

Attendees: Adam, Greg, Connie, Catherine, Stacie, Gloria

Discussion

1. Landscapper
 - The Board discussed whether to proceed with the landscaping company previously engaged or the one identified by Alena.
 - Notice was sent to terminate the prior landscaper, with 30 days' notice given. The last day of service was December 31, 2025.
 - The new landscaper has not yet been contacted by the current HOA Board.
2. Administrative items and Sec of state items
 - The Georgia Secretary of State annual filing is due by April 2026. Catherine will handle the filing, and Greg will provide authorization for payment.
 - The handover from Alena was noted to be limited in detail. Catherine reported checking the HOA email inbox for direct deposit information related to the new landscaper.
 - Online banking has not yet been established. Greg, Adam, and Catherine will be designated as authorized signatories.
3. Website
 - Adam is considering moving the HOA's web services from Google to Microsoft to improve security and accessibility.
4. Mailbox Access
 - There are two mailbox keys: one with Catherine and the other to be held by Gloria.
 - Catherine and Gloria will alternate checking and collecting mail from the post office.
5. Irrigation system and Light system at the entrance
 - The lighting system at the neighborhood entrance needs an update, as the current setup is not functioning properly.
 - The Board discussed the irrigation system, which is currently not performing as intended. The possibility of turning it off completely should be evaluated before a permanent decision is made to discontinue it, as reactivation may have cost and operational implications.
6. Venmo
 - Establishing a Venmo account for collecting annual dues was agreed upon. Catherine will contact Alena to confirm previous setup details and ensure smooth transition.

Items for FollowUp

Item	Responsible lead	Due Date
Contact and confirm contract with new landscaper	HOA Board (Lead: Catherine)	End of Jan 2026
File Georgia Secretary of State annual documentation	Catherine (Approval: Greg)	April 2026
Set up HOA online banking with new signatories	Greg, Adam, Catherine	Feb 2026
Review potential platform switch from Google to Microsoft	Adam	March 2026
Coordinate mailbox pickup schedule and process	Catherine & Gloria	January 2026
Assess irrigation and lighting needs and develop recommendations	Adam and Greg	Feb 2026
Establish Venmo account for HOA dues; confirm with Alena	Catherine	Feb 2026