

## September 2017 Board Meeting

President, Bob Connelly:

Introduced guest, Howard Shook. Bob stated, main concerns for meeting are drainage, paving, parks, traffic, and security surveillance cameras. All reminded of annual neighborhood street party in September. November 6, is the Biannual HBNA neighborhood meeting. New Board members will be elected.

Secretary, Anne Culberson:

August Minutes approved

Treasurer, Brian Ruediger:

Brian states, "The Historic Brookhaven Neighborhood Association continues its pattern of sound financial position, with all outstanding liabilities paid and strong cash reserves to meet future obligations."

## August 2017 Board Meeting

President, Bob Connelly

Bob called the meeting to order at 8:00 am. He announced that Kathy Boltwood is ill. George Boltwood will serve on the CME committee while Kathy recuperates.

Secretary, Anne Culberson

July Minutes approved.

Treasurer, Brian Ruediger

Brian reports, that the Historic Brookhaven Neighborhood Association continues to maintain strong financial health, with all outstanding liabilities paid and up to date.

## July 2017 Board Meeting

President, Bob Connelly

Bob announced the short term rental house, 4205 Peachtree Dunwoody Road, has been the source of complaints (noise, parties, etc.). The House is in the HBNA district. The Board voted to support North Buckhead Home Owners Association's letter of complaint to the City of Atlanta. Bob Connelly also discussed buying reusable signs, "no parking this side" for neighborhood events, construction and film activity. Board voted to support 20 signs for approximately \$400. Board members asked for more frequent crime alerts.

Bob Connelly announced Libretto Committee has preordered books to neighbors. All board members received a book.

Treasurer, Brian Ruediger

Brian reported, as of July 17, 2017, Brian Ruediger, Treasurer, reports that the Historic Brookhaven Neighborhood Association continues to be well funded and current with all financial obligations.

Secretary, Anne Culberson

Minutes submitted and approved with changes.

June 2017 Board Meeting

President, Bob Connelly

Bob briefly recapped recent meeting with City of Atlanta and Watershed regarding the Vermont and Winall Down Road drainage project. Creek and roadway's capacity to handle water discussed by board. Hope to finalize the Vermont Road and Winall Down drainage project plan this summer. City plans to pave Davidson, Winall Down Road and part of Club Drive this summer.

Treasurer, Brian Ruediger

Brian states, The HBNA continues to be in strong financial position. Currently, there are 718 paid members of the HBNA.

Secretary, Anne Culberson

May Minutes approved.

May 2017 Board Meeting

President, Bob Connelly, Called meeting to order.

Secretary, Anne Culberson, April Minutes approved and will be posted to website.

Treasurer, Brian Ruediger, reports that Historical Brookhaven Neighborhood Association's financial position continues to remain strong, with adequate reserves and all existing liabilities paid.

April 2017 Board Meeting

President, Bob Connelly: Bob called the meeting to order at 8:00 am.

Secretary, Anne Culberson: March HBNA Board minutes approved.

Treasurer, Brian Ruediger: Reported, HBNA continues in strong financial condition, with all outstanding liabilities paid and adequate reserves available. Haig Kazazian reported, reviewing HBNA books; all is in order.

#### March 2017 Board Meeting

President, Bob Connelly: Bob called the meeting to order. He discussed, the concept of a filming committee to oversee the issues of filming in Historic Brookhaven. Current volunteers are Bob Connelly, Kathy Boston and Haig Kazanian. Howard Shook is also committed to meeting with HBNA members to set up guidelines for safety and protection of the neighborhood; current guidelines protect city concerns. The members will also investigate guidelines of other neighborhoods.

Treasurer, Brian Ruediger: HBNA continues to be in strong financial position, with all outstanding liabilities paid and adequate reserves available.

Secretary, Anne Culberson: February minutes reviewed and approved.

#### February 2017 Board Meeting

President, Bob Connelly

Bob discussed recent filming in neighborhood. Protocol is not clearing stated. The film directors have no specific guidelines. Currently, compensation of immediate neighbors (when justified), police for traffic, HBNA donation offsite parking and advanced notice are important to HBNA neighbors. April 19-20 on Club Drive and West Club Lane is next filming location.

Secretary, Anne Culberson

Approved January meeting minutes.

Treasurer, Brian Ruediger

Brian and Gene H. discussed with the board the current insurance for HBNA. It appears adequate and reasonably priced.

The budget for 2017 was submitted and approved.

Brian reports, HBNA continues to be in strong financial position, with all payments and liabilities current.

#### January 2017 Board Meeting

PRESIDENT, Bob Connelly: Bob Connelly welcomed new members to the board (attending Rebecca Harvill and Gene Hoof) and Security Chair, Stephanie McGarity.

Secretary, Anne Culberson, presented December minutes for approval; minutes approved.

Treasurer, Brian Ruediger, reported that the Historic Brookhaven Neighborhood Association ended 2016 in sound financial position, with all outstanding liabilities paid and adequate reserves for future expenditures. Additionally, 2017 member dues receipts are nearing previous years' membership.

#### December 2016 Board Meeting

President, Bob Connelly: Welcomed new members to the board and discussed committee assignments.

Secretary, Anne Culberson: December minutes approved.

Treasurer, Brian Ruediger: reports that the HBNA is in strong financial shape, with adequate reserves, all invoices paid through December 19, 2016, and all 2017 member dues received deposited. Brian reviewed the treasury protocol or guidelines for the 2017 budget. Committee chairs and vice presidents should have budget requests soon.

#### November 2016 Board Meeting

Brian Ruediger, treasurer, reported The Historic Brookhaven Neighborhood Association is in sound financial condition, with all liabilities timely paid and adequate reserves on hand. All 2017 dues received to date have been deposited. The books and records of the association are available for review by any member of the association; please contact Brian Ruediger, if you so desire.

#### October 2016 Board Meeting

President, Bob Connelly, called the meeting to order; agendas, previously emailed, were passed out, 8:00a.m.

Secretary, Anne Culberson, presented minutes, previously emailed, to the Board. Minutes for September were approved by the Board.

Treasurer, Brian Ruediger, reports that the HBNA is in strong financial shape, with adequate reserves and all invoices paid through October 18, 2016.

#### September 2016 Board Meeting

President, Bob Connelly, called the meeting to order at 8:00 a.m.

Bob Connelly discussed City of Brookhaven councilman's proposal for a political forum to introduce candidates in November race. No support was expressed for forum.

Secretary, Anne Culberson, presented minutes. Minutes for August meeting were approved.

Treasurer, Brian Ruediger, reports, The HBNA treasury continues to be well funded with adequate reserves and is current with all financial obligations as of September 21, 2016.

#### August 2016 Board Meeting

President, Bob Connelly, called meeting, 8:00 a.m.

Bates Mattison, City of Brookhaven, Councilman, was introduced by Bob Connelly. Mr. Mattison announced the mayor's moratorium on new multi family and mixed use projects (proposed by Mayor); overlay stands behind existing zoning unless specifically addressed in overlay; more overlay changes are proposed by community and in discussion by city officials.

Bates M. reports, Brookhaven will complete a year end traffic study. Brookhaven will have a character study, also.

Secretary, Anne Culberson, Lauren Jackson (Representative)  
Minutes, Motion to approve and approved. Minutes will be posted to HBNA website.

Treasurer, Brian Ruediger,  
Treasurer reported that as of August 15, 2016, the HBNA continues to be in strong financial position, with all payments and liabilities current. The HBNA books and records agree with the Association's bank account and statements.  
Brian provided detailed records to the Board prior to the meeting for review.

