

### May 2018 Board Meeting

Carole hopes to schedule clean up days for microparks; Carter Drive is the first possible clean up. Doug Voss, City of Atlanta is working to get bids for clean up at Club and Peachtree. He is working with Carole re erosion and water flow at the top of Vermont Park. The committee's goal is to make three of the parks more user friendly. Benches have been installed and landscaping is to be improved; Contact is Kathy Boltwood. Committee noted Dekalb or City of Brookhaven tree ordinance is 120 inches per acre. Neighbors are concerned about recent tree removal for building new homes.

### March 2018 Board Meeting

Carole is working with The City of Atlanta to repair erosion near column placement at Vermont Park. Callahan Landscape is hired for our neighborhood maintenance. Bob Connelly will arrange cleaning and sealing of monuments as well street sign cleaning.

### February 2018 Board Meeting

Carole reported, the new HBNA maintenance company is Callahan Company. New benches were installed in microparks near Lakehaven, East Brookhaven and Davidson. More low maintenance landscaping is planned for the parks. March 5, 2018, 8-9 am is a meeting to discuss nearby Brookhaven Park.

### January 2018 Board Meeting

No report.

### November 2017 Board Meeting

Carole Simpson, has ordered several decorative concrete benches for micro parks. Landscaping is to be complete at the Carter Drive micro park soon. There has been a request to have traffic and street signs clean throughout the neighborhood.

### October 2017 Board Meeting

Carole noted HBNA contract is completed in November. She will evaluate the current landscape contract for renewal. The committee plans to straighten or repair old concrete benches and order new benches for micro parks. Monument update was given. Carter Drive monument complete.

West Club monument reported in disrepair. Possible proposal for pressure washing and sealing monuments in the future. Stone edging is being evaluated in micro parks as well.

#### September 2017 Board Meeting

Carole discussed, working with the City of Atlanta, Doug Vause, regarding Vermont Park erosion. She expressed concerns regarding the exterior buffer of Mayson Ravine becoming a dumping area for landscape debris. Carole continues to oversee 19 common areas in our neighborhood. Board discussed water bill for Brookhaven and East Brookhaven park. Responsibility is denied by City of Brookhaven. Irrigation billing for microparks will be clarified by CME within the next few weeks. Board asked to draft policy for no or limited signage in mini parks.

#### August 2017 Board Meeting

Carole discussed the following beautification issues 1) Communication with Gibbs Landscaping Co. 2) Shrub trimming at intersections for safety 3) Follow up on monument for Carter Drive 4) City to help with erosion and possible clean up at Vermont Park

#### July 2017 Board Meeting

Vermont Parks repairs are requested through City of Atlanta Engineer. Water meters are requested for two microparks. Then the landscaping for two parks will be put out for bids. Neighbors have also requested updated landscaping at Davidson and East Club Lane.

#### May 2017 Board Meeting

Kathy Boltwood discussed future monument placement at Carter Drive and Peachtree Dunwoody. Curbing replacement at Carter Drive and other micro parks has not proved within budget, thus far. Kathy noted better monitoring of construction sites. There is code enforcement for construction sites; call 311. Water meters are in progress for two micro parks. Signage in place for Keep Historic Brookhaven Beautiful campaign and to remind persons to pick up their trash. Trash receptacles are proposed. Contact Ruth Skogstad for more information.

#### April 2017 Board Meeting

Carole reported, current projects are water meters at two parks, estimates for curbing of three parks, and estimates for new plantings in micro parks.

### March 2017 Board Meeting

Carole reported coordinating curbing and water meters for several of the microparks in the neighborhood. HBNA, CME, is adopting the maintenance of the park at Carter Drive and Peachtree Dunwoody Road. Several proposals were discussed to control drainage and water at the community green space, a goal of the committee.

Monument restoration update was noted by Bob Connelly.

### February 2017 Board Meeting

Little Nancy Creek Park requested \$2500 from HBNA. Request granted and 2017 budget amended. Carole continues to work with the City of Atlanta, Dorey Voss, and neighbors to address erosion and drainage issues at Vermont Park.

### January 2017 Board Meeting

Carole discussed needs for 2017; such as working with Gibbs, metered water in micro parks, erosion and special needs in Vermont park and special guidelines for drainage in the Carter Drive park. Ruth Skogstad would like to interface with the Keep America Beautiful campaign for Historic Brookhaven. She discussed doggie disposal bags and liter as priorities.

### December 2016 Board Meeting

Carole Simpson: Carole gave an update on micro parks in neighborhood. Vermont Park has water flow issues to address with city engineer. Some erosion is evident. Carter Drive Park is a watershed park. The monument at Carter Drive creates vision impairment. Carole discussed landscape needs of parks including replacement of vegetation and irrigation needs.

### November 2016 Board Meeting

Carole Simpson, V. P. of Community Maintenance and Enhancement, reported on water related issues in our 19 micro parks in Historic Brookhaven. The area is in a drought that is challenged our plants and trees. Two water meters have been put in on East and West Brookhaven. The meters will be set up for watering or irrigation. Follow up re drainage in the Carter Drive micro park is in progress. The committee hopes to make the parks more of a gathering place for neighbors.

