

**JONES CREEK OWNERS ASSOCIATION (JCOA) BOARD  
MEETING 10-06; December 5, 2010 @ 1400**

The JCOA Board held the **fifth** meeting since the February 2010 Annual Homeowners meeting. It was also the **sixth** meeting in the Year 2010.

**Board Members Present (13)**

- **Kent Gilbreath** (President)
- **Jim Pawlak** (Vice-President)
- **Carl Mazzola** (Secretary)
- **Trudie Gill-Keenly** (Treasurer)
- **Tony Amato** (Magruder Landing HOA Chairman)
- **Chris Huber** (At-Large Member)
- **Sandy Leonard** (Welcoming Committee)
- **Heide Martin** (At-Large Member)
- **John McLeod** (Security Committee)
- **Harry Pund** (Willow Lake HOA Chairman)
- **Susan Salisbury** (Tennis Committee)
- **Nancy Sickafoose** (Recreation Committee)
- **Earl Williams** (Landscape Committee)

**Board Members Absent (3)**

- **Arch Carter** (Architectural Control Committee)
- **Derek Colligan** (Covenants Committee)
- **Sandy Terronez** (Pool Committee)

**Guests (0)**

**Minutes**

1. Kent Gilbreath, JCOA President, called the meeting to order at **2:07 p.m.**, which was held at the Jones Creek Golf Club Clubhouse. Kent noted that a quorum was present and that all Board business can be appropriately conducted.
2. Carl Mazzola presented the August 28, 2010 meeting minutes. They were reviewed and accepted as submitted.

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3. Trudie Gill-Keenly reviewed the income and expenses and budgets for both the JCOA General Fund and Pool Fund. Trudie reported end-of-year projections of +\$675 for the General Fund and -\$3948 for the Pool Fund. Projected balances of these funds are \$62,945 and \$46,742, respectively. Due to the timing of the event, any costs associated with the New Year's Eve Party will be accrued in 2011. There was discussion on the computation formula of pool dues to golf club members, raised by Tony Amato, and energy efficiency savings at the pool, raised by Carl Mazzola. After a brief discussion, both of Trudie's financial reports were accepted as presented (See Attachments I and II).
4. At earlier meetings, Kent Gilbreath addressed Brenda Johnson's 4148 Hammonds Ferry Road unfinished speculation house, in which construction began in May 2007. The house looks good from the street and the JCOA Board will continue to monitor this situation until the home is completed and occupied. No additional action at this meeting  
**ACTION 08-06: Arch Carter to oversee 4148 Hammonds Ferry Road construction project.**
5. At earlier meetings, Kent Gilbreath reported on his discussions with the developer of the Smithfield Creek property, Tony Ammar, where there is continuing concern with the civil engineering work in the back of the property. The County has recognized this issue and has required the installation of deep pile driving. Kent Gilbreath provided an October 31, 2008 letter to Tony Ammar from Arch Carter, which highlights the erosion and sedimentation control issues (see Attachment III). The property developer was planning to move to California if he sold his properties, which are up for sale and is not proceeding with any more construction on the Smithfield property because of the excessive costs to build. During the period when deciduous trees drop their leaves until new growth appears in the spring, the construction equipment that has been left there becomes an eyesore to Smithfield Creek and Michaels Creek residents. Earl Williams, who lives nearby, mentioned that this was an eyesore to him and a Michaels Creek resident has also contacted the Board on this matter. After much discussion, it was concluded that the builder was not doing anything illegal or outside the covenants, except not completing the building in one year, and it was decided to invite him to the next Board meeting to determine if an amicable solution can be reached. **ACTION 09-06: Kent to invite Smithfield builder to next Board meeting to discuss mitigation options to property eyesore.**

**AFTER ACTION:** Kent Gilbreath has been in contact with Mr. Ammar on several occasions who stated he wants to properly landscape his property and has taken steps to move the heavy equipment.

