

# HBNA Board Meeting Minutes – December 2013

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A meeting of the Historic Brookhaven Neighborhood Association was held on Wednesday, December 11, 2013 at 8:00am at the Capital City Club.

Present were Board Members: Lisa Martinez, Wade McKenzie, Suzy Stovin, Brian Ruediger, Frank Clementi, Mark Roberts, Bob Connelly, Hope Bawcom, Anne Culberson, Carole Simpson, Gay Colyer, Mike Elliot, Maribett Varner, Tim Gartland, Ruth Skogstad, Cathy Boston, Melissa Bryson. Prospective board members: Tom Hicks, Lauren Connelly.

The meeting was called to order by Lisa Martinez at 8:00am

## Executive Committee Reports:

### **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.

#### **Committee Reports:**

##### **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.

##### **Transportation**

Gay Colyer met with City of Atlanta officials and received the city's concept alternative for the intersection of Winall Down/Vermont which is in addition to the two concepts the Transportation Committee has developed working with Foresite Engineering. Gay gave all 3 concepts to the city's watershed management department to review each concept for drainage considerations. We are looking to coordinate with the city in order to potentially access city funds.

In response to a question of how neighbors are involved in the decision process, Gay noted that some neighbors have attended some of the Transportation Committee meetings and there will be a meeting open to all neighbors when the final concepts have been evaluated by watershed management and reviewed by the committee.

Gay Colyer noted that Foresite is not currently in work or owed their final ¼ payment until they complete their assignment which is to attend and present at the neighborhood meeting.

Gay Colyer noted that the Transportation Committee does not yet have an assigned meeting time. She also said the next priority for the committee should be cut through traffic at Peachtree Dunwoody and Winall Down and cut through traffic at Peachtree and Brookhaven Drive.

Bob Connelly asked if BSA had authority to ticket cut through drivers.

There was discussion about no left turns being enforced at the appropriate hours from Winall Down, Stoval and W. Club.

It was noted that the speed sign at the Capital City Club facing north is still not operating. And there was an issue with the stop sign at Brookhaven and E. Brookhaven Drives.

### **Zoning – Dekalb**

Mike Elliot reported that the variance for the Bellaire property had been turned down by the zoning board of appeals. The property is apparently under contract.

Melissa Bryson reported on other DeKalb issues which were largely unchanged from the time of the general meeting.

### **Zoning – Fulton**

Cathy Boston said there was no new activity on the Fulton County side of the neighborhood.

### **Events**

Suzy reported that the New Members Committee is being rolled into the Events Committee.

She also reported that the annual HBNA Board holiday party will take place in January rather than December.

### **Communication/Membership**

Mark R. reported we currently have 581 members for 2014. Second statements scheduled to go out prior to 12/31/13.

Mark noted that Karen Spitz has asked for someone else to take over publication and distribution of the neighborhood directory. Melissa Bryson, Cathy Boston, Maribett Varner volunteered to assist with the directory. The goal is to send the new directories out in mid-February.

Frank Clementi made a motion to move the emergency contact to the back inside cover and make the front inside cover available for sponsors listings to be sold for \$250 each or \$500 with a corresponding listing on the HBNA website. The motion passed unanimously.

Frank also reported that Trey Miller bought the directory back cover sponsorship for \$3,000.

### **Old Business**

Mike Elliot gave an update on the potential for installing surveillance cameras in the neighborhood entrance monuments. There was a good deal of discussion including type of questions that need to be addressed, including but not limited to the following:

- Would like to get broader neighborhood input on the general concept.
- Need to do more research and due diligence before going to the neighborhood for feedback.
- Possibly a survey of interest or topic for next general meeting.
- How is or should Brookhaven Security Association be involved.

Lisa Martinez appointed a Special Committee to explore the details and feasibility of security cameras in the monuments. Mike Elliot, Bob Connelly, Maribett Varner, Anne Culberson, Bridgett O'Donnell, Gay Colyer and Lisa Martinez volunteered to be on the Special Committee.

There was discussion about whether BSA and/or Stephanie McGarity should be on the committee. There was discussion as to whether or not HBNA has any responsibility/authority/liability for BSA as a vendor as they are separate and unrelated entities. It was concluded that Stephanie McGarity as a member of HBNA and potential resource for the discussion of security cameras should be invited to attend meeting of the Special Committee.

**New Business**

There was no new business.

The meeting was adjourned at 9:30am.