



**SUMMIT COMMUNITY ASSOCIATION, INC.**

**ANNUAL HOMEOWNER'S MEETING**

**February 26, 2023**

**AGENDA**

**Roll Call - Barb Pettitt**

Please record your name and street address on the welcome sheet and also list any homeowners for whom you hold a proxy.

Minutes: 2022 Annual Meeting - Martia Lloyd

**President's Report - Barb Pettitt**

In memory of neighbors Bob Newman and Lynn Urda.

**Treasurer's Report - Mike Jeweler**

Review 2022 report and present 2023 budget

Reports of Committees

Membership	Deb Rider and Pam Beard
Pool	Barbara Cheek
Tennis	
Grounds	Vic Economy
Social	See Pool Report
Communications	Liam Om
Welcome (ad hoc)	
Clubhouse (ad hoc)	Barb Pettitt

Election of Officers for 2020

President	Barb Pettitt
Vice President	Claudia Marcinak
Secretary	Martia Lloyd
Treasurer	Mike Jeweler
Membership	Pam Beard, Deb Green
Pool	Barbara Cheek
Tennis	
Grounds	Vic Economy

Social

Old Business

New Business

Adjourn

Summit Community Association, Inc  
Annual Homeowner's Meeting  
March 20, 2022  
Minutes

**Roll call:** Barb asked that each person signs in to the chat with their name and street address. Also, type in if you have a proxy for another person. The meeting was called to order at 4:05 pm.

**Minutes:** Minutes from the 2021 Homeowner's Meeting were approved as submitted.

**President's Report:** Barb gave a huge thank you to Jena Gress for her work as membership chair.

**Treasurer's Report:** Mike said that it was interesting reading the minutes from the previous year. It was good to keep the pool open since we had really large non-resident memberships. We had a \$10,000 excess at the end of 2021. There were some expenses to clubhouse and pool repairs that went above budget. It was a very good year for the Summit.

Lawn care and maintenance for the common property are paid for by resident memberships. Insurance for the common property was also a large expense. The loan for the pool renovation was paid off last year. The loan for the tennis court renovation started late in 2021.

For the 2022 budget, Mike took conservative budget estimates. There is not a lot of change from last year's budget. Clubhouse rental fees increased by \$200/month and the money will be used for repairs. The pool maintenance contract increased this year due to the increased cost of chemicals and higher lifeguard fees. The loan payments are less than the payments for the previous loan.

Barb noted that \$1,900 was budgeted for the clubhouse and there is electrical work done for \$4,800. Mike said that he did not budget that prior to receiving money for non-resident memberships.

There was a motion to accept the budget. The budget was approved.

## Reports of Committees

**Membership:** Jena reported that non-resident memberships were up but resident memberships were lower. Membership fees will be increasing by \$25 per membership after early bird memberships. See fees in the report.

If memberships are not paid by May 1, the key fob access will be cut off. The key fob system at the pool is defective due to saltwater corrosion. We are waiting for the locksmith to repair the gate near the parking lot behind the clubhouse.

**Pool:** Barb reported for Barbara. Swim Atlanta is our new pool company. People at the pool in 2021 liked the lifeguards. Social events during the pool season included food trucks at the pool several times. Dee Ann Peterson pays a fee to teach Swim Baby Swim lessons for infants which is water survival training for babies. She teaches early in the morning.

**Tennis:** Summit Community Association obtained a loan for the renovation of the tennis courts. Renovations are continuing; however, rain has been a major factor in the delay. Electrical work estimate of \$5,000 for replacing the electrical panel, path lights, and electricity to the viewing deck. The courts should be completed by 3 weeks from Thursday. Fencing will be done at that time.

There is a women's team and a mixed doubles team playing out of the Summit. Becca and Shawn Hales have donated an online booking program. Becca has stepped down as a tennis chair. If anyone is interested in taking that position, let Barb know.

**Grounds:** JML continues the upkeep of the common area grounds weekly. They are doing heavy pruning currently along with mowing and blowing. Thanks to Bonnie Herron for the plants in the planters at the entrance. Terry Herron asked if there has been an increase in JML fees for service based on increased gas prices. He said that we might anticipate an increase in monthly maintenance.