#### July 2016 Board Meeting

No meeting was held.

#### June 2016 Board Meeting

President, Bob Connelly, called meeting to order at 8:00 am  
Capital City Club

Treasurer, Brian Ruediger  
Reported that HBNA continues to be well funded with adequate reserves, and is current with all

financial obligations as of June 16, 2016.

Secretary, Anne Culberson  
Presented minutes for May 2016. Minutes approved.

#### May 2016 Board Meeting

President, Bob Connelly, called the meeting to order

Secretary, Anne Culberson, presented minutes for April 19, 2016. Minutes approved.

Treasurer, Brian Ruediger, stated, The Historic Brookhaven Neighborhood Association continues to be well funded with adequate reserves, and is current with all financial obligations as of May 16, 2016.

#### April 2016 Board Meeting

Mr. Connelly updated board regarding neighborhood movie production and policies suggested by neighbors and those guidelines used in the past.

ATT Cable services may be trimming trees and installing cable in Historic Brookhaven. Notices are given to neighbors affected.

Secretary, Anne Culberson, presented minutes. Minutes approved.

Treasurer, Brian Ruediger, reported, The Historic Brookhaven Neighborhood Association continues to be well funded, with adequate reserves, and is current with all financial obligations.

#### March 2016 Board Meeting

We did not vote on any agenda items. Bob provided us 2 items in his President's report (electronic) to ask the Board to discuss.

**1. Hastings/Porter Case** The Hastings case is scheduled for a 4/27/16 hearing in DeKalb County. Bob has had conversations with Kevin Quirk. The efforts to speak with John Speros have been unsuccessful, thus far. A proposal to send out a status update to the neighborhood association with the date is being considered. We agreed the status should be written by Kevin Quirk and Bob Connelly. Some HBNA board Members believe that attendance at the hearing may not be effective because DeKalb County may not allow public participation. The court might allow attendance by the public.

**2. Filming** The NPU is receiving input from neighborhoods affected by filming. There are some neighbor's in our neighborhood who would like to ask the Board to work with the NPU to reconsider how each neighborhood might be able to have a voice in establishing guidelines on - how long, what hours of the day, where the filming can and cannot go on etc...and submit those recommendations to the City.

**3. Annual Membership Meeting- 4/25** The members wanted to suggest we invite Sameer, Foresight traffic engineer for HBNA to share the findings of the traffic study and also explain how we will address the traffic issues within our neighborhood. We will need an agenda and to arrange for his presentation. We also need to decide if we will want to meet prior to our Annual meeting to discuss any items that are outstanding.

**4.Financials** The Historic Brookhaven Association continues to be well funded, with adequate reserves, and is current with all financial obligations, reported by Brian Ruediger.

**5. Open Items** There was discussion on the open items of:

- status of the monuments,
- the traffic study,
- and the Membership Meeting 4/25

**6. Pres Elect** It was recommended that we need to elect a Pres Elect as provided for in the By Laws.

February 2016 Board Meeting

President, Bob Connelly:  
Bob reported attending Brookhaven Coalition meeting .

Committee assignments were confirmed. Haig Kazazian will serve as Sponsorship VP.

Bob reported, on the bylaw meeting. Maribett reviewed several changes, regarding sponsorship VP and president elect. The board approved changes. Changes in bylaws will be voted on at neighborhood meeting in April. HBNA conflict of interest policy was reviewed and approved. Board members may be asked to sign policy in near future.

Discussion of confusion re the 30319 zip code within The City of Brookhaven, City of Atlanta, Dekalb and Fulton Counties. Residences receive communication from the incorrect governing body based on their address. Follow up with HBNA neighbors, The City of Brookhaven and City of Atlanta is planned.

Treasurer, Brian Ruediger:  
Budget was submitted and approved, for 2016.

Secretary, Anne Culberson:  
Approved January meeting minutes.

#### January 2016 Board Meeting

President, Bob Connelly called the meeting to order: agendas were passed out.

Meeting dates changed per request of Bob Connelly and Brian Ruediger. The third Wednesday, 8:00 a.m., is the new meeting time.

Maribett Varner was appointed to review bylaws. She will call a committee meeting for review of possible changes in current bylaws.

Bob Connelly requested, review of a request for a Verizon cell tower adjacent to the Kroger shopping center on Peachtree. Currently, communication towers are in place at the location. No objection expressed.

Secretary, Anne Culberson, reviewed minutes. Minutes approved with one spelling change.

Treasurer, Brian Ruediger, requested review of 2016 budget. Budget was reviewed by each VP or committee chair person. The budget requests were reduced and brought in line with the 2015 budget requests. Reserves are in place for future needs or unexpected requests.

#### December 2015 Board Meeting

Meeting agenda: Bob Connelly

Bob Connelly noted, pricing being obtained for piercing Monuments – Vermont Road and also Brookhaven Drive .

Financials-Brian Ruediger

Financials are in good position

Preparation of budget for 2016, is currently in progress. Please notify Brian of 2016 budget need.

#### November 2015 Board Meeting

A slate of officers was presented for 2016.

Bob Connelly , President

Anne Culberson, Secretary

Brian Ruediger, Treasurer

A motion was made and the slate was unanimously approved.



As the incoming President, Bob asked Maribett Varner to re-convene the Nominating Committee to recommend a President-elect. There was discussion that the By-Laws are not clear on this role and it was decided to wait until after the 2016 By-Laws meeting prior to convening the Nominating Committee.

The meeting was then called to order by Bob Connelly. Jed Beardsley of the Historic Brookhaven Foundation was guest presenter and gave an update on monuments that are being worked on by the Foundation. Their goal is tackle the intersections at Carter and Peachtree Dunwoody and Winall Down and Peachtree Dunwoody. The Foundation is waiting City of Atlanta to lift their moratorium on sign permits to complete these two intersections. There was a discussion of a need to clean and seal the existing new monuments at a cost of \$150 each. Jed indicated the Foundation would be willing to cover this cost. There was also discussion about existing older monuments in need of repair (specifically Vermont and Brookhaven/W Brookhaven). Bob Connelly offered to invest the cost to present to HBNA. In 2016 the Foundation anticipates additional fundraising for the monuments at Fuller Road and Osborne.

Jed also updated the Board on a number of trees on the "Walgreens Property" that the developer has offered to Historic Brookhaven. Jed is working with the Community Maintenance/Enhancement (CME) committee to arrange the moving of the trees once CME has picked the locations. It was agreed that the Foundation and HBNA would split the cost of moving these trees.

The minutes from the October meeting were approved with no changes.

The Treasurer's report was approved as presented. There was also a general discussion about moving \$11,500 to the Foundation. \$10,000 to help with the two sets of monuments on Peachtree Dunwoody and \$1,500 for HBNA's half of moving the trees. There was no vote required because both of these items were already budget line items.

## October 2015 Board Meeting

Secretary:

Last months minutes were approved

Treasurer Report:

Bills paid and no issue regarding the moneys available for future bills and reserves are adequate. Future policy suggestion: President and especially treasurer must be present to vote and approve all expenditures. If necessary, tax advice may be another requirement.