### October 2016 Board Meeting

CME, chair Carole Simpson reports, drought has taken a negative effect on Brookhaven green spaces. Lauren Jackson and Cathy Boltwood requested clean up at Carter Drive micropark and review of needs at other microparks. Water meters have been requested through the City for parks at East Brookhaven and West Brookhaven. Ninety days has lapsed since request. CME committee asked by board to get three bids for neighborhood maintenance (for 2017) and review needs for micropark clean up. Contact Carole Simpson ([csimpsongarden@gmail.com](mailto:csimpsongarden@gmail.com)) for CME concerns.

#### September 2016 Board Meeting

Beautification, Carole Simpson reports she has made a ride through with Gibbs re neighborhood maintenance. Current projects include curbing on Carter Drive, Vermont Park clean up, Vermont monument repair, and Peachtree Dunwoody and Stovall Blvd. landscaping proposal.

#### August 2016 Board Meeting

Water meters and irrigation were discussed for specific micro parks. The committee is pricing costs to install hose bibs. Mike Elliot is proceeding with project. Committee requests a meeting with Gibbs to discuss the condition of the triangles. Dead plants and other low maintenance planting options are needed. All beds need refreshing, pruning and edging.

#### July 2016 Board Meeting

No meeting was held.

#### June 2016 Board Meeting

No report given.

#### May 2016 Board Meeting

Carole discussed flooding of the Carter Drive-Peachtree Dunwoody micro park. She has contacted the city to make efforts to create better drainage on Carter Drive. City of Atlanta is also to follow up on erosion issues in Vermont micro park. It was requested trees be trimmed at the Lake Haven Park. Carole will consult with City and HBNA members regarding vegetated island at Vermont and Winall Down Roads.

#### April 2016 Board Meeting

Carole reported that the City of Atlanta is making erosion repairs at Vermont Park. She reminded neighbors not to put limbs in our parks after clean up. Clean up is scheduled at East Brookhaven and Brookhaven Park. Water service is planned for two more micro parks for maintenance and care.

#### March 2016 Board Meeting

No report.

#### February 2016 Board Meeting

CM&E, Carole Simpson

Carter Drive Park is being assessed especially re drainage.

Vermont Park, Conservation Park, is managed by watershed and Army Corps of Engineers. The restrictions on the park were discussed.

#### January 2016 Board Meeting

Carole reported, the relocation of a Japanese maple from the Walgreens development to the Lakehaven micro park. Redbuds were placed in Brookhaven Drive Park. Crepe myrtles at Lakehaven Drive are to be moved to the Carter Drive micro park. The flooding in Carter Drive Park will be checked.

#### December 2015 Board Meeting

Oak tree – Lakehaven triangle planting

Redbuds – Brookhaven Drive planting

Crepe Myrtle at E. Brookhaven to be moved to another location

\$4500 Approximate cost – in current 2015, budget

#### November 2015 Board Meeting

No report.

#### October 2015 Board Meeting

No report.

#### September 2015 Board Meeting

No report.

#### August 2015 Board Meeting

No report was given.

#### July 2015 Board Meeting

The board discussed irrigation for the Davidson Triangle. Mike Elliot requests follow up of water to new Japanese Maple at East Brookhaven Triangle. Follow up with Commissioner of Parks re water source for noted triangles was requested.

#### Monuments, Historic Brookhaven Foundation, Bob Connelly

Bob reported that Jed Beardsley will oversee construction management of monuments. The Winall Down and Carter Drive monuments are planned for the near future. Board members asked if property owners agreed to placement of monuments. Cathy Boltwood and Lauren Jackson, Carter Drive residents, discussed raising funds on Carter Drive. Maribett Varner noted funds were raised on Fuller and Mabry Roads but monuments have not been placed. Follow up with Jed Beardsley planned.

#### June 2015 Board Meeting

No report was given

#### May 2015 Board Meeting

No report was given.

#### April 2015 Board Meeting

Carole plans to meet next week with her committee re beautification.

The Board discussed need to move forward with monument repairs and reconstruction for Fuller, Carter, Winall Down, and W.Club locations. The Board discussed priority and location of monuments. Bob Connelly offered to contact Tim Gartland re the permitting process for the City of Atlanta. Mike Elliot will offer support. Jed Beardsley will be contacted re support of HBF to build or repair monuments. Lauren Jackson and Kathy Boltwood will help raise funds for Carter Drive project. Each monument costs between \$5,000-\$6,000.

#### March 2015 Board Meeting

Needed routine maintenance was discussed (such as additional pine straw, edging beds, pruning, and removal or replacement of older shrubs). Focus of future work is the East Brookhaven and Club triangle, Davidson and Club Drive triangle and Lakehaven triangle. The 2015, budget includes improvements at Davidson and Club triangle, water meter at Lakehaven triangle, new trees and shrubs, Gibbs scheduled maintenance and proposed monuments (Carter, West Club, Winall Down, Fuller Road).

Monuments proposed by Historic Brookhaven Foundation were discussed. Carole reported, a need to be updated by leader of HBF regarding proposed monuments. She reports, the need for improved communication between HBNA and HBF.

#### February 2015 Board Meeting

Carole Simpson discussed a request from HBF for monument replacement at Carter Drive, West Club Drive, and Winall Down Road. The cost of new monuments are \$6-7000 per pair. The sentiment is that all the requested work is too expensive. Suggestions were to cut locations or cut monuments to one per location and to solicit neighbor support.