Vic got a month's worth of data from the Flock video cameras. Barb stated that the report showed an average of 395 cars in and out of the subdivision each day. We have not had any incidents in the subdivision, since the cameras are present.

**Social:** No social activities planned due to COVID.

**Communications:** Liam would like to put minutes and reports out on the website with a link to include tennis court sponsorships. Liam, Becca, and Mike worked on the tennis court sponsorships and placed their report on the website. Membership fees will be placed on the webpage after today. Liam created a new logo for the Summit Community Association.

Bonnie asked if there had been any action on the tennis sponsorships. Mike said approximately \$7,000 has been received. The bank stated that we needed a capital

campaign to raise money for the tennis court project. Someone asked if there could be a direct communication sent to homeowners to ask for funding. Vic stated that if enough money is raised there are other projects that could be done to enhance the tennis area.

**Welcome:** Claudia continues to be Welcome Chair.

**Clubhouse:** Sally Dorsett is the longtime resident at the clubhouse. Rent was increased \$200 to \$1,200/month. Repairs need to be done to the clubhouse. Extensive electrical work needs to be done for \$4,800. One of the posts under the deck is bowing and the bathroom needs to be repaired. The exterior needs to be painted and the flashing around the chimney needs to be replaced. The vaulted ceiling in the great room and kitchen needs to be scraped and painted, the carpet needs to be replaced and the kitchen renovation needs to be done. Terry Herron stated that when he and Bonnie went to the bank for the loan, the greatest asset for the Summit Community Association is the clubhouse/rental property so it is necessary to keep the property. Barb stated that the clubhouse income pays for repairs but also most of the rental money is taken in to apply to the operating budget. It was stated that it is important for resident members to understand that we need to keep the property in order to get future loans. Terry said that decisions about loans are now being made by national, not local banks.

Barb asked if anyone would like to be on the board. She invited anyone who is interested to contact her and she will sign you up.

### **Election of Officers for 2022**

President	Barb Pettit
Vice President	Claudia Marcinak
Secretary	Martia Lloyd
Treasurer	Mike Jeweler
Membership	Pam Beard and Deb Green
Pool	Barbara Cheek
Tennis	
Grounds	Vic Economy
Communications	Liam O'Marah
Social	

There was a motion to accept the slate of officers for 2022. The board of directors was accepted by acclamation.

Claudia said that if we get postcards or stationery with the new logo she will handwrite notes to former members to invite them to return to membership. The meeting was adjourned at 5:26 pm.

Respectfully Submitted,

Martia Lloyd, Secretary

## **Summit Pool Summer Season 2022**

### **Summit Pool - Managed by Swim Atlanta**

The Summit Pool swim season for summer 2022 was a huge success. We stayed with our same pool company, Swim Atlanta, for this past summer. Management of the pool and communication between pool managers and the Summit pool chair was excellent. Our pool manager is easy to stay in contact with, comes to handle any emergency needed asap, and tries to call me about problems only when needed, which makes a busy, now full-time working mom, very happy. We also had a strong lifeguard crew. The lifeguards that serviced the pool were clearly focused on pool safety and many members commented on how much they liked the group of guards and how attentive they were to swimmers.

### **Pool Repairs**

Unfortunately, there were some fairly major pool repairs this past season. Below listed are the repairs that have been completed.

- Replaced 3 of 5 salt cells.
- Replaced skimmer baskets and components.
- Fixed all of the cover anchors.
- Fixed the ladder in the left side deep end.
- Replaced a pump and motor.
- Replaced two check valve components.
- Purchased two new picnic tables.

### **Social Events**

We held our annual celebrations. We celebrated our opening weekend with a catered party by The Fountain. Members were served hotdogs and barbecue with chips. The Fourth of July was an ice cream bar with every topping imaginable and on Labor Day we handed out frozen treats.

### **Projected Pool Expenses**

The one complaint we have had this past year was about our pool furniture. The furniture is looking worn or is already broken and being stored in the clubhouse. We are planning to buy new patio tables and re-strap/repaint the rest of the pool furniture for a more updated look.

