

Greetings From the HOA President**December 2024****To Southfield Plantation Homeowners**

Thank you for allowing me to be a part of the Board of Directors for Southfield Plantation Homeowners Association for the past two years. It has been an interesting and rewarding time. In February 2024, I was selected by the board to serve as your President for the year. I would like to share a few of my observations.

Growth in Southfield: *Most of the lots in Section 7 are sold with homes in place. The developer is monitoring the Thompson Mill Road expansion and impact to the Colton entrance. He has not released Section 7 to the HOA at this time. The board will continue to engage with him on the status of the section. You may have noticed the progress at the current end of Gazebo Drive – Section 6, Phase 1. This is part of a plan that has evolved over several years. A plat and covenants were recorded and homes are being built and sold in Section 6. This section will remain under the control of the developer until his plans and conditions described in covenants trigger discussion of HOA participation. We are **monitoring the surrounding area for any future expansion of Southfield Planation and will keep you posted.***

Assessment Payments in 2024: *We have received payments from about 96% of homeowners. March 30, 2024 was the last day to pay 2024 HOA assessments without a penalty. Statements for unpaid dues as of December were mailed. Thank you to those homeowners who have responded with payment. **Financial information** (budget, expense and income reports) showing how the assessments are managed are available **on our website** <https://www.spthoa.net/meetings>.*

2025 Budget and Assessment: *When drafting the 2025 Budget, the Board considered homeowners' interest in property maintenance and landscaping improvements and inflation impact to cost of materials and services. An assessment is being calculated to fund the requirements identified. The information will be presented at the Annual Members Meeting in January.*

Upcoming Election for HOA Director Group: *It's time for the 2025 Election of Directors to fill four of the 12 board positions expiring in January 2025. The HOA Nominating Committee asked for volunteers or nominations from homeowners for candidates for the 3-year term 2025 through 2027. Seven candidates are on the ballot. . A Notice of Meeting and Election with a Ballot, Survey, and Candidate Summary will be mailed in mid December. **Hope to see you at the meeting.***

Completed Election Ballots must be received by the HOA secretary by Noon, January 22, 2025

Future Board Member Search: *It's not too soon to start planning for next year's election. The next 3-year term of four individuals will expire in January 2026. **We need your skills and passion for our community. Contact us at info@spthoa.net***

Member Participation: *We encourage everyone to attend a Board meeting or use the "Ask HOA " option on the website to make inquiries or provide comments on how things are running. Your next meeting opportunity is the **Annual Meeting of Members:***

**Thursday, January 23, 2025 from 5:30 PM to 8:00 PM. Election Poll opens at 5:00 PM
Bonaire Church, Main Sanctuary, 121 Church Street, Bonaire, GA 31005**

Thank You for Your Support,

Bob Throver, President

president@spthoa.net

Southfield Plantation HOA Board of Directors

info@spthoa.net

Governance and Management

Your Board of Directors

The Board is comprised of volunteers nominated and elected by Southfield property owners and works as a volunteer group. The board is here to manage the business of the HOA. All correspondence is reviewed and attempts are made to answer as soon as possible. Board members are just like you - family and kids, school and recreation events - so keep that in mind when you are working with us. It is a great group. Come out and witness what we are doing to make this a great community.

Board Member Elections – January 2024

- ❖ Directors were elected in January 2024 to fill vacancies of expired terms. That term started in February 2024 and runs to January 2027 (2024-2026 group) for: Todd Rice, Pam Britt, Susan Edge, and Kelly Stone.
- ❖ A member of the 2023-2025 group resigned after the election. Raleeta Williams was a candidate on the January 2024 ballot and was appointed in February 2024 to fill the unexpired term.
- ❖ Officers for 2024 were selected from the 12-member board.
 - President: Bob Thrower Vice President: Ashley Beal Treasurer: Kelly Stone Secretary; Susan Edge

Other Committee Highlights – 2024

For Information on committee responsibilities or request assistance, see www.spthoa.net and go to HOA Business

- ❖ **Elections Committee:** The Nominating Committee contacted nominees to determine their interest in, and acceptance. They have been busy planning for the election in January 2025, where members will elect directors to replace the 2022-2024 group of 4 Directors whose term is expiring. A Candidate Summary will be provided with the Ballot.
- ❖ **Executive Committee** -Legal Actions: A Judgement was awarded by the Magistrate Court in November 2023 to collect an account over 5 years past due. Associated legal actions are in work.
- ❖ **Architectural Control Committee (ACC):** All submitted review requests were reviewed.
- ❖ **Covenant Enforcement Committee (CEC):** Requests, mostly related to yard appearance/ maintenance and vehicles, were reviewed with property owner contacts and discussion.
- ❖ **Landscaping Committee:** The Refresh Plan was revised and activities initiated for removal of overgrown shrubs at the Sabre common area; repairs to brick walls; pump house organization. The front entrance got its lights and Christmas decorations were set up at Sabre this month. The team has been focusing on improving communications with our landscaper and identifying ways to improve the area.