## September 2015 Board Meeting

President, Lisa Martinez, Called the meeting to order; passed out agendas for the meeting. Lisa introduced Joel Putterman, a member of Brookhaven MARTA Station development Citizen's Review Board (appointed by Bates Mattison) and president of the Brookhaven Peachtree Alliance. Goals of the current proposed development for the Brookhaven MARTA property are similar to the Lindbergh MARTA Station development- the creation of a transit oriented development. Concepts discussed include connectivity to transit system, decreased auto traffic, increased commercial activity at stations, live and work centers at station (mixed use) and a pedestrian friendly environment. Guiding the vision for the Marta station planning project are the Livable Cities Initiative Vision Plan (LCI), City of Brookhaven, Brookhaven Peachtree Community Alliance, the Brookhaven Peachtree Community Alliance. The Brookhaven Peachtree Overlay ordinance is the current governing zoning ordinance. Currently, MARTA proposes a mixed use property, designed by architects, Cooper & Cary, and developed by Transwestern . Lauren Jackson disclosed that her husband is an official for the appointed developer for the project, ( Transwestern Development). Transwestern is one of the partners in the development team selected by MARTA as the preferred developer. MARTA will be negotiating with the development team for a detailed master development contract. Joel is available for questions, concerns, and feedback about the MARTA project, [joelputterman@gmail.com](mailto:joelputterman@gmail.com), 770-778-4444. Marta and the committees will hold more informational meetings as development decisions move forward. Joel states, he will set up a drop box for information on the development for HBNA.

Other future development noted was The City Hall of Brookhaven and the Dekalb County Library. Joel and Lauren Jackson discussed that the City of Brookhaven is the fastest growing city in Georgia.

## EXECUTIVE COMMITTEE REPORTS

Secretary, Anne Culberson

August minutes approved as submitted and posted to the HBNA website.

Treasurer, Brian Ruediger

Treasurer's report approved as submitted.

## August 2015 Board Meeting

President Elect, Bob Connelly, presided over the meeting in the absence of president, Lisa Martinez.

Secretary, Anne Culberson

Lauren Jackson acted as secretary in Anne Culberson's absence.

The July minutes were approved and posted to the HBNA website.

Treasurer, Brian Ruediger

Treasurer's report approved as submitted.

## July 2015 Board Meeting

President, Lisa Martinez

Lisa reviewed HBNA Board meeting attendance policy. It was stated that with three unexcused absences within a year, a board member may be asked to rotate off the board.

Lisa announced, Anne Culberson is the HBNA Board representative ( Public Safety Committee) to NPU; Bob Connelly (Zoning Committee) and Cathy Boston (Public Safety Committee) serve as business representatives to the NPU-B (Neighborhood Planning Unit, B). Twelve neighborhoods are represented in the North Atlanta area. The new 311 service (Mayor Connection Line) to report City of Atlanta service needs (by citizens) was discussed. Other community boards and councils discussed were Brookhaven Chamber of Commerce, and BPCA (Buckhead Council). Susy and Mark Stovin represent HBNA on BPCA.

Treasurer, Brian Ruediger

HBNA continues to be in strong financial condition, with bills paid to date, and sufficient resources maintained in our bank account. Additionally, our books and records are always available for review by any HBNA member.

Secretary, Anne Culberson

June minutes approved.

## June 2015 Board Meeting

President, Lisa Martinez

Lisa introduced zoning discussion below.

Treasurer, Brian Ruediger

HBNA continues to be in strong financial condition, with bills paid to date, and sufficient resources maintained in our bank account.

Secretary, Anne Culberson

May minutes approved

## May 2015 Board Meeting

**President, Lisa Martinez**

Lisa thanked Susy Stovin and others for their planning and support of the general membership meeting. Suggestions regarding signage, recording attendance, and voting per household were given.

**Secretary, Anne Culberson**

April minutes approved

**Treasurer, Brian Ruediger**

Brian reported, HBNA continues to be well funded with adequate reserves for the future. The HBNA Board unanimously approved the 2015 budget at our last board meeting. HBNA has received some additional beneficial contributions from film companies filming in the neighborhood.

April 2015 Board Meeting

President, Lisa Martinez

Lisa Introduced Cathy Boltwood as a new board member.

April 20, 2015, announced as HBNA 's neighborhood meeting. All neighbors are invited. HBNA bylaw changes and updates were discussed by Lisa (from the bylaw committee) for review. Additional attention was given to Article 9, re speaking as a board member to the public, politicians, attorneys, reporters or other special interest groups. Clarify if one is speaking as a board member or an individual. If conversation takes place with interested parties, a report should be shared with the HBNA board or appropriate HBNA committee. The bylaws and changes in bylaws will be posted to the HBNA website, under the membership tab. A motion by Mark Roberts to approve the bylaws with current changes was made. Bob Connelly approved the motion. All board members present voted to approve the bylaws, 11 yes, 0 no.

Note was made that a board member may bring changes to the bylaws to a HBNA board meeting (for discussion and vote).

Suggestion was made to sign an agreement re responsibilities as a new board member. The agreement would give guidelines for length of commitment (example two years), HBNA membership, communication, and conflict of interest.

Lisa thanked Ruth Skogstad and Cathy Boston for sponsorship of recent new member party. The board suggested improved signage, better P.R. and ways to get increase attendance. Current signs are about \$50 with frame. A thank you was given to Susy Stovin for her help with special events.

Secretary, Anne Culberson

March minutes approved.

Treasurer, Brian Ruediger

The Board reviewed and discussed the proposed 2015 budget line by line and adjusted where necessary and feasible. After considerable discussion and input the Board unanimously approved the adjusted 2015 HBNA budget. The budget includes the use of some prior year's unspent funds to pay for projects initiated (but not completed) in prior years. HBNA continues to maintain adequate reserves for future needs.

March 2015 Board Meeting

President, Lisa Martinez

Lisa announced Pound the Pavement for Peter is March 28, 2015. She noted Mark Roberts and Maribett Varner are contacts for email blasts and directories. Directories are being delivered, currently.

Bylaws Committee updates will be discussed at the April meeting.

Susy Stovin requested discussion (in April) of a possible change to the bylaws.

Update to City of Brookhaven's Comprehensive Plan given by Lisa. Changes board requested (after Carl Westmoreland reviewed plan last year) have now been made.

SECRETARY, Anne Culberson

February Minutes approved.

Treasurer, Brian Ruediger

Brian made a minor correction to last month's minutes (accounting not accountable).

Brian Ruediger reported, the 2015 proposed budget is still being determined. Preliminary budget includes use of a portion of the prior year's unspent cash. HBNA maintains adequate reserves in its treasury.

Gay Colyer noted, CCTV requested a budget of \$12,000, for 2015. No report given to explain request. Mike Elliot will follow up on CCTV request for 2015 budget.

February 2015 Board Meeting

SECRETARY

The minutes of the January Board meeting were approved.

TREASURER

Budgets are being finalized. Brian noted, most committees requested an increase. Brian gave a written budget report, Historic Brookhaven Neighborhood Association (Budget vs Actuals fy 2015, January-December 2015) thus far.

January 2015 Board Meeting

SECRETARY

Anne Culberson, Secretary, emailed all board members minutes of the December meeting. The minutes were approved for the December 10, 2014, meeting.

#### TREASURER

Brian Ruediger, treasurer, reports that HBNA continues to be well funded and maintains adequate reserves. A preliminary budget has been prepared for the 2015 year, and is being discussed among board members to ensure the best utilization of our resources. Brian requested, changes to budget items be provided to him to include final preliminary budget so the board could vote on the 2015 budget at the February meeting. Note that the 2014 balance sheets were emailed to each board member.

