forward to a fun swim season!!

Stefani

Sandra, Stefani, Paige & Tammy

Legacy Park Swim Committee

Legacy Park Swim Team

<http://www.legacyparksharks.com/>

COMMITTEE MEMBER GUIDELINES

1. All committee members must discharge their duties in good faith and avoid participating in any activity where there exists an actual or potential conflict of interest.
2. With respect to committee decisions, committee members who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion or vote. If the committee member advises the committee chair that he or she wishes to be recused from the decision-making process, the committee chair shall honor the committee member's decision, and the recusal will be noted in the minutes.
3. Committee members shall not use their position on the committee or information obtained as a result of their service on the committee to obtain any gain or advantage for themselves or members of their family, friends or business associates.
4. Committee members shall not disclose any confidential or proprietary information.
5. Any committee member who becomes aware of circumstances that he or she believes poses a conflict of interest for another committee member shall:
 - a. Discuss the issue with the committee member;
 - b. If the issue is not resolved to the satisfaction of both parties, inform the committee chair of the underlying facts and his or her assessment of the appropriate resolution of the actual or potential conflict of interest; and
 - c. If the issue is not resolved to the satisfaction of all parties, the committee chair presents the issue to the Board for decision.
6. If the Board determines that there is an actual or potential conflict of interest, the committee member will be recused from all discussion and decision-making in the matter. The minutes will reflect a decision to recuse at any step in the process as well as reflect any Board decisions not to recuse.
7. With respect to any other matter involving a duty to the HOA, the committee member shall disclose the matter to the committee chair, who may request additional information from the committee member. The committee chair may refer the matter to the Board which shall have the final decision and may prescribe any reasonable corrective action.
8. Any committee member who is found to have acted outside the scope of their authority, in their own personal interests or committed an act of willful dishonesty or a violation of the law will not be indemnified by the HOA.

I have read and understand the contents of the Committee Member Guidelines and agree to abide by its terms.

Signature

Date

Printed Name

Approved April 17, 2014