

HPCA June 10, 2025 Board Meeting

Location: Lilly Melcher's house - 3672 Frederica Road

Time: 7:00 pm

In attendance: Erik, Judy, Lilly, Sandhya, Brooke, Marla

Absent: none

Agenda:

1. Call to order: 7:04 pm called to order by Erik
2. Approval of minutes from May 13, 2025 meeting
 - Motion for approval (Lilly). Motion seconded (Sandhya). Motion approved. Unanimously approved
3. Secretary's report – Judy
 - With help from Rhiannon and Mark Duncan, Judy gained access to our Gmail account/Drive
 - o MFA was set to an old phone that Mark Duncan no longer has, which is what caused the issues
 - o MFA is now set to Judy
 - o Judy is checking HOA email at least once per day during this busy season, typically in the morning
 - o Look into making MFA less difficult so others can get on the Google account - was able to get Erik in so that he can check the email when the Secretary is unable to do so
 - Emails were sent on behalf of the HOA Board regarding pool opening, fob reactivation, membership dues reminder and deer survey (as requested by City of BL), April/May news and events
 - Recommendation:
 - o Should we send out an email with the contact info for the two companies that remove dead animals (deer) from properties?
 - <https://deaddeerremovalatlanta.com/dead-deer-pick-up-reas> They said they usually charge \$300-\$350.
 - Animal Control Experts 404-281-0909
 - o Should we send an email regarding who to call when dogs are loose in the neighborhood (GC Animal Control)
 - o Put on the website too
 - o N and S Berkeley lake Rd that goes to Gwinnett
 - o Running the stop sign
 - Sent emails to some of the people marked as not paid
 - New signs purchased on behalf of HOA
 - o Do we need more new signs?
 - Is there a way to make the Treasurer name on the email say HPCA Treasurer instead of Lillian Melcher? Brooke to take care of.

- Secretary needs clarification on what is emailed to new neighbors when notified by Gail
 - o We should have a new neighbor packet
 - Look at what resources we have in G drive
- Do we have any issues with picnic area and gazebo as far as HOA property? Should investigate.
- Proposed notification for us to share with Mayor Salter:
 - o Hermitage Plantation is pleased to offer non-resident membership for the current 2025-2026 season! The membership period is from **May 1, 2025 through April 30, 2026**. Spots are limited!

Don't miss out on access to the Hermitage pool, courts, playground, or beautiful green space on the river! The application process is simple, and once approved, electronic payments are accepted via Venmo and Zelle. **Please fill out the non-resident membership application [membership application](#) and submit your completed form to treasurerhphoa@gmail.com.** Once your application is approved, payment can be submitted as noted on the application. **Please do not submit payment prior to approval.**

- o Please email treasurerhphoa@gmail.com with any questions. Please be mindful that all non-resident members must abide by all rules as stated on the application and all [HPCA Amenities Rules & Regulations](#).
- o
- o We hope to see you this season!
- o
- o Hermitage Plantation Board + Membership Committee
- o mayor@berkelylake.com

4. Communications Committee – Rhiannon

- Judy sent several communications since our last meeting, essentially to practice using mail chimp, FB, etc. Rhiannon will likely take this up in the future.

5. Membership report – Board

- a. Very active time responding to questions about fobs, keys and payments
 - b. Question about one of our members - do they have a free membership?
 - We believe this was a few years ago. They have paid, but not late fee. So the free membership is over.
 - c. 3580 Hermitage ("John" Nick and Katie Montgomery) - they moved in during November. They think the previous owner left a fob and key and they will look for it so they can return it. They are not going to join this year. Maybe next year when their kids are older.
 - Inserted the above in the "first names" column on the membership spreadsheet
 - d. As of today HOA = 73, S/T = 52, nonresident = 8
 - 6 shy on HOA, 4 short on S/T
6. Treasurer's report – Brooke
- a. Updated phone on Venmo to Brooke, she is able to access
 - b. Zelle has a \$300 limit per transaction. Brooke will work with the bank to raise this
 - c. Brooke was able to add her phone number to United bank
 - d. Gmail successfully moved over to Brooke
 - e. Next year for non residents we should send them an "invoice" in April and ask proactively if they want to join again
 - f. Must identify an accountant to do our taxes - Lilly is going to do this
 - g. All bills are on auto-pay
 - h. 3 water accounts: each entrance and the pool
 - i. Judy needs to get Zelle info to Brooke for the new signs
 - j. Got one donation for front landscaping. Put in news and events - thank who it was
 - k. Cap Ex info has remained the same since last report.
 - l. Need to double check the addresses on mailings we get from the bank need to come to our mailbox
7. Beautification Committee – Suzette
- Judy reached out via email on 5/23 and via text on 6/4
 - Suzette responded that she had finished the spring planting and there was nothing to do until Fall. She will be leaving the committee as of this summer
 - Does Suzette know if the entry way irrigation is on auto?
 - 1. Andie Martin - has the lawn sign
8. Social Committee – Amy
- No report
9. Swim/Tennis Committee – Erik
- Bathroom floors
 - More complex a task than originally thought. On hold for now, likely until after the pool closes
 - Bathroom painting