#### December 2014 Board Meeting

#### SECRETARY

Wade McKenzie made a motion to approve the November HBNA Board meeting minutes. The minutes were approved by all board members present. Wade McKenzie formally resigned from the HBNA Board.

Anne Culberson will serve as secretary.

#### TREASURER

Brian Ruediger previously provided financial statements through 12/5/14, to each Board member. Brian indicated, HBNA continues to be well funded with all expenses paid or accrued. HBNA

continues to maintain a strong balance sheet with reasonable reserves at year end. Additionally, Brian requested committee chairman provide forecasted 2015 expenses to be included in a preliminary 2015 budget for discussion at the next HBNA meeting.

Brian also indicated receipt of 2015 dues from approximately 600 members.

#### November 2014 Board Meeting

#### **President**

Lisa Martinez opened the meeting with a welcome of new board members.

Maribett Varner gave a report of the nominating committee (which consists of Cathy Boston, Bob Connelly, Susy Stovin, Gay Colyer, Carole Simpson and Maribett Varner).

The Nominating Committee has met to replace the three most recent Board resignations. There has been a desire to identify members of HBNA who can serve on the following specific Committees: Zoning, Communications, Events

Mark Roberts furnished a list of people who'd volunteered in the past and that list was reviewed. An email was sent to the 27 HBNA members who volunteered to determine whether they were still interested and what their specific interest was. 10 have responded so far.

It is anticipated that a new slate of candidates will be presented for a vote at the December meeting.

It was noted that the bylaws call for new director's terms to start in December of the first year following their election at the Fall board meeting and that the wording of this language is somewhat confusing due to the timing of the Fall General Meeting. It was suggested that this be revisited by the by-laws committee next year.

A motion was made to approve the slate of officers.  
The motion passed with 13 yes and 2 no.

Lisa then revisited the conflict of interest discussion from previous meetings. There was further discussion about what may or may not be a conflict of interest or appearance of conflict of interest for board members.

### **Secretary**

Wade McKenzie gave an overview of the Secretary's responsibilities according to the by-laws and how minutes are prepared, reviewed and published. A motion was made to approve the minutes of the October board meeting and October General meeting. The minutes were approved unanimously.

### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. HBNA continues to be in strong financial position. We will maintain approximately \$53,000 in reserves if we spend everything that is budgeted for the remainder of the year. VP's will need to request new budgets for 2015 for any items budgeted this year but not spent this year.

October 2014 Board Meeting

### **President**

Lisa Martinez opened the meeting with discussion of the following:

Based on her experience in volunteer organizations her main goal as President is to ensure an effective governing body. It is essential that the by-laws are followed particularly as our board has a direct line to the city of Atlanta Neighborhood Planning Unit and a seat on that body.

Maribett Varner noted that there are still some areas of the by-laws that are unclear and that we should continue to improve and clarify the by-laws moving forward.

### **Secretary**

Wade McKenzie presented the minutes of the September board meeting for approval by the board. The minutes were approved unanimously.

### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. HBNA continues to be in strong financial position. We will maintain approximately \$53,000 in reserves if we spend everything that is budgeted for the remainder of the year.

Mark Roberts noted that we will not spend the printing budget for 2014 as we will use the current leftover stock of printing materials. He noted that the money will however need to be budgeted for 2015.

October 2014 General Meeting

A meeting of the Historic Brookhaven Neighborhood Association was held on Monday, October 20, 2014 at 6:30pm at the Capital City Club.

Present were Board Members: Frank Clementi, Lisa Martinez, Susy Stovin, Wade McKenzie, Bob Connelly, Melissa Bryson, Anne Culberson, Hope Bawcom, Cathy Boston, Brian Ruediger, Maribett Varner, Ruth Skogstad, Tim Gartland, Carole Simpson, Bridget O’Donnell, Mike Elliot, Tom Hicks and approximately 50 members of HBNA. Guests included Brookhaven City Councilman Bates Mattison.

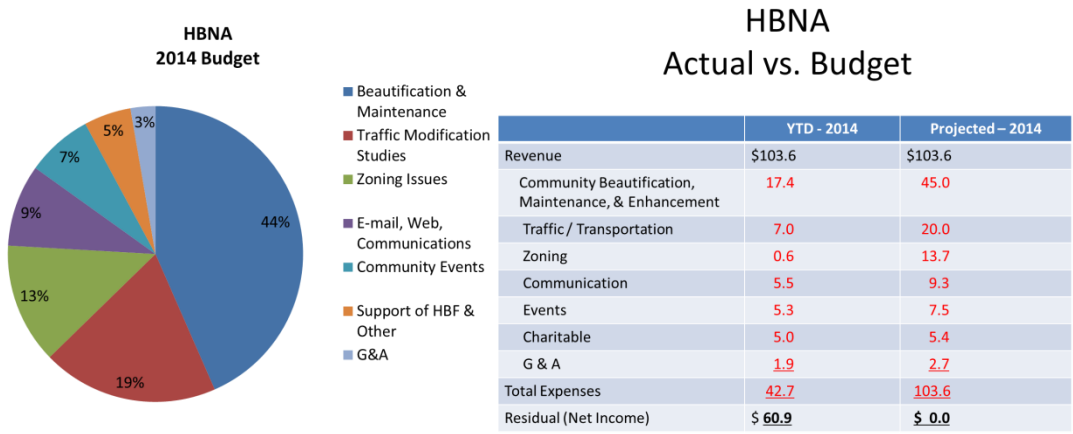
The meeting was called to order by Lisa Martinez at 6:30pm

Lisa gave a brief overview of the work undertaken by the Historic Brookhaven Neighborhood Association Board throughout the year. Board members were acknowledged by standing. She then presented the agenda.

**Executive Committee Reports:**

**Treasurer**

Brian Ruediger presented the current YTD 2014 financial statements for review. With the following information:



Brian noted the following for the HBNA budget:

- Strong Balance Sheet
- Adequate Reserves
- Balanced Budget for 2014



September 2014 Board Meeting

**President**

Lisa Martinez opened the meeting with discussion of the following:

***Brookhaven Forest***

This is a new subdivision being created in Historic Brookhaven. Specifics are:

- Single sided street developed from property at 3005 Mabry Road.
- 4 lots no smaller than 23,900 sq ft (.55 acres).
- R-100 zoning allows lots as small as 15,000 sq ft.
- Potential for house on other side of street if owners on other side of lot sell.
- 2 board members are currently involved in the project. (Melissa Bryson, Mike Elliott)

There was discussion about what (if anything) HBNA should be doing to insure the project is in keeping with the look and feel of the neighborhood. A question was raised if there were other single sided streets in the neighborhood and if that is allowed in Fulton County.

There was discussion about the potential for the appearance of a conflict of interest with board members sitting on the zoning committee and also actively involved in development in the neighborhood.

A zoning subcommittee was established, the Brookhaven Forest Subcommittee, consisting of Carole Simpson, Lisa Martinez and Gay Colyer in order to advise the board regarding any position relative to the development.

The following motion was made: Any board member who has a conflict of interest or potential perceived conflict of interest on matters affecting HBNA should disclose and then recuse themselves from committee discussion or votes relating to that topic. The motion passed unanimously.

Lisa is to share with the committee points HBNA Board has used previously to consider for any potential developments in or adjacent to the neighborhood.