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6. Chris Huber showed a promotional film on a neighborhood internet solution package that has a calendar feature, blogs, access to all the rules and covenants, ability to conduct surveys, collect dues online, member sign in, allowing different sub-groups like the pool to have different e-mails sent and many other useful features. The site could be accessible to all members and could be easily updated by approved members. The cost from this company is about \$300 to set up the interactive web page and about \$50 per month for its maintenance. Many Board members were impressed with the efficacy of this web page structure and features. Chris will acquire at least two additional estimates from competing companies for further consideration by the Board **ACTION 09-18: Chris Huber to acquire web page enhancements bids.**
7. At an earlier meeting, there was some discussion of placing trash cans at strategic positions along some of the walking paths. This was discussed several years ago and the issue of emptying the full cans could not be overcome. Kent will check with Augusta Recycle whether it would perform this task for a nominal fee. No additional action at this meeting **ACTION 10-11: Kent to discuss trash can emptying with Augusta Recycle.**
8. At an earlier meeting, Kent Gilbreath and John McLeod discussed the April 2010 pool pressure washer robbery, recorded by our security cameras. The suspects drove by the entrance security camera too quickly to get a clear image of their license plate. However, pool cameras did record them and with a little publicity, someone can identify them. Trudie to post pictures on web page and Kent Gilbreath to issue a calling post message. Images and story will be given to the Augusta Chronicle and various television stations. Blue Water pools, which left the washer in plain view has taken responsibility and has paid for a new pressure washer. No additional action at this meeting **ACTION 10-12: Kent and John to publicize the recording of the pool pressure washer bandits.**
9. At an earlier meeting, Nancy Sickafoose presented brochures from Dogi Dogi, a company that specializes in pet waste management. Nancy took an action to develop life-cycle costs for several dog waste stations and identify strategic locations for their placement. The costs will include Augusta Disposal costs to remove dog waste. There was also discussion about possibly amending the by-laws to include responsible pet walking practices. No additional action at this meeting **ACTION 10-14: Nancy Sickafoose to present McKinnes Landing dog waste station proposal.**
10. Harry Pund provided an update on Willow Lake II construction. 31 of the 43 lots have been sold. Harry also reported that there are no outstanding issues at Willow Lake that would require JCOA Board attention **ACTION 10-15: Harry Pund to keep Jones Creek board informed as to new to new Willow Lake II homeowners.**

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11. Kent Gilbreath reported for Sandy Terronez on pool management. Blue Water Incorporated was informed on September 1, 2010 that the JCOA Board was rebidding its 2-year contract, which was cancelled after 30 days notice. The Jones Creek Pool Subcommittee continues to rewrite the 2011 Pool Contract, and when completed, will submit the bid package to Blue Water Incorporated, Majestic Pools, Carefree Pools, Charles Hiers (CPO), and other pool companies and CPOs to bid. In the interim, Charles Hiers, a CPO, has been temporarily hired from October 2010 through December 2010 for maintenance of the pool at a cost of \$550 per month **ACTION 10-16: Sandy Terronez to assemble subcommittee to rewrite contract and compete 2011 contract.**
12. At an earlier meeting, Susan Salisbury reported that the tennis courts are still usable, but need either resurfacing or a complete overhaul. Putting a new surface over the cracked undersurface was a cheaper option (i.e., \$7,000) two years ago, but it will only last a year or two. The board paid \$6000 for resurfacing the courts in 2001 and 2006. To resurface the courts again would create a short-term improvement, but would not fix the underlying problem of the deep cracks. The option of reconstruction would be a long term solution to the maintenance of one of our important amenities. Susan discussed the first of two bids she received so far on the tennis court overhaul. The bid from Talbot Tennis, a certified company, was \$52,900. A Subcommittee was formed with Susan Salisbury as Chair and including Arch Carter, Carl Mazzola, and Trudie Gill-Keenly. This Subcommittee will review the present Statement of Work (SOW), identify additional qualified vendors, obtain Board approval of the SOW and vendors, and begin the bidding process. The Subcommittee will also develop options on how to fund this project; inclusive of a possible dues increase in 2011 or 2012, use of a portion of General Fund reserve funds, a special assessment, or some combination of the three. Earl Williams mentioned that once Willow Lake lots are all sold, an additional \$10,750 of revenue will be available to the Board **ACTION 10-17: Susan Salisbury will lead Subcommittee to determine tennis court SOW and vendors and funding alternatives.**
13. At an earlier meeting, there was discussion of an erosion issue at the David's home, 738 Jones Creek Drive, has an which is an eyesore. Derek Colligan spoke with the owners and requested that corrective actions be taken. The homeowners indicated that some rock will be installed to mitigate the problem. **ACTION 10-18: Derek Colligan to monitor corrective actions on 738 Jones Creek Drive erosion issue.**