## **Summit Community Association 2022 Tennis Annual Report**

- Our beautiful new tennis courts have received positive reviews from homeowners, tennis members and tennis teams.
- We have two teams playing out of the Summit – ALTA Women's and ALTA Mixed Doubles tennis teams.
- We will try to upgrade on-court and viewing area seating this year

## Grounds Committee Report for 2022

- JML lawn services continue to maintain the common grounds. this area includes the front entrance, clubhouse, pool, tennis courts, and the vacant lot next to Smoke Rise Elementary.
- During the summer and spring months, they mow, trim hedges and curbs, and blow the entire area including the pool and tennis courts on a weekly basis.
- Summit Tree Service removed a tree by the pool house bathroom exit that was very close to the septic tank. they also ground the stump.
- We had areas of sidewalk on Silverhill rd repoured because of damage and cracking.
- Bonnie Herron planted the seasonal flowers in both entrance beds in the spring and summer. Tim Miller planted the fall plants and will now take care of the front entrance plantings.
- We try to keep our common grounds clean and free of trash so our neighborhood will always look beautiful. if you see trash or litter on the common grounds please feel free to pick it up and throw it away. it is our neighborhood and we all benefit from its appearance
- Any comments or suggestions are always welcome.

**Respectfully submitted,**

**Victor J. Economy**

**GROUNDS CHAIRMAN**

## **Summit Community Association**

### **Report on the Clubhouse 2022**

1. Sally Dorsett, a teacher at Smoke Rise Prep, continues as our long-term renter.
2. Rent continues at \$1,200/month as of January 2022. This includes a free pool and tennis membership.
3. Yearly contracts with Terminix for the annual termite inspection and quarterly treatments, and Peachtree Service Experts for twice-yearly service to HVAC system.
4. Repairs made at Clubhouse this year included:
  - A. Master bathroom: repair water damage to the wall and caulk around tub.
  - B. Repair the outer pane of the double-pane window.
  - C. Replace the bowing deck post.
  - D. Extensive electrical work needed to bring the house electrical up to code: the house built circa 1970 and had original electrical.
5. Repairs planned for this year:
  - A. House pressure washing/painting (along with pool house and pool house floor and re-seal clubhouse decking)
  - B. Flashing around chimney, clean gutters
6. Work depending on a budget ("wish list"):
  - A. Remove the wall and "entrance" structure to now a non-existent lower bathroom.
  - B. Vaulted ceiling in living/dining/kitchen area needs to be scraped/re-painted.
  - C. Carpet replacement.
  - D. Kitchen renovation.
  - E. Fix drainage problem behind clubhouse where mud/water settle on the sidewalk.
  - F. Construct boardwalk over sidewalk behind clubhouse; new railroad ties for steps, new landscaping around entry to pool from clubhouse side.



## **Summit Community Association Report: Communications, Liam O'Marah**

Top four activities in 2022:

- 1) Membership recruitment drive
- 2) Migration to Mailchimp for our MAP (Marketing Automation Platform)
- 3) Improved email comms
- 4) Website maintenance

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### **Membership Recruitment Drive**

- For residents: we started earlier in 2022 with a series of printed notecards.
- These were followed up with a written letter. A subsequent letter was also produced.
- For non-residents: email comms started in April (plan to start in late February for 2023).
- We also produced a flyer for the Smoke Rise newspaper.

### **Migration to Mailchimp MAP (Marketing Automation Platform)**

- Currently using the 'free' plan, which means we pay \$0 a month.
- All contacts are now stored in the cloud. Ability to segment users and send targeted communications.
- Total of 323 contacts of which 320 are subscribed.

### **Improved Email Comms**

- A total of 35 emails were sent last year between Summit residents and all membership categories.
- More coordinated effort with the membership team on 'welcome' emails.
- Open rate ranges between 60-80%, which is very good.
- Best engagement email for the number of recipients was the Summit Early Bird email with 168 opens, a 65% open rate, and a 29% click-through rate (CTR).

### **Website Maintenance**

- Current website is still maintained using the Weebly CMS (content management system).
- In 2022 we pulled domain management back internally, no longer using Azalea Creative, an external agency, to do so.
- All updates to the site managed by me.