***City of Brookhaven Comprehensive Plan***

The COB published their Comprehensive Plans on line (over 1,000 pages). The Historic Brookhaven Neighborhood is mentioned frequently in the document. Due to the magnitude of the document and potential impact the plan may have on the neighborhood it was determined that it would be helpful to have an attorney review it and advise HBNA. Carl Westmoreland has agreed to review the plan on behalf of the HBNA on a pro bono basis. It was discussed that we need to be clear with Carl what we are asking him to do. We also need an electronic copy of the plan (at least the sections/pages that affect the neighborhood).

It was suggested that we look at what other communities gave as input to the plan.

A subcommittee was established, the Brookhaven Comprehensive Plan Subcommittee, consisting of Carole Simpson, Lisa Martinez and Gay Colyer in order to advise the board regarding any position relative to the comprehensive plan.

***City of Atlanta Historic Subdivision Plan:***

Bob Connelly reported that the NPU recommended the plan be sent back to council due to it being incomplete.

**Secretary**

Wade McKenzie presented the minutes of the August board meeting for approval by the board. The minutes were approved unanimously.

**Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. \$35,000 of the \$109,000 budget has been spent so far. HBNA continues to be in strong financial position. We maintain approximately \$53,000 in reserves.

Brian reminded us that any vendor over \$600 needs to provide a W-9 because Brian must report the vendor's tax ID on 1099's at the end of the year.

Bob Connelly asked if we need liability insurance or bonds from vendors also. Need to research.

August 2014 Board Meeting

**President**

Lisa Martinez opened the meeting by giving the floor to Bates Mattison who provided the following updates from City of Brookhaven (COB):

- Concurrent variances proposal is under consideration.
  - Would allow zoning and variance requests to be heard together.
  - The council is in need of more education on it.
  - Public feedback is that checks and balances are needed.
  - Bates has asked the planning commission to make their case.
- All parks except Brookhaven Park have been deeded from the county to COB.
  - Status of the adult services center is a hold up to Brookhaven Park transfer
- Drafts of the following plans are on the COB website and will be voted on Sept 9<sup>th</sup>.
  - Comprehensive Plan
  - Traffic and Transportation
  - Buford Highway
  - Parks and Recreation
- Brookhaven Innovation Academy, is a new city sponsored charter school in the works for COB – (Edivate is the consultant)
  - Goal to improve performance of Cross Keys H.S. (currently the lowest graduation rate in DeKalb)

- Coordinate with DeKalb for development
- Submit charter school request.
- K-6 grade, 420 “live” classroom students plus 420 online students.
- Has been endorsed by Michael Thurmond (DeKalb School Superintendent.)
- Expect notice of approval/disapproval by 9/24/14
- If approved, the start date would be August 2015
- Security Cameras, Chief of Police is available for consultation

Lisa Martinez next opened the floor to Dick Diedrich who provided the following updates on the proposed book of Historic Brookhaven:

- An LLC has been established via Historic Brookhaven Foundation (HBF)
- A mailer is being put together
- Soliciting sponsors for funding (a total funding goal of \$65K is proposed)
- GA Bank has been contacted as a lead sponsor at the \$8K level.
- In response to the question from Lisa Martinez about what level of involvement from the board is being requested, it was noted by Mike Elliot and Dick Diedrich that they already had support from a number of HBNA members and residents and that HBNA is being asked to provide invoicing and accounting support.

A motion was made for HBNA to be an official community supporter and to provide invoicing and accounting support for the proposed book of Historic Brookhaven. The motion passed unanimously.

Lisa Martinez referred the board to a copy of the new City of Atlanta (COA) subdivision ordinance which she had emailed previously. The NPU asked that the ordinance vote be tabled until they could clarify what the intent and the potential impact of the ordinance is to us. There was some discussion about how the ordinance may impact border properties in the HBN area.

Lisa Martinez clarified the city ordinance relative to political signs in the common areas after an issue arose between two neighbors over this topic at one of the triangle parks in HBNA. Political signs are not allowed in the common areas. An email will be sent out from HBNA regarding this and it will be posted on the HBNA website.

Lisa Martinez brought up the need for planning for board member succession per the by-laws with a goal of developing a slate of candidates prior to the General Meeting in October. A motion was made to remove Sam Levine from the board as he has been unable to attend the monthly board meetings. The motion passed unanimously.

A nominating committee was formed with the following members: Maribett Varner, Bob Connelly, Susy Stovin, Cathy Boston, Gay Colyer and Carole Simpson.

### **Secretary**

Wade McKenzie presented the minutes of the July board meeting for approval by the board. The minutes were approved unanimously.

### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. HBNA continues to be in strong financial position. We maintain approximately \$53,000 in reserves.

Starz productions, filming at one of our member's homes has now contributed \$1,250 to the neighborhood association. HBNA year to date has over \$8,000 in "other income".

#### July 2014 Board Meeting

##### **President**

Lisa Martinez opened the meeting by giving the floor to Mike Elliot and Dick Dietrich who presented a proposal for a coffee table style book focusing on the original historic neighborhood as defined in the U.S. National Register of Historic Places. The working title of the book is *Historic Brookhaven – A Special Place*. Dick Dietrich is an HBNA member and publisher of similar books i.e. *The 19th Hole*, *Recreational Facilities*, *Legendary Golf Clubhouses*. Dick would be the author/editor of the book. The cost for producing the book is proposed to come from sponsors and book presales. If successful, the sponsorships alone could fund the book production cost and incremental revenue would be available to HBNA. HBNA would be responsible for promotional assistance among neighbors and potential sponsors, financial accounting, physical handling of the book orders, among other things.

##### **Secretary**

Wade McKenzie presented the minutes of the June board meeting for approval by the board. The minutes were approved unanimously.

##### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. HBNA continues to be in strong financial position. We maintain approximately \$53,000 in reserves.

Starz productions, filming at one of our member's homes has now contributed \$1,250 to the neighborhood association. HBNA year to date has over \$8,000 in "other income".

#### June 2014 Board Meeting

##### **President**

Lisa Martinez opened the meeting with a call for volunteers for neighborhood representation on the NPU. Lisa has been involved on the NPU for some time and said it is time for other interested and knowledgeable neighborhood residents to get involved to represent us going forward.

##### **Secretary**

Wade McKenzie presented the minutes of the February, March and May board meetings for approval by the board. The minutes were approved unanimously.

**Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid. He is expecting another donation to the HBNA general fund from the production company filming “Survivors Remorse” in the neighborhood. They have pledged to make a \$250 payment for each film day in the neighborhood.

Brian also noted the \$53K budget reserve.

May 2014 Board Meeting

**President**

Lisa Martinez opened the meeting for discussion and feedback on the General Meeting. Comments were that the content was good but we would like to see better attendance. Suggestions for future meetings were as follows: try and make it more fun, day-to-day business may not be what members care to hear about, zoning issues seem to be of greater interest generally, politicians don’t add greatly to the meeting, advertise more aggressively in advance, Monday is potentially a tough day. It was suggested that any additional comments should be referred to Susy Stovin for planning.

**Secretary**

Wade McKenzie presented the minutes of the April General meeting for approval by the board. The minutes were approved unanimously.

**Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing, tracking to budget, all bills are paid.

He noted the following donations to the HBNA general fund: the production company filming “Survivors Remorse” in the neighborhood has made a \$250 payment for each film day in the neighborhood and the Lutheran Church has paid \$100.

Brian also noted the \$53K budget reserve.