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14. Earl Williams reported that the Landscape Subcommittee contract has received 4 bids from the 7 vendors contacted for the “bulk contract” which is the work on the interior islands and interior of the entire subdivision. Bids ranged from \$2475-\$3810 per month (we are currently paying \$3,750 per month). No exceptions to the Statement of Work have been taken by any of the bidders. The deadline will be extended to December 10, 2010 and it is hoped that at least a fifth company will bid. A new contractor will be selected by January 1, 2011 for a three-year contract. There was additional discussion on Environmental Plantings’ entrance island maintenance agreement. Presently, there is only a gentlemen’s agreement with Jack Blue, owner of Environmental Plantings, which is working, in which Jack Blue is paid \$1,550 per month, with flower costs being extra. A motion was made by Nancy Sickafoose and seconded by Chris Huber to have the Subcommittee, after its work is completed with the bulk contract, meet with Jack Blue to working on a formal contract with Environmental Plantings and be open to other contractors. The motion passed 9-1 with three abstentions. **ACTION 10-19: Landscape Subcommittee to select 2011-2013 bulk landscaping company and begin work on other contract.**

**AFTER ACTION:** The Subcommittee has selected Anderson Horticultural as the contractor for the “bulk contract”.

15. Trudie Gill-Keenly indicated that the minutes incorrectly stated that she was responsible for developing austerity measures for 2011. This action item will be closed since the Tennis Subcommittee, of which Trudie is a member, will be essentially doing this with its analysis of funding options (see Item 12) **ACTION 10-20 can be closed.**
16. At an earlier meeting, Sandy Terronez stated that 2/3 of the pool members are not JCOA residents and suggested that starting in 2012 JCOA again considers privatization of the pool to JCOA families through a \$150 per family dues increase. Kent mentioned that this option was tried a few years before and ran into major opposition. Part of the problem was the poor wording of the questions that were asked of all Jones Creek families. Sandy indicated that if there was a yes-no vote with a well-written comparative analysis, that the vote may be more representative of what the families feel about the proposal. No additional action at this meeting **ACTION 10-21: Sandy Terronez to develop proposal to privatized swimming pool by incorporating a dues increase.**
17. \$1000 of pine straw was purchased by the JCOA Board for beautification of an island in McKinnes’ Branch. Nancy Sickafoose and Kim Houston managed its placement around the perimeter of this McKinnes Branch island and the work was completed satisfactorily **ACTION 10-22 can be closed.**

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18. In response to specific issues that occurred since the last Board meeting, Kent Gilbreath drafted amendments to the JCOA Board bylaws and provided copies to the JCOA Board officers (see Attachment IV). Kent Gilbreath specifically called out the attendance of two uninvited guests to a Landscape Subcommittee meeting without any prior discussion of the purpose of their attendance with the Subcommittee Chairman. The draft amendments addressed guest policy, reimbursements and information by other Board members. The officers will review the draft bylaw amendments and a final document will be provided to the Board for discussion of its adoption into the bylaws  
**ACTION 10-23: JCOA Board officers to review draft policy on guests, reimbursements, and information by other Board members.**
19. Nancy Sickafoose reported that she has completed the planning of two December events. Santa's Breakfast will be on December 11, 2010. It will cost \$6.50 per person and 100 people are expected. The New Year's Party will be on December 31, 2010 at the Clubhouse and the cost is \$20 per person. Although attendance was sparse last year, good promotion may lead to better attendance  
**ACTION 10-24: Nancy Sickafoose to complete work on December 2010 events.**
20. Trudie Gill-Keenly will be developing the 2011 General Budget and the 2011 Pool Budget for presentation at the Annual Meeting for Board approval at its next meeting  
**ACTION 10-25: Trudie Gill-Keenly to develop 2011 General Budget and 2011 Pool Budget for Board approval.**
21. Jim Pawlak will be leading this year's Nominating Committee for the following 2011-2013 Board positions: President, Secretary, Landscape Chairperson, Pool Chairperson, Welcoming Chairperson, Covenants Chairperson, and the At-Large position, presently held by Chris Huber. Susan Salisbury mentioned that she knows of an individual that may want to serve on the Board and will provide that name to Jim Pawlak.  
**ACTION 10-26: Jim Pawlak to develop slate for 2011-2013 Board positions.**
22. Earl Williams reported that JCOA Board removed weeds and used herbicide on the Lyddane property, 702 Michaels Creek, and will send a bill for cost recovery. Chris Huber asked to see the approval documents from the Architectural Control Committee (ACC) to determine whether the homeowner followed its agreement with ACC. Chris Huber was questioning the use of white trailer park stone.  
**ACTION 10-27: Arch Carter to provide ACC documents on 702 Michaels Creek landscaping and Earl Williams to recover costs.**
23. At an earlier meeting, Sandy Terronez mentioned that she will be meeting with members of the Rivershyre Subdivision on August 31, 2010 to obtain information on how it manages their pool. No additional action at this meeting.
24. John McLeod reported on Community Watch. He mentioned that there was a burglary during Thanksgiving weekend where a fence was torn down and lawn furniture taken. The Columbia County Sheriff is currently investigating this matter.

