

HPCA December 2, 2025 Board Meeting

Location: Melchers House + virtual option

Time: 7:00pm

Attendees: Erik Larsen, Lilly Melcher, Marla Eason, Judy Black, Sandhya Krishnamoorthy

Absent: Brooke Pine

Guests: none

Agenda:

1. Call to order at 7:05 PM
2. Approval of minutes from November 6, 2025 meeting. Motion to approve, with wording change related to "late fee" versus "reactivation fee" (Lilly), second, (Erik)
Vote: Unanimous yes
3. Secretary's report – Judy
 - a. New Business
 - i. Hermitage Helping Hands - several emails sent
 - ii. Opened/closed gate for party on Nov 15
 - iii. Idea to rent metal detector - haven't done yet
 - iv. Make sure to email thanking Amy and send her a card
 - b. Old business
 - i. Need to work on survey
 1. Link to the financials and ask for contributions to pool deck and parking lot
4. Communications Committee – Rhiannon
 - a. Amy and Rhiannon worked together to develop messaging about Hermitage Helping Hands (FB post, mailbox flyer, email)
 - b. Mail chimp is free for 1000 emails per month and up to 500 contacts. Each email we do now is 136.
5. Social Committee - Amy LiCausi
 - a. Hermitage Helping Hands Thanksgiving food drive
 - i. Raised over \$1582. Created full meals for 25 families.
 - b. Idea: Hot Chocolate walk (families - for the kids) - Lilly to reach out to Amy
 - c. Judy reach out to Amy about the craft ornament
6. Beautification Committee – Need resident volunteer
 - a. Erik shut off the sprinklers. Password for app is documented now.
 - b. No volunteer yet
7. Membership report – Group
 - a. No new membership submissions
8. Treasurer's report – Brooke
 - a. Our HOA and S&T CDs have matured. We do not have any major capital improvements proposed through the end of the FY and should not need access to the funds during the next several months. The current rate at United on a

7-month CD is 3.7%, which is comparable with other CD offerings I have found for the same maturity. While researching I found one bank offering 4.1% for a 9-month CD, but it would require setting up a business account with a different institution. The difference in revenue would be approximately \$145 for each CD. I would propose that the difference in revenue is not worth changing banks and would ask for a motion to authorize the current balance of both CDs be put into CDs at United Bank for 3.7%.

- i. Marla motioned to stay with current institution and renew at 3.7%. Judy seconded the motion. Erik, Lilly, Brooke, Judy, Marla voted "yes" to this motion.
- ii. CD's will be purchased, minus the cost of the second batch of pool furniture.
- iii. Vote above was for renewal of existing CD's. CD's have not been purchased yet for our outstanding capacity after operating and capital costs.

9. Swim/Tennis Committee – Erik

- a. Water on water off process is documented
- b. The master cut off is flush with the downhill slope. So it's filling up with dirt. Need to build something around it and replace the housing for the master cut off because the lid doesn't fit anymore.
- c. Can't validate that the water is off. The meter is unreadable. We should contact the County to see if they need to replace it. Erik will reach out.

10. President's report – Group

- a. Reach out to BL about a date for the meeting - Sunday late afternoon
 - i. Last year was a Sunday, March 30th at 4 PM
 1. Let's try for March 29th at 4 PM
 - ii. April 6 - 10 is Gwinnett spring break, April 5 is Easter
 - iii. In the flyer for the annual meeting be specific about the re-activation/late fee.
- b. No one has come forward to be president
- c. Write up as a policy memorandum, include in annual meeting that people can live out the sellers HOA membership but then they will need initiation fee for the next year. Include leeway for renters - if the owner paid the initiation fee then the renter doesn't have to. Keys should be returned if they move out if mid -membership year. Initiation fee tied to home owner, annual dues tied to the renter. HO responsible for getting us the info on the renter. - Erik
- d. Link to the project list provided by Erik.
<https://docs.google.com/spreadsheets/d/1UrxomWixUJXk-M4s0PbtYu8ytLCzSGczS9oS2gpzljw/edit?gid=1152239171#gid=1152239171>

Some discussion points:

- 21 days prior if votes for by laws changes and financials
- Rhiannon may have a check list for the annual meeting (a package)
- How many members could we have at the pool? How many lots are there?
- Could we combine HOA and S&T?

Rough survey ideas - Judy

- Social events
 - What you liked or any new suggestions.
- Budget: which of the following would you be in favor of, dues go up, lock membership and do more outside, designated line item contributions, why don't people join, how do we raise more money? Give link to the financials,
 - Find out how much other HOA's are charging.
- Volunteers - we need people for - these are things we are not doing anymore... decorate for holidays, help with social events, activate late fobs once per week.
- Look back at last year's survey
- Resurrect the marketing thing that Marla mentioned
- Option to privatize pool or merge with Berkeley Lake?
- How long would it take to raise the money for the capex we need?

11. Call to adjourn: 8:31 Lilly and Erik

Next Board Meeting Date: January 6th 7:00 PM