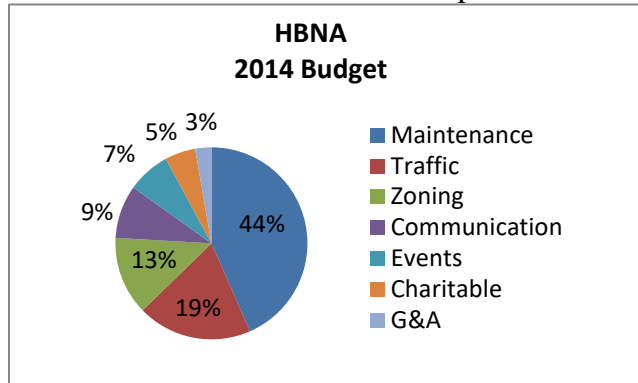
April 2014 General Membership Meeting

**Treasurer**

Brian Ruediger presented the current financial statements for review. With the following information:

- Strong Balance Sheet
- Adequate Reserves (+\$16K v. budget in 2013)
- Balanced Budget for 2014
- Through May 2014

- all expenditures within budget
- Income at or exceeding budget
- 2014 – Positive Membership trend



HBNA  
Actual vs. Budget

	YTD - 2014	Projected - 2014
Revenue	\$103.6	\$103.6
Community Maintenance & Enhancement	5.4	45.0
Traffic / Transportation	0.0	20.0
Zoning	0.0	13.7
Communication	1.4	9.3
Events	0.0	7.5
Charitable	0.0	5.4
G & A	1.6	2.7
Total Expenses	8.4	103.6
Residual (Net Income)	\$ 95.2	\$ 0.0

March 2014 Board Meeting

### President

Lisa Martinez opened the meeting and gave the floor to Glenn Delk to report on BCN.

Glenn Delk noted that BCN has representatives from all but a few of the Buckhead area neighborhoods. Topics covered by BCN include: crime, schools, services, city financial issues. Their meetings are usually at Peachtree Presbyterian on the 2<sup>nd</sup> Thursday of each month lasting 1 ½ to 2 hours. Glenn has served on the BCN for 4 years and suggested it may be desirable for another interested resident to succeed him.

Lisa Martinez then gave the floor to Jed Beardsley, President of HBF for a presentation of the foundation's activities. Jed Beardsley noted the following:

- Brookhaven police scholarship fund is being administered by HBF and that the April 7<sup>th</sup>, golf tournament supporting the fund had raised over \$25,000 so far. Officers interested in obtaining scholastic funding for their children or for their own education will apply for grants from the fund.
- HBF has completed construction of 4 monuments in the last 4 months. Haven't decided where the next monument will go. Looking at Peachtree Dunwoody Road. The Garden Club has donated \$5,000 to HBF for flowers around the monuments.
- HBNA contributed \$5,000 to HBF last year.
- HBF funds have gone toward: a large portion of the construction of the monuments, some of the improvements at the Club/Davidson triangle, some for other triangle parks in the neighborhood.
- HBF Board meeting will be late March or early April.

Lisa Martinez reported there was an Executive Committee meeting on March 11<sup>th</sup> with the following items discussed:

- Board meeting attendance policy to be addressed in a by-law revision (maximum 3 absences).
- Requirement for all board members (except Executive Committee) to serve on at least one standing committee.
- Desired balance of committee members on each standing committee.
- There will be at least one final by-law meeting to finalize recommended revisions. Subsequently, a finalized version will be produced for board vote and if passed general member vote.

Lisa Martinez circulated a list of current HBNA Standing Committees and their members.

### **Secretary**

Wade McKenzie announced that the February board meeting minutes haven't been completed. They will be distributed via email along with the March minutes for approval by the board.

### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing.

He noted that he needs to have W-9's for all vendors and also asked for any board member with HBNA purchases to please avoid paying for those directly and getting reimbursed. The goal is to pay all vendors directly if possible.

Brian also reminded the board of the need to plan for utilizing the budget reserve.

February 2014 Board Meeting

### **President**

Lisa Martinez opened the meeting and reported the following:

- Lisa Senters McDermott has resigned from the HBNA board due to time constraints.
- Mike Elliot has withdrawn from the CCTV Committee.
- There was discussion as to what protocol a board member should follow when speaking to the media. Mark Roberts noted that per the By-laws any discussion reflecting the position of the HBNA should come from the President of HBNA. Lisa Martinez will send out email reminders for any board members not present.
- By-laws are being reviewed and are in the process of being updated for board review.

### **Secretary**

Wade McKenzie presented the January board meeting minutes for board approval. They were approved unanimously.

### **Treasurer**

Brian Ruediger previously distributed current financials indicating the HBNA was in good financial standing. He is working on a preliminary budget for 2014 based on 2013 actuals.

## January 2014 Board Meeting

### **President**

Lisa Martinez opened the meeting and reminded everyone that there will be a meeting to review the By-laws on January 15<sup>th</sup> at 8:00am at J. Christopher's.

### **Secretary**

The December board meeting minutes which were previously distributed via email were presented and unanimously approved by the board.

Wade McKenzie asked if VP's and officers could provide an electronic version of their reports each month to the Secretary by email in an effort to make producing the minutes more efficient.

### **Treasurer**

Brian R. previously distributed current financials indicating the HBNA was in good financial standing with all expense items either at or under budget YTD with a total unspent budget for the year of approximately \$18,000.

There was a brief discussion about the total reserves now in the HBNA treasury of approximately \$80,000. Lisa asked that the board begin to think about how that money might be allocated in the future (reserves, projects, etc.) so that it could be discussed during an upcoming board meeting.

## December 2013 Board Meeting

### **President**

Lisa Martinez opened the meeting and moved to reelect the following officers whose 2-year terms were set to expire in 2013: Mark Roberts - VP of Communications, Mike Elliott – VP DeKalb County Zoning, Cathy Boston – VP Fulton County Zoning, Lisa Martinez – President. Also, Gay Colyer was elected to VP Transportation. Tom Hicks was nominated as a Prospective Board Member pending election at the next General Meeting. After a brief discussion, the motion passed unanimously.

The General Meeting was discussed with feedback from neighbors considered and a consensus that in the future we will likely not conduct a working board meeting at the General Meeting. Also, it was noted that prospective board members should be voted on individually and their names should be announced on the website at least 5 days prior to the General Meeting. Maribett suggested we should simplify the neighborhood signage announcing the next General Meeting.

Lisa Martinez presented the following list of HBNA accomplishments for 2013 and these will be posted on the HBNA website:

### **HBNA - Accomplishments for 2013**



- Worked with community to defeat high-density development on the borders of our neighborhood (Bellaire/Club/Peachtree) - **Zoning**
- Contracted with engineer in attempt to find a viable solution for WD/Vermont intersection - **Transportation**
- Completed Club/Davidson Triangle Micro Park - **CM&E**
- Held a successful fun Sippin' Soiree Event - **Events**
- Began posting board minutes online - **Communications**
- Completed installation of new monuments on Mabry Road - **CM&E**
- Revitalized New Neighbor Welcome Efforts - **Events**
- Partnered w/LNCP in attempt to solve traffic issues on Peachtree Dunwoody, sidewalks being installed and (possible) Hawk-Eye System- **Transportation**
- Bid and replaced landscaping company - **CM&E**
- Secured co-chairs for 2014 Street Party - **Events**
- Replaced missing street signs - **Transportation**
- Continued to disseminate necessary communication to the neighborhood regarding issues that affect them -**Communications**
- Continued to foster relationships with community partners and elected officials i.e.: Howard Shook, J. Max Davis, Bates Mattison (attending monthly meetings), City of Brookhaven Police Dept., CCC - Alec Fraser and Matt McKinney, City of Atlanta Parks and Recreation and Transportation Dept.
- Board maintained a consistent meeting schedule day/time/place- 2nd Wed of month (with exception of May/Nov General Membership Meeting)
- Developed District Representatives
- Maintained strong presence on City of Atlanta NPU-B- (3) HBNA board members also serve on NPU-B board
- Committees created and maintained a consistent meeting schedule
- Maintained a balanced budget for 2013

Lisa Martinez requested that each VP establish 2014 goals for their committee and be prepared to present them at the January board meeting.