- Boots family completed first coat
- Supplies
 - Erik purchased some more cleaners and a First Aid kit
- Pool deck drainage
 - Erik dug a trench that seems to be helping
- Pool furniture
 - Erik says delayed, the vendor says the items should come next week
- Keep trend on the salt - is he charging for the season and storing in the pump house?

10. President's report – Group

- Board of Directors needs to fill vacant President seat. No one has volunteered at this point.
 - *Update from City of Berkeley Lake meeting with Homeowner Association representatives held at city hall on June 2nd*
- A. *Infrastructure projects:*
- a. *Roads - Repaving Berkeley Field and Berkeley Commons. Doing road maintenance work in River Mansions.*
 - b. *Stormwater - Cleaning and lining approximately 1250 linear feet (LF) of stormwater pipe in Miramont.*
- B. *Planning and Zoning:*
- a. *Code Update is taking place and you can provide concerns on the City of Berkeley Lake webpage. Expected to be done in 1 year. Some items to be within the code will be addressing lighting and fencing. They want to change the height of backyard fencing from 6 feet to 8 feet in hopes of helping residents with deer issues.*
 - b. *Georgia Tech Design Studio is contracted to work on the development in the Berkeley Lake commercial corridor.*
- C. *Lake lowering:T*
- a. *The lake level will be lowered in January 2026 to allow for maintenance on docks, bulkheads... This is likely to occur every 5 years.*
- D. *Crosswalk will be installed at South Berkeley Lake Road and the City Hall/Playground/Chapel.*
- E. *Elections:*
- a. *To take place November 4th for 3 council seats and a special election to fill the position that Bob Smith held before he passed away.*
 - b. *Qualify in August*
 - c. *Early voting is 3 weeks before November 4th*
 - d. *Poll workers are needed*

- e. *You vote in Berkeley Lake for only positions/matters of Berkeley Lake*
- f. *Visit county voting sites to vote for county matters*
- F. *Directory:*
 - a. *The 2025 directory will be out this month.*
- G. *Other*
 - a. *If you have any concerns for sidewalks or crosswalks on North Berkeley Lake contact Gwinnett DOT since the road is a county road.*

- Procedures and Responsibilities documentation - work in progress
- Probably need to make sure all board members have access to the drive
 - o How do we want membership form/fund collection, marketing, and things like putting out the thermometer to happen for our membership drive? Who (split) should handle this?
 - o What do we want to do for final days of Membership Drive?
 - o Where is access to google drive, wix site, mailchimp stored? Who owns it and how is that ownership transferred?
 - o Example: Sharing meeting minutes and agenda for the next meeting (it sounds like you have a plan for a procedure. let's document this as a secretary task!)
 - o Who are our committee leads? Not stored on google drive. Thinking about upcoming things... are there upcoming events and who is our liaison to the event's committee?
- Recommendation was made to get estimates for outsourcing the pool deck pressure washing next season.
 - o Judy just used GA Pressure Washers at her house and they were excellent and affordable
- Recommendation was made to outsource our tax return next year
 - o When do we need to identify a resource for this?

Next Board Meeting Date: July 1, 7:00 PM on w/ virtual meeting option. Judy's house, 3712 Frederica

Motion to adjourn at 9:00 PM (Marla). Motion seconded (Erik). Motion approved, meeting adjourned.