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25. Heide Martin indicated that she purchased about \$100 of new decorations and completed the Christmas decorations at various locations in the subdivision. Kent Gilbreath complimented the effort and the beautification associated with it.
26. Sandy Leonard coordinated a successful annual Newcomers Party which was held on November 1, 2010.
27. Tony Amato reported that there are no outstanding issues at Magruder Landing that would require JCOA Board attention.
28. Carl Mazzola reported that he developed the September 2010 Scorecard, which was posted by Trudie on the web page. \$340 in ad revenue was received. We still need to receive the Comcast payment, which is expected. Similar revenues are anticipated with the January 2011 Scorecard effort.
29. John McLeod, Susan Salisbury, Arch Carter and Kent Gilbreath met with Ken Sutherland about the effectiveness of the security camera system. Ken indicated that our system and equipment is 90% better than that installed at other locations and he provided helpful suggestions for improved surveillance, especially at the front entrances. At the Evans-to-Locks entrance, brake lights tend to ghost out the image of license plates due to the cars slowing for the speed bump. At the Fury's Ferry Road entrance, when cars turn right, the utility pole obscures the license plate. This does not occur for left-turning cars. Hopefully, adjustments that are being made will result in better operation and effectiveness to assist prosecutor efforts of law enforcement officers. Chris Huber mentioned that he would endeavor to clean off the accumulating cobwebs on a more regular basis to also improve the effectiveness of the surveillance system. Heide Martin offered to assist Chris with this maintenance effort.
30. Susan Salisbury mentioned that the tennis court security light was replaced, but its location and height appear to be disturbing the child of a nearby resident. Efforts will be made to adjust the trajectory of the lighting fixture to mitigate the problem.  
**AFTER ACTION:** Light adjustments have been made at the tennis courts to everyone's satisfaction.
31. A motion to adjourn was moved, seconded and voted at **4:15 p.m.**
32. The next Board meeting will be at **2:00 pm on January 23, 2011** at the clubhouse to prepare for the 27<sup>th</sup> Annual Meeting, which is scheduled for **February 7, 2011.**

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Attachments:

**Attachment I: JCOA General Income and Expense Statements, dated December 5, 2010.**

**Attachment II: JCOA Pool Income and Expense Statements, dated December 5, 2010.**

**Attachment III: Letter from Arch Carter to Tony Ammar, dated October 31, 2010.**

**Attachment IV: Draft JCOA Board Policy on guests, reimbursements, and information by other Board members.**

Respectfully Submitted,

*Carl A. Mazzola*

Secretary

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**17 OPEN ACTION ITEMS**

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| <b>08-06</b> | <b>Arch Carter to oversee 4148 Hammonds Ferry Road construction project</b>   |
| <b>09-06</b> | <b>Kent to invite Smithfield builder to next Board meeting to discuss mitigation options to property eyesore</b>    |
| <b>09-18</b> | <b>Chris Huber to acquire web page enhancements bids</b>  |
| <b>10-11</b> | <b>Kent to discuss trash can emptying with Augusta Recycle</b>  |
| <b>10-12</b> | <b>Kent and John to publicize the recording of the pool pressure washer bandits</b>                                 |
| <b>10-14</b> | <b>Nancy Sickafoose to present McKinnes Landing dog waste station proposal</b>                                      |
| <b>10-15</b> | <b>Harry Pund to keep Jones Creek board informed as to new to new Willow Lake II homeowners</b>                     |
| <b>10-16</b> | <b>Sandy Terronez to assemble subcommittee to rewrite contract and compete 2011 contract</b>                        |
| <b>10-17</b> | <b>Susan Salisbury will lead Subcommittee to determine tennis court SOW and vendors and funding alternatives</b>    |
| <b>10-18</b> | <b>Derek Colligan to monitor corrective actions on 738 Jones Creek Drive erosion issue</b>                          |
| <b>10-19</b> | <b>Landscape Subcommittee to select 2011-2013 bulk landscaping company and begin work on other contract</b>         |
| <b>10-21</b> | <b>Sandy Terronez to develop proposal to privatized swimming pool by incorporating a dues increase</b>              |
| <b>10-23</b> | <b>JCOA Board officers to review draft policy on guests, reimbursements, and information by other Board members</b> |
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| <b>10-26</b> | <b>Jim Pawlak to develop slate for 2011-2013 Board positions</b>  |
| <b>10-27</b> | <b>Arch Carter to provide ACC documents on 702 Michaels Creek landscaping and Earl Williams to recover costs</b>    |