Lakehaven Drive Triangle needs irrigation. A request will be made to the CEGC for funds to complete the irrigation.

#### January 2015 Board Meeting

Chairman, Carole Simpson, announced the committee will meet on February 3, 2015, to discuss the proposed 2015 budget. Bob Voss is our City of Atlanta contact community enhancement (parks). Richard Meehan is the contact from the City of Brookhaven. Carole, continues to discuss geographical assignments for green space or the common areas.

#### MONUMENTS

Bob Connelly notes the need to replace several monuments in the neighborhood. Bob will talk to Jed Beardsley to proceed with repairs to monuments.

#### December 2014 Board Meeting

Chairman, Carole Simpson is currently hanging holiday wreaths on historic Brookhaven monuments. Next year the committee hopes to have the neighborhood Friends group help with the holiday bows. Tim Gartland and Carole Simpson plan to drive through the neighborhood to review expectations for community property maintenance as well as the condition of triangles or microparks. Carole indicated, the committee discussed dividing the neighborhood into geographical areas for improved supervision of green space. A committee member would track beautification needs in their area. Lauren Jackson offered to explore ways to work with the City of Atlanta and the City of Brookhaven for more maintenance support.

#### Monument Sub Committee

Bob Connelly discussed, a new pair of monuments for Rock Haven Homes are approved. Other locations being considered are Winall Down Road, Carter Drive, and Club Drive. Bob Connelly will contact Jed Beardsley for updates and Tim Gartland to discuss Atlanta permitting process.

#### November 2014 Board Meeting

Nothing to report.

#### October 2014 Board Meeting

Tim Gartland reported the following items:

- Tim has done a ride around with Gibbs to discuss performance issues. They have a new supervisor and have promised to step up their performance and send him a progress report.
- Brian Ruediger asked if Gibbs contract was 12 months. Tim answered yes but that it has out.
- Lisa Martinez noted that stump and debris remain from the tree fall at Vermont Park. Tim will follow up.
- Gay Colyer noted the same about W. Club Lane with debris in Mason Ravine. Tim will follow up.
- The monument at Brookhaven/W. Brookhaven is leaning severely and needs to be addressed. It may be more expensive to repair than to replace.
- Tim offered to continue to volunteer help with CME items but not in a board capacity as he will conclude his 2-year term at the end of this year.

#### **Monument Sub Committee:**

It was reported that Rockhaven Homes still owes 1 set of monuments.

Tim Gartland offered to help with permitting process in City of Atlanta and noted that the process is much improved from before. (Tim was involved in writing the COA current policy.) Jed Beardsley and Susy Stovin are reaching out to neighbors in COA for support for monuments at Winall Down, Vermont/W. Club.

Mike Elliot will send a flier for monument solicitation to Cathy Boston for printing and distributing.

Next targets (and HBNA point person) were identified as: Fuller (Jed), Carter (Susy), Winall Down (Lisa), Vermont.



## October 2014 General Meeting

Tim Gartland, VP of the CME Committee, gave an overview of the committee's responsibilities and objectives. Including:

- Overseeing maintenance for common areas within HBNA.
- Implementing a standard landscape plan for new monuments and common areas.
- Addressing problem areas as they arise.

## September 2014 Board Meeting

In Tim Gartland's absence, Lisa Martinez reported the following items:

- Gibbs has replaced the account manager handling our neighborhood.
- Tim has a "walk through" scheduled with Gibbs to discuss performance issues.
- Tim is still working on removal of the dirt from the Brookhaven/E. Brookhaven monument site to the nearby hole at the same intersection. He had a quote prepared from his company as a reference for the work (\$650). The job requires a bobcat and dumptruck.

## August 2014 Board Meeting

Tim Gartland reported the following items:

- Tree removal has been completed for the dead and dying trees:
  - (4) trees in the Brookhaven/ East Brookhaven triangle.
  - (1) tree and (1) stump in the Brookhaven/West Brookhaven triangle.
  - Miscellaneous debris along the Vermont park.
- Gibson is donating Japanese maples and have located spots for them. Tim has put together a bid sheet for the work.
- Mike Elliot has acquired some larger over canopy trees which may be helpful in some of the triangle parks. He noted that Gables is bulldozing on Hermance and, after Mike got bids, Gables has agreed to pay for the removal and replanting of 22 mature trees most of which will go into Brookhaven Park.
- Monuments: Fuller Rd is a potential site, but need to identify the specific location. The Alford's may be a sponsor for matching funding.
- Dirt is to be moved from the Brookhaven/E. Brookhaven monument site to the nearby hole at the same intersection.
- Gibbs is getting a bit slack in maintenance. Tim Gartland is following up with them to address it.

Lisa Martinez appointed the following members to a Monument Subcommittee: Maribett Varner, Bob Connelly (Chair), Tom Hicks, Gay Colyer.

## July 2014 Board Meeting

Lisa Martinez reported the following items:

Some tree removal will take place in July. This includes the following:

- (4) trees in the Brookhaven/ East Brookhaven triangle.
- (1) tree and (1) stump in the Brookhaven/West Brookhaven triangle.
- Miscellaneous debris along the Vermont park.