Lisa Martinez announced that there will be a meeting to review the By-laws on January 15<sup>th</sup> at 8:00am at J. Christopher's.

As the board has become larger, Lisa Martinez noted that in order to keep the meetings functional and efficient within the expected time frame she would like to improve the flow of the meetings using some of the general tenets of Roberts Rules of Order. Specifically, board members need to obtain the floor (from the President) by raising their hand in order to speak and

then direct conversation to the speaker. Motions will be restated by the President for clarity and accurate inclusion in the minutes and if there is no opposition to a motion that has been seconded it can be voted on without discussion. If there is opposition to the motion as stated it will be discussed prior to voting.

Lisa Martinez also urged everyone to use technology to be more effective. Specifically, we will be sending reminders of board and committee meetings using the HBNA's Constant Contact software.

There was discussion about the potential for online or live ethics training for the board. Frank Clementi will research options and bring a proposal to the board at the January meeting.

### **Secretary**

The General Meeting minutes which were previously distributed via email were presented and unanimously approved by the board.

Wade McKenzie asked if VP's and officers could provide an electronic version of their reports each month to the Secretary by email in an effort to make producing the minutes more efficient.

### **Treasurer**

Brian R. previously distributed current financials indicating the HBNA was in good financial standing with all expense items either at or under budget YTD. Brian reminded everyone that it was preferable that vendor bills not be paid directly but rather submitted so that the Treasurer can initiate the payment and keep accurate tracking by vendor. He also noted that payments take several days due to the bank process.

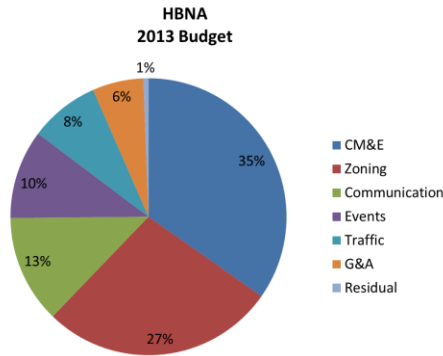
## November General Meeting

### **Secretary**

The October minutes, previously distributed via email were presented and approved by unanimous vote of the board (12 yes, 0 no). Wade McKenzie noted that the minutes are now available on the HBNA website. In response to a member comment full names, rather than last name and first initials, will be used in the minutes in order to make it easier for HBNA members to follow.

### **Treasurer**

Brian Ruediger presented the current YTD 2013 financial statements for review. With the following information:



### HBNA Actual vs. Budget

	YTD - 2013	Projected - 2013
Revenue	\$74.4	\$74.8
Community Maintenance & Enhancement	12.3	26.0
Zoning	13.8	20.6
Communication	7.0	9.5
Traffic/Transportation	4.8	6.0
Events	1.7	7.7
G & A	3.5	4.6
Total Expenses	43.1	74.4
Residual (Net Income)	\$31.3	\$ .4

Brian noted the following for the HBNA budget:

- Strong Balance Sheet
- Adequate Reserves
- Balanced Budget for 2013
- Through Nov 2013, all expenditures within budget
- Income at or exceeding budget
- 2014 – Positive Membership trend

#### October Board Meeting

#### **President**

Frank and Lisa reported on some board member and committee changes. Karen Spitz has resigned from the board. Wade McKenzie has resigned as the acting Transportation Committee VP. Suzy Stovin has agreed to become the Events Committee VP.

In order to the meetings moving along promptly the agenda will be organized with specific time allocated for each item. Frank will now be acting as Sergeant At Arms in an effort to keep us on pace.

Bates Mattison (City of Brookhaven Council) provided updates and answered questions regarding the new city of Brookhaven. He announced that there will be a new city attorney and that they are planning into implementation on the things that the city was created for, i.e. improvements at Buford Highway, parks, security improvements, etc.

Lisa asked how people are to communicate the city regarding neighborhood events. Bates said that is a work in progress and that they are trying to improve communication regarding events planned within the city.

Regarding the zoning issue at the Tomlinson property said personally believes the development as originally proposed should not go forward on that site. Rather, something more suitable to the overlay should happen.

Bates said he would like the Brookhaven Police Dept. to attend the HBNA board meetings going forward at HBNA's invitation.

### **Secretary**

The August minutes which were previously distributed via email were presented and unanimously approved by the board.

Carole asked if we could get the board meeting agenda out in advance. Lisa noted that she tries to put the agenda together in advance so that she can send it out but that she is usually not in receipt of the VP's agenda items. Mark said he will set up a constant contact email prior to each board meeting reminding the VPs to send in their agenda items in advance. Wade will also include a reminder in the email accompanying board meeting minutes.

### **Treasurer**

Brian R. previously distributed current financials indicating the HBNA was in good financial standing with all expense items either at or under budget YTD. He is in receipt of (34) the 2014 dues checks so far.

## **September Board Meeting**

### **President**

Lisa M. gave opening remarks reporting that the Capital City Club has been very supportive of accommodating the HBNA board meetings and that Frank and Lisa have been invited to attend monthly CCC board meetings for updates and to facilitate partnership.

Bates Mattison (City of Brookhaven Council) attended the meeting to provide updates and answer questions regarding the new city of Brookhaven. He communicates with three neighborhood associations in the City of Brookhaven: HBNA, Brookhaven Fields, Lenox Park.

Bates asked the Brookhaven Police Dept. to attend the HBNA board meetings going forward at HBNA's invitation. He also will ask the city's Manager to provide HBNA with N PUB monthly report to keep us apprised of latest events. They are receiving a large load of land disturbance permit requests and are trying to keep to their goal of 10 day turnaround.

He reported the BPD has 54 officers with 4 officers pending hire and 4 civilian employees pending hire. They are trying to maintain a maximum 3 minute response time to all calls. He noted their officers have an average of 11 years of experience and are outfitted with all new equipment.

He noted the city's goal of "cleaning up" Buford Highway with the Apartment Inspection team working collaboratively with apartment owners to conduct code compliance inspections of all apartments, which faced a 6 year backlog, within the next 18 months. They have given apartment owners advance notice and expectations of what the inspectors would be looking for. There is a \$500K block grant available to assist owners with financing any needed improvements.

COB is set to hire their Parks Director October 1<sup>st</sup> and developing a Parks plan is a high priority for the city.

A transportation plan is also a high priority. There was discussion about the increasing problem at the intersection of Brookhaven Drive and Peachtree. COB doesn't have a point person yet for traffic but has an RFP out for traffic engineering work.

Bates introduced Lt. Branden Gurley, [brandon.gurley@brookhavenga.gov](mailto:brandon.gurley@brookhavenga.gov) the Public Information Officer for BPD. Lt. Gurley gave an update on policing activity and offered to meet with HBNA each month to provide communication and crime stat updates. He also cited stepped up patrolling on Buford Highway, fluid communication with other agencies, neighborhood patrols, seized asset policy, illegal drug use issues (increased methamphetamine vs. marijuana).

Bates concluded mentioning a Food Truck Rodeo upcoming at Blackburn Park.