❖ Report missing or defective Christmas Lights to Unique Landscaping 478-293-4984.
- ❖ **Events Committee:** Many thanks to Miranda Stewart Pennone for overseeing the events. Her term as director expires this year and she is not seeking another term. She will be focusing on her many other commitments.
- ❖ **At-Large Committee:** Discussions regarding the role of the At-Large Committee identified it as a representative of member concerns. Section representation and safety concerns were some of the topics addressed by the committee. In 2025, we hope to include more homeowners in committee discussions.
- ❖ **Newsletter and Communications Committees:** These committees support and provide various avenues of communication between the HOA Board and homeowners. The goal is to ensure maximum transparency and information on how the HOA is managed and how your assessments are used. Email info@spthoa.net if you need assistance in location the **HOA web page, Facebook Group page, or newsletter.**

Proposed Bylaw Amendments

Following numerous questions on HOA management and Board responsibilities, the 2022 HOA Board began a review of current and past bylaw versions. The court order in 2022 related to fines led to a more in-depth review to identify conflicts with the order and conflicts between the various HOA documents. This resulted in the need to amend or repeal some sections of the current Bylaws (2019 version).

The board will be presenting amendments (Ref: Bylaws Article X) at the February and May meetings in 2025 to address the conflicts. Proposed amendments will be announced on Facebook with details posted on the website. Input from members can be provided at the annual meeting, emailed to info@spthoa.net, mailed to P.O. Box 322, Bonaire, GA. Request for review of paper copy should be sent to info@spthoa.net (Bylaws Art.VIII)

Communication and Transparency

This newsletter is one means by which the Board shares information with members to summarize key topics of interest. The HOA website is the official point of information and location of key HOA records organized by Covenants/Bylaws, homeowner information, HOA Business.

We support Facebook for communications and social interaction between homeowners. Please be respectful of other opinions and privacy. Click on the page title to display the “About” and “Group Rules” sections. Homeowners are granted access when group questions are answered, and the user agrees to Group Rules.

The HOA Board posts HOA events and information under the Facebook Group User “HOA Southfield”. You can ‘private message’ HOA Southfield with questions.

Where To Find It

Southfield Plantation HOA Business Information – SPT HOA Web Site <https://www.spthoa.net>

Site Navigation

Covenants and Bylaws (Southfield Declarations, Bylaws, and section map)

Homeowner Info

- Events (info and sign-up)
- Newsletters
- Document Library (misc. HOA documents)

HOA Business

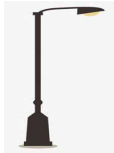
- PayOnline
- Board
- Meetings (agendas, minutes, reports, etc)
- Architectural Control (submit request)
- Covenant Enforcement (submit request)
- Elections (info on nominations and election)
- Landscaping (misc. info)

Southfield Social Media – FACEBOOK Group Page

Southfield plantation HOA Facebook Group
<https://www.facebook.com/groups/1417117626819>

Neighborhood Improvements

New Light at Southwick Court



A survey of cul-de-sacs indicated Southwick Court as the only one without a streetlight at the end. After review of the lighting conditions and safety issues, a new light was purchased by the HOA and installed by Flint Electric in May. The light improved night visibility in the area and addressed safety concerns. Two other requests were received from homeowner groups and considered by the HOA Board. The homeowners subsequently withdrew the request due to additional cost driven by desired location.

Landscaping Refresh

A Refresh Plan in 2023 was created to identify requirements for ensuring our properties are well-maintained and the landscaping is inviting. Cost estimates were identified. The initial 2024 budget was not sufficient to address all requirements and some of the pre-2024 surplus was used to supplement. Projects got underway, but the weather and other challenges slowed the pace. The Gazebo rails got a little lift. Dead trees were removed from the back area at the pond. More pruning of shrubs and trees is planned. The brick columns were capped to prevent further plant growth from within. Trees encroaching on the walls and along Thompson Mill are being cleared, with work continuing into 2025. All 2024 activities were not completed but do have specific plans. These “2024” activities will use the full 2024 ‘adjusted budget’ although some activities will occur in 2025.

The extent of “2025” activities will depend on the 2025 budget. Details and schedule for those activities will occur in January and February and the Refresh Plan will be updated. The Refresh Plan is available for review at SPTHOA.net in the Homeowners Info > Document Library. Filter by Doc Set = Landscaping.

Preliminary quotes for alternate landscaping services were beyond the ability of the current budget to fund. Requirements were conveyed to the budget committee.

New Look at the Sabre Drive Common Area

Initial implementation of the Landscaping Refresh Plan occurred at the HOA common area at 208A Sabre Drive. The old and overgrown shrubbery has been removed. New trees were planted with one succumbing to the hot summer. Plant replacement has been deferred until 2025 as we fully consider design options. The area got a little holiday spirit in December with placement of some holiday lighting. (Items will be stored for reuse next year.) A new structure will be built to hide the utility boxes for power meter and irrigation control. A “Book and Media Swap Library” structure is being considered that will provide an amenity for homeowners and camouflage the boxes. Other suggestions will be greatly appreciated. Email info@spthoa.net with ideas.

Homeowner’s Corner

<p>Let’s Welcome