The contract is for ½ day of the crew with equipment. The rate is \$2,000 + \$500 for gas surcharge. Payment will come from CME budget.

An issue was noted at the entrance of the neighborhood on Mabry and Mike Elliot said he would contact the neighbor.

#### June 2014 Board Meeting

Tim Gartland reported the following item:

- Progress in the plan for removal of dead trees near W. Brookhaven/Brookhaven and at Brookhaven/E. Brookhaven triangles. He has been quoted \$2K for removing all.

Ruth Skogstad commented that the neighborhood entrance at Brookhaven Drive looks great and she has received several positive comments from neighbors regarding it.

#### May 2014 Board Meeting

Tim Gartland reported the following items:

- Club Estates Garden Club made a \$5K donation and HBF \$2K. These are for landscaping presence at base of monuments, specifically Brookhaven Drive entrance and also Club Drive and Davidson triangle. Landscaping will begin in approximately two weeks including some small tree removal and stump grinding.
- CME is planning on cutting back and clearing up area at Mason Ravine near Davidson with input from adjacent neighbors.
- Trees have fallen near monument at Club and Stoval. They will need to be removed.
- Two dead trees at W. Brookhaven/Brookhaven Dr. and E. Brookhaven/Brookhaven Dr. have been reported via "See Click Fix". Need to send certified letter to the city.

#### April 2014 General Membership Meeting

Tim Gartland, VP of the CME Committee, gave an overview of the committee's responsibilities and work in 2013 and plans for this year. Including:

- Ongoing maintenance of the micro parks and common areas (largest share of the CME budget).
- Implementing a standard landscape plan for new monuments working with garden club and HBF.

## March 2014 Board Meeting

Tim Gartland reported the following items:

- Club Estates Garden Club donation for landscaping presence at base of monuments, specifically Brookhaven Drive entrance.
- Tim is requesting a 2014 budget of \$20K for landscaping maintenance, \$5K discretionary and special CME projects, \$20K for monuments.
- Discussed possibility of two additional pairs of monuments on Peachtree Dunwoody Road. There is a need for neighbor donations for that effort. HBF received approximately 65 contributions for previous monuments.
- Tim will prepare a letter to the owner (Mr. Drew) of the rental house at entrance to Brookhaven Drive near Dunkin Donuts. Intent is to get attention/action to clean up the exterior yard.
- Tom Hicks spoke about a possible big picture approach to both sides of road, potentially inquiring if SunTrust would get involved or at least support improvements.

## February 2014 Board Meeting

Tim Gartland reported the following items:

- Club Estates Garden Club donation of \$5K for landscaping presence at base of monuments.
- CME will be meeting Wednesday, March 5<sup>th</sup> at 8:00am at the Brookhaven Drive monuments.
- Mulch at E.Club needs spreading.

Tim Gartland made a motion to approve \$415.00 for the maintenance crew to spread the mulch. The motion passed unanimously.

- There is interest from nearby neighbors for monuments at Fuller and Osborne. We would need \$3K matching funds from neighbors.

A motion was made for HBNA to match up to ½ the cost of any future HBNA monument, those funds to be donated to HBF for procurement. The motion passed unanimously.

- Lisa Martinez requested that CME take stock of the condition of current monuments to identify any needing repair or replacement.

## January 2014 Board Meeting

Tim Gartland reported the following items:

- Brookhaven Drive monuments are in work but stalled due to weather.

- Mike Elliot is going to take a step back from overseeing monuments, CME to discuss oversight and transition of the responsibility.
- Mason Ravine mulch arraigned for by Josh Pechter was dumped but not spread after CME received approval from the city parks department to dump the mulch in the park. Josh Pechter has claimed it is HBNA's responsibility to maintain the Mason Ravine park and that HBNA should arrange to have it spread. It was discussed that there has not been a precedent for HBNA to maintain the Mason Ravine Park area. There was discussion of having a work party to accomplish spreading the mulch.

There was a brief discussion about the potential need for a general sprucing up of the neighborhood and Lisa Martinez asked CME to prioritize areas for consideration of this.

## December Board Meeting

### **Community Maintenance and Enhancement (CME)**

Tim Gartland reported the following items:

Holiday wreaths have been placed on the monuments and permanent improvements have been made to make the process easier in coming years. Gay Colyer was instrumental in obtaining the wreaths and having them installed. The cost for the live wreaths and placement was approximately \$500.

Tim Gartland made a motion for Carole Simpson to purchase permanent wreaths to use going forward. Carole has graciously volunteered to store them at her business after the holidays. The total cost not to exceed \$1,000 (~ \$35 per wreath). After brief discussion the motion passed unanimously.

Per Gay Colyer, wood chips have been donated for use at E.Club Mayson Ravine. The city parks department has approved.

It was noted that Josh Peeler has declined the proposal for naming rights to the corner of Davidson/E. Club Drive.

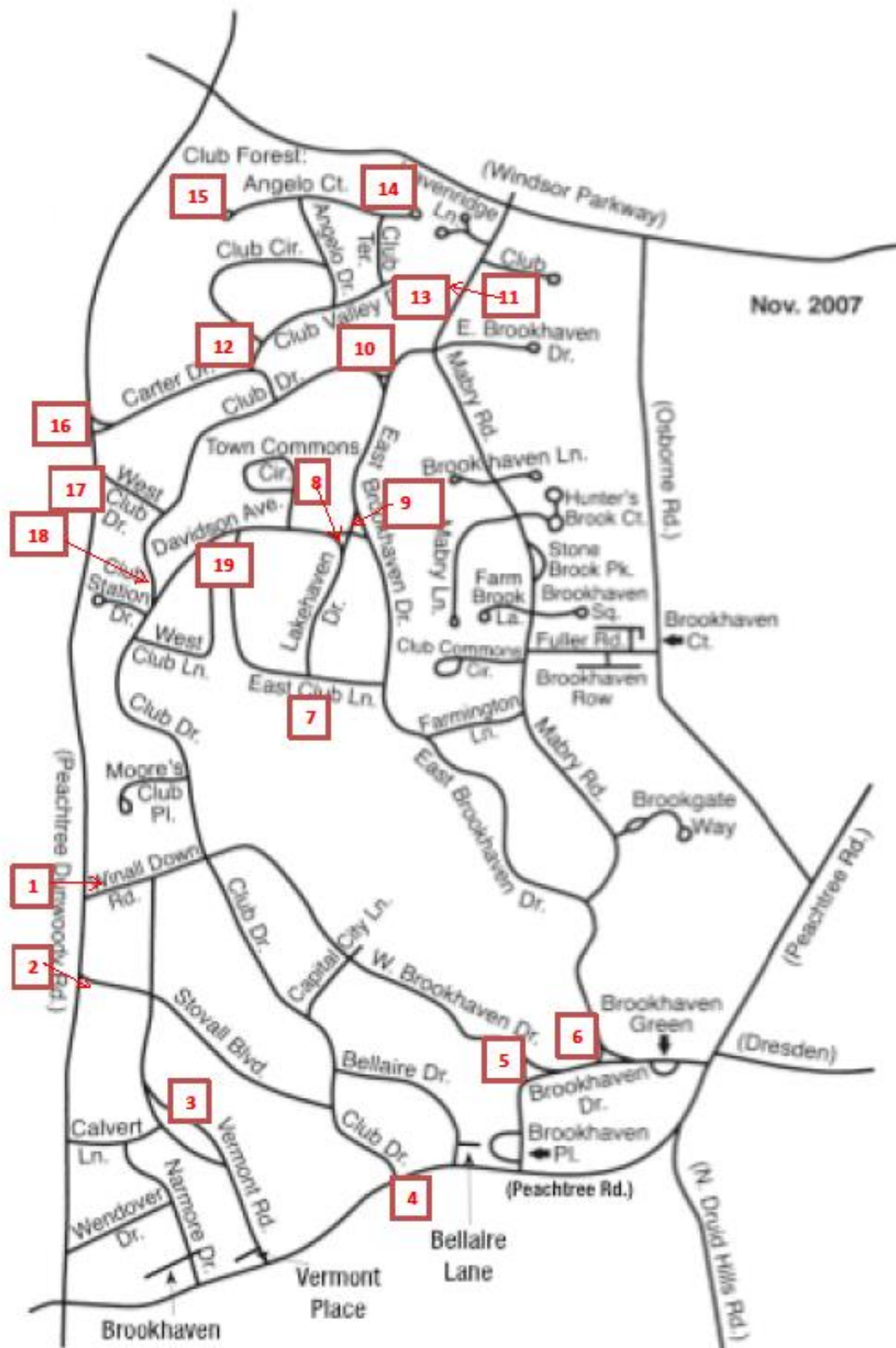
## November General Meeting

### **Community Maintenance and Enhancement (CME)**

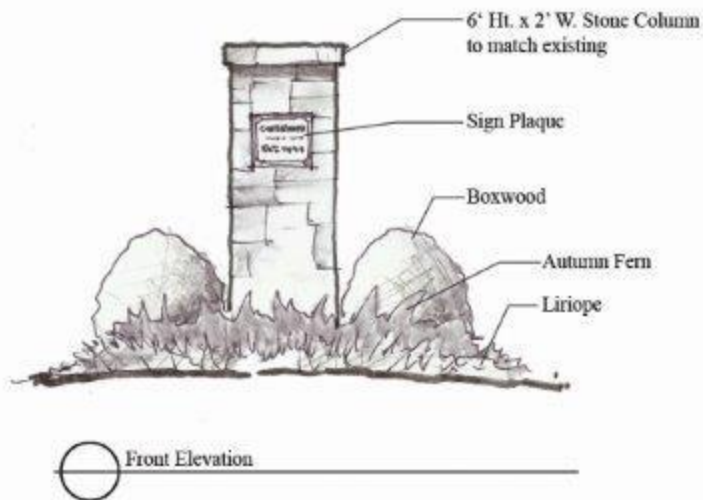
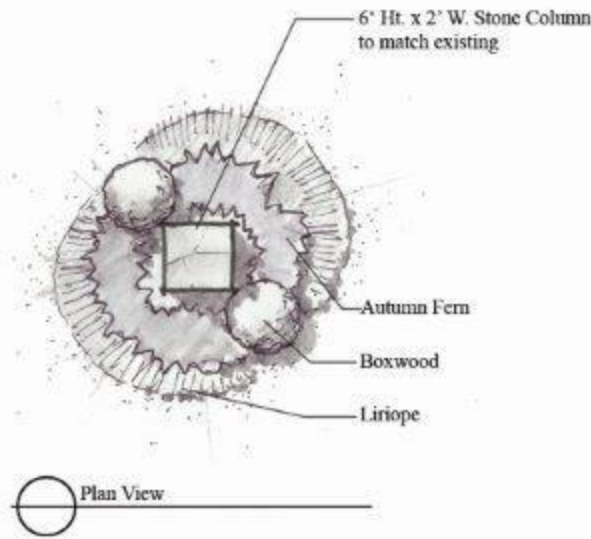
Tim Gartland, VP of the CME Committee, gave an overview of the committees responsibilities and work this year. Including:

- Completion of Club Davison Triangle renovation.
- Successfully negotiated new maintenance contract for common areas within HBNA (see Common Area Map).
- Developed standard landscape plan for new monuments. (see Monument Plan Illustration).

# Map of Historic Brookhaven



***Monument Plan Illustration***



## Entry Monument



The following motions were voted on by the HBNA membership and board:

- Motion to include the Winall Down/Vermont triangle in maintenance plan for additional \$40/month. Approved by a vote of 16 yes and 14 no.
- Motion to allocate \$757 to replace (2) dead dogwood trees at Club/Davidson triangle with (1) large oak to match existing. Specifically the placement of the tree should be not under a

power line, full mature height should be appropriate to scale of the park. Approved by a vote of 27 yes and 0 no.

- Motion to allocate \$1,000 from CM&E budget to decorate 8 large and 1 small entrance monuments for Christmas. After some discussion about purchasing permanent wreaths and the challenge of storing them and one-time costs associated with permanently preparing the monuments for wreath/decoration attachment, the motion was passed by a vote of 14 yes and 0 no.

## October Board Meeting

Tim reported the following items:

Leaning/Hazardous trees at triangle across from Gipson's. The committee voted to confirm this as a CME Budget Item. Since then, Mike brought this to the attention of City of Brookhaven and they have agreed to remove trees.

The Club Estates Garden Club has expressed interest in contributing to projects in the neighborhood. Gay contacted Elizabeth Payne, Chair of the CEGC, to determine the money available. CME is considering project opportunities at the Brookhaven Drive/E. Brookhaven triangle.

Two dogwood trees at the Club/Davidson triangle have died. CME is proposing replacement with the hope to match the tree in the triangle. Awaiting estimate from Gibbs.

Following discussion of requests for micro park naming rights, the committee recommended to the board a minimum contribution level of \$2,500 with agreement for maintenance and indemnity. There was extended discussion about the ability to maintain memorial monuments in perpetuity. Frank made a motion to approve a plaque, honoring Shirley Smith by designating the corner of Davidson/E. Club Drive as "Shirley Smith Corner" for a minimum contribution of \$5,000 along with signed terms and conditions to be approved by the board. The motion passed with Gay and Maribett voting "Nay", Carole "Abstain", all others "Yes".

Anne asked if Gibbs could blow off Winall Down/Vermont triangle as part of their regular maintenance. Tim will see if this can be added.

Josh Peeler asked for mulch at the Mayson Ravine. HBNA will do this in the Spring. Gay will follow-up with Latosha Haney at the city parks department.

## September Board Meeting

The committee has discussed potential solutions to requests for micro park naming rights i.e. possibly allowing permanent plaques at ground level. The committee will come up with a recommendation.



Gay C. noted there were some areas of the neighborhood which potentially needed homeowner attention and the committee suggested mailing encouraging letters to several specific homeowners. A motion was made to mail the letters out. After some discussion about our lack of knowledge of homeowners specific situations, concern about being perceived as heavy handed, lack of enforcement authority, and lack of success of similar letters in the past, the motion failed by a vote of 9 against, 6 for and 1 abstain.

Mike E. received accolades for coordinating a successful Brookhaven Park clean up in August.

HBNA will send out an announcement for the upcoming Roots and Brews Event.

Community Estates Garden Club wants to connect with CME Committee for possible collaboration.

#### August Board Meeting

Tim G. reported that there was no meeting in July due to travel schedules. He also reported one naming rights request is pending which is to be reviewed.

Tim noted there were some areas of the neighborhood which potentially needed homeowner attention. A suggestion was made that possibly an encouraging letter could be put together to mail to the property owners in this situation. Lisa M. suggested that each of us note areas which may need attention as we are out in our districts.

Tim will announce the date and time of the next CME meeting (usually the 3<sup>rd</sup> Thursday at Davidson triangle).

Mike E. gave an update on Brookhaven Park with conceptual drawings of a new fence and entry gate as well as background on the city of Brookhaven's potential involvement in the park going forward. The neighborhood has an opportunity to have input in the direction of the park. Need volunteers. It is one of only two parks to get money this year. There will be a cleanup on August 24. Brookhaven Park is a priority for the City of Brookhaven and the Mayor and the Council are aware of the issues concerning the park.

Sam L. gave an update on his work on a tree recompense project for the neighborhood. He is filing an appeal and proposal for recovery of funds from the tree recompense budget to acquire trees for the neighborhood.