### **Secretary**

The August minutes which were previously distributed via email were presented and unanimously approved by the board.

### **Treasurer**

Brian R. previously distributed current financials indicating the HBNA was in good financial standing with all expense items either at or under budget YTD and a receipt of \$200 dues for 2014.

## August Board Meeting

### **President**

Lisa M. gave opening remarks and pointed out how the HBNA Board is continually working to improve the neighborhood, Frank C. gave some recent examples: the four-way stop at entrance to Capital City Club, Davidson triangle improvements, etc.

### **Secretary**

The July minutes which were previously distributed via email were presented and unanimously approved by the board. Wade M. reported that minutes from the May general meeting are delayed due to his summer travel schedule combined with lost notes. A draft of those meeting minutes will be distributed as soon as possible following distribution of the August HBNA Board minutes.

### **Treasurer**

Brian R. distributed current financials indicating the HBNA was in good financial standing with all expense items either at or under budget YTD and a cash balance of \$103,000 on hand. Mark R. noted that there was some money (<\$1,000) in the Paypal account which needed to be transferred to the bank account.

## July Board Meeting

### **Secretary**

The June minutes which were previously distributed via email were presented and approved by the board. There was some discussion between Gay Colyer and Bob Connelly regarding the wording of the Bellaire discussion and Mark Roberts agreed to add an addendum to the minutes for clarification.

### **Treasurer**

No report was given.

## June Board Meeting

### **Secretary**

The April minutes which were previously distributed via email were presented and approved by unanimous vote of the board. It was noted that the minutes from the general meeting are pending completion.

### **Treasurer**

Brian Ruediger distributed current 2013 financial statements for review.

Brian made a motion for the following HBNA board members to have signature authority for the HBNA working account in the event he is unavailable to disburse funds as appropriate to vendors. In addition to Brian those signers would be: Lisa Martinez, Mark Roberts and Wade McKenzie. The motion was approved by unanimous vote of the board.

## April Board Meeting

### **Secretary**

The February minutes which were previously distributed via email were presented with two corrections and approved by unanimous vote of the board.

### **Treasurer**

Brian Ruediger distributed 2013 financial statements with all ancillary budget items (marked in pink) to be approved. After some discussion on those specific items a motion was made to approve those items. The motion was approved by unanimous vote of the board.

Lisa Martinez made a motion for HBNA to run a balanced budget for 2013, i.e. only budget expenses equal to actual current year income, effectively leaving the prior year cash balance in reserve. The motion was approved by unanimous vote of the board.

## March Board Meeting

### **Secretary**

The February minutes which were previously distributed via email were presented and approved by unanimous vote of the board.

### **Treasurer**

Brian Ruediger distributed 2012 and 2013 financial statements. He noted that the budgets shown in the 2013 financial statements were draft and incomplete pending the board's recommendations and approval of committee budgets.

### February Board Meeting

Lisa Martinez discussed the desire to have the committees meet regularly between board meetings and to publish meeting times so that members could attend if they want.

The January minutes were presented and approved by voice vote of the board.

Karen Spitz presented an overview of the 2012 Financial Statements and detail of the major expense items by category. HBNA had Revenue of \$70,850, Expenses of \$43,355 for a Net Income of \$27,495. The balance sheet ended the year well in the black which is an improvement over some recent years. It was noted by Brian Ruediger and others that we need to have plans to spend the funds on Neighborhood items in order to maintain the current favorable tax status.

There were a couple of questions about specific expenditures and Lisa asked that for the sake of time and staying on agenda, those items be addressed directly to Karen or Brian outside of the board meeting. It was suggested a conference call could be set up to accommodate specific questions.

For 2013 Karen recommended increases in the budget for maintenance, zoning, and projects. She recommends dropping the printed newsletter from the budget.

Lisa Martinez and Karen asked that each committee bring their budget request to the next board meeting so that the 2013 budget could be established.

### January Board Meeting

Lisa Martinez gave a brief introduction noting the desire to organize the HBNA with more committee level involvement and more neighborhood participation. Toward that goal Susy Stovin has rescinded her resignation and rejoins the board providing representation for the District 3 area. It was noted that another representative from District 3 was needed and Susy was encouraged to recruit that person.

Lisa announced a By-laws Committee Meeting to be held next Friday, January 18<sup>th</sup> at J. Christophers. The purpose is to review the current by-laws, draft any needed edits or changes and present the draft to the full board for review (goal is March) and approval (goal is April)

prior to presentation for approval at the General meeting in May. Anyone interested is welcome to attend.

Future board meeting dates were discussed. Going forward the meetings will be on Wednesdays. The need to continue to meet throughout the year instead of taking the summer off, per historical precedent, was discussed. Most board members agreed it made sense to meet year round.

The general meeting was discussed briefly. The date would need to be confirmed with The Capital City Club in order to use their facility. Monday seems to work well since the club is closed on Mondays for normal member activities although staff is present.

Standing committee assignments for 2013 were reviewed and they are listed below on the attached:

It was noted that the Chair of the Transportation Committee is an interim board member. It was decided to discuss this at the upcoming By-Laws Committee meeting.

Lisa Martinez asked that the standing committees decide on their meeting times and post those times so that interested members could attend.

The December minutes were presented and approved by voice vote of the board.

Karen Spitz was unavailable due to a family emergency so the Treasurers Report was deferred to the next board meeting. There were no significant known changes to the HBNA finances since last board meeting. Development of the 2013 budget will be differed until the next board meeting.

#### December Board Meeting

Following a brief introduction by Frank Clementi, the open position of Secretary was discussed. Wade McKenzie volunteered and was elected by voice vote.

The plan to develop District Representatives for the neighborhood was discussed. It was noted that District 3 as designated on the new neighborhood map needed representation and there was agreement to recruit someone for this.

Lisa Martinez presented an overview of the current standing committees and the need for Chair/Vice Chair leadership of each. The desire to have those committees meeting independently of and present their activities to the Board was discussed in order to give the HBNA more "bandwith" to conduct its affairs. Each Board member was given a form to fill out indicating committee preferences. These were to be completed and returned to Frank Clementi. It was noted that recruitment of committee members would be helpful. It was also noted that we could use more help with the DeKalb side of the neighborhood. Hope Bawcom expressed interest in assisting with that.



The HBNA Board meeting format and timing was discussed. The plan is to meet monthly on or about the 2<sup>nd</sup> Wednesday of each month. Lisa Martinez will send out a meeting calendar for the upcoming year. Time of day for the meetings was discussed with most attendees saying mornings worked well although a mix of morning and evenings may work also.

Karen Spitz gave the Treasurers report and presented the HBNA financial statements. It was noted that the balance sheet was in a strong position relative to recent years. The budget process for 2013 will take place in January – February. Currently there are 510 dues paying members with payments still coming in daily. Karen announced plans to transition the financial functions to Brian Ruediger who is a CPA and prospective board member.

There was discussion about the difference between the HBNA and the Historic Brookhaven Foundation (HBF). The HBF has a separate board, it is organized as a charitable entity and it's solely dedicated to funding long-term capital improvement projects to benefit the neighborhood. The HBF raises funds independently and is also the beneficiary of some matching funds from HBNA. (i.e. HBNA granted \$7,000 to HBF in 2012 for improvements to the historic monuments at the entrances to the neighborhood.) It was noted that the current board of HBF consists of Frank Clementi, Mark Roberts, Mike Elliott, Jed Beardsley and Cathy Ionnatti.