#### July Board Meeting

This committee met last Thursday at the Davidson Triangle. There has been a request for a naming opportunity at East Club and Davidson. Tim Gartland will get with the person making the request to clarify what is wanted. Cathy Boston said that we should consider using plaques

in the future with multiple opportunities for naming. The Board needs to put together an overall plan on how to handle naming requests in the future.

Mike Elliot stated that there will be a cleanup at Brookhaven Park on August 24 with 50 student volunteers from Oglethorpe U. He stated that the last park cleanup project with OU had no involvement or support from HBNA, and that new leadership & greater involvement from HBNA was needed. Brookhaven Park is a priority for the City of Brookhaven and the Mayor and the Council are aware of the DeKalb Service Center issues concerning the park. The DeKalb County Library director has publicly stated the Library's preference for Brookhaven Park as the best new library site – there is about \$3.5 million in bond money available for this project.

### June Board Meeting

Tim Gartland updated the status of the Club/Davidson Micro Park. The city funded a number of the final costs of completing the park. Renovations are now largely done and the plantings should begin to fill in during the growing season.

Tim presented an update on maintenance of the common areas. Tim sent requests for bids to six contactors and received bids from two (Gibbs and Southern Elegance). Based on the strength of their bid and competitive pricing (\$18,406), Tim made a motion to approve Gibbs for the maintenance contract. The motion was approved by unanimous vote of the board.

Regular meetings are planned for neighbors interested in the micro parks, these are planned for the 3<sup>rd</sup> Thursday of the month at 8:00am at the Club/Davidson triangle. CME intends to prioritize all the micro parks for improvement.

Tim noted that the bench that was donated to HBNA has been placed at the E. Brookhaven/Davidson triangle.

Bob reported that monument footings laid on Mabry have to be repoured due to site line issues and will be located approximately 40 feet further down Mabry away from Windsor. HBNA may have to pay a small cost of pouring new footings. Mark Roberts requested a list of all addresses in the new Rockhaven development. Maribett Varner plans to do a press release on the new monuments once they are completed.

There was a brief discussion about the potential need for a sign policy for naming rights to various areas of the neighborhood. It was noted that these memorials have been listed in the directory. Further discussion was deferred to the next CME meeting.

Lisa Martinez raised the question of how to prioritize and fund special issues/projects in the neighborhood. i.e. how much does HBNA pay and how much (if any) should adjacent homeowners be expected to pay or match? There was some discussion and question about the HBN Foundation's role. There was also discussion about what level of funding the current HBNA dues could support. It was noted that adjacent homeowners had raised funds for monuments and for the Davidson Triangle. The subject was tabled for further discussion.

## April Board Meeting

Tim Garland presented an update on maintenance of the common areas. Our current contractor has been paid \$3,000 YTD and is not keeping up to speed on the maintenance of the micro parks. Tim feels they are not committing enough time to keep them up and we may need to increase the hours called for and possibly the budget. Tim made a motion to budget \$25,000 for maintenance. The motion was tabled until budget discussion later in the meeting.

There was some discussion about the potential for neighbors volunteering to plant bulbs or work on the micro parks.

Tim updated the status of the Club/Davidson Micro Park.

Mike Elliot updated the status of new monuments. Site distance of new locations aer being checked and locations will be adjusted accordingly. Mike is seeking funding from retailers i.e. Mellow Mushroom, Hudson Grille, etc. for monuments at E. Brookhaven Drive. Mabry monuments are on track and they are raising money for these.

Later in the meeting, a motion was made by Tim to reduce the CME budget to \$26,000 from \$27,000. All approved (Mike Elliot and Wade McKenzie not present).

Melissa Bryson discussed drawings of proposed landscaping along Mabry that Rockhaven Homes is proposing to plant at their cost.

### **Addendum:**

Between Meeting Board Action – via email communication.

Tim Gartland reported via email that our current landscaping contractor was in default of fulfilling contractual duties and offered to have his company fill in for May until bids could be sent out to find a new contractor. Cathy Boston made a motion to ask Tim's company to handle maintenance for up to 60 days while we get bids for replacement of our current landscapers. The motion was seconded and passed with 10 in favor, Frank Clementi, Lisa Martinez, Wade McKenzie, Mike Elliot, Bob Connelly, Hope Bawcom, Lisa Senters McDermott, Cathy Boston, Karen Spitz, Tim Gartland. None opposed. Remaining abstained.

## March Board Meeting

In Tim Garland's absence Lisa Martinez presented the Community Maintenance and Enhancement Committee report.

Lisa updated the status of the Club/Davidson Micro Park. There was a meeting with the city last week where the three main issues outstanding were discussed (grading, landscaping, irrigation). It was agreed at that meeting that HBNA will pay for irrigation repair if the city will grade and sod to the landscape plan developed by HBNA. The city also agreed to pay the water bill going forward in perpetuity which will save HBNA money. Lisa pointed out that the park will go

through a transition period where it will look worse before it looks better but ultimately the goal is for this park to set the standard for all the micro parks in the neighborhood. Frank is seeking corporate sponsors for the parks to offset maintenance costs. Mike Elliot suggested we need to coordinate sponsor contact in order to avoid duplicating efforts. Lisa Martinez noted that coordination of communication should go through Mark Roberts at the Communication Committee level.

Mike Elliot updated the status of new monuments.

- Precast concrete for Mabry monuments is complete.
- Precast concrete for E. Brookhaven Drive monuments should be completed next week.
- Rockhaven Homes (builder in Mabry Oaks) is covering cost of labor enabling HBNA to only pay \$2K for materials for Mabry monuments.

Bob Connelly updated status of the E. Brookhaven Drive monuments. Bob has previously been a proponent of utilizing Brick Concepts due to their past experience and less project management involved in working with them. However, Brick Concepts price has increased and Bob has gotten a more favorable bid from a brick mason which is \$1,000 less per monument. The downside is there is more supervision required and Bob has agreed to provide the necessary oversight. Gay asked what the Historic Brookhaven Foundation (HBF) does to fund monuments. Mike noted that the foundation does provide some funding for the monuments. It was discussed that the HBF needs to present to the HBNA board so the board is briefed on it's operation.

## February Board Meeting

Tim Garland and Hope Bawcom presented the Community Maintenance and Enhancement Committee report.

Tim has assessed the neighborhood micro parks and concluded most need "help". He intends to develop a plan for each park, make capital improvements first, then develop and implement a comprehensive maintenance plan. Jed Beardsley noted the desire to really make a noticeable improvement this year utilizing resources from the increased member dues. Creating a uniform theme for the neighborhood parks was discussed.

Hope Bawcom updated the status of new monuments.

- DeKalb County permits for ROW encroachment issued for Mabry & E. Brookhaven December, 2012.
- Issuance of permits for Mabry & E. Brookhaven from City of Brookhaven expected 2/18.
- Preconstruction of Mabry can be started (utility finders, final marking / location) expected 2/25.
- Initial construction (pouring foundations, building concrete block core, and placement of CCTV conduit/enclosures) expected to start March 5.
- Precast concrete ordered for Mabry monuments, deposit paid, delivery expected approximately 3/8.
- Precast concrete for E. Brookhaven Drive monuments to immediately follow Mabry precast. Expected both will be completed by April 1.

It was noted that the Mabry Road monuments were subsidized heavily by Rockhaven Homes (builder in Mabry Oaks) who covered cost of labor (~\$12K) enabling HBNA to only pay \$2K for materials. E. Brookhaven monuments by Brick Concepts. Bob Connelly has discussed proposed new price from Brick Concepts, which is approximately a 37% increase in price from their previous monument job, from \$6,550 to \$8,080 plus tree removal charge. Bob has gotten them to reduce the price some. It was noted that Brick Concepts price for the first monuments was based on building a total of ten in succession when in reality they were only given the first project and it took longer due to delays both within and beyond control. It was also noted that while lower bids were available those contractors would require much more day to day project management from HBNA.

Hope and Mike are continuing efforts to raise money for the monument projects.

### January Board Meeting

Tim Garland presented the Community Maintenance and Enhancement Committee report.

Club/Davidson Triangle Park was discussed at length. Lisa has been in communication with the Atlanta City Parks Department. ACPD is two weeks behind schedule and is working on the grading of the park. HBNA is to meet with them next week to review their checklist vs. HBNA's checklist. The current strategy is for ACPD to complete grading and sodding at the city's expense. HBNA will repair the irrigation system at its expense. This will insure that the systems lifetime warranty will remain in effect with the contractor. Estimated repair cost is between \$800 and \$1,200. Irrigation contractor to flag existing lines before city grades to try and minimize further damage. There was discussion about the relative expense of the park. Background on the project was discussed, specifically the adjacent homeowners desire to repair the park in a way the improved it from its pre-accident condition. A fundraiser was held at the time at one of the adjacent resident's house. Estimates at the time ranged \$30-35K to restore the park. It was noted that this repair work is a one-time expense. There was a comparative discussion about similar projects in other neighborhoods. There was discussion about the parks role in drainage and the need to consider access with respect to these park improvements.

Historical neighborhood monuments were discussed. Mike Elliott filed an application for construction and encroachment permits with the City of Brookhaven before the moratorium. Mike is waiting for approval from the city. He will forward to the board a sketch with the locations marked.

### December Board Meeting

Tim Gartland volunteered and was elected by voice vote to Chair the committee. Tim is a landscape architect and owns a landscape business.

Discussion of progress at Club/Davidson Triangle Micro Park. Funds from a previous accident at the location were secured by Mike Elliot and helped initiate the park re-development plan.

Curbing was identified as an issue and after receiving quotes from contractors HBNA (specifically, Caroline Kenny and Lisa Martinez) was able to get the city Parks Department to pay for and install the new curbs. During this work some of the plantings and irrigation system installed by HBNA was damaged by the city contractor. The Parks Dept. has committed to repair those issues and is scheduled to meet within 10 days to review the HBNA punch list.

It was discussed how the Micro Parks represent the visualization and “brand” of the neighborhood and why they are therefore a focus of the ongoing maintenance provided through CMEC. There was also some discussion about who is responsible for tree removal when trees fall in these common areas.

The new monument on the Mabry Road entrance to the neighborhood near Windsor Park is being funded by the developer of Mabry Oaks. Permits are being pulled for that construction today.

Damaged sidewalks are to be a focus for improvement in 2013. HBNA will be contacting Howard Shook (Fulton) and the new City of Brookhaven (DeKalb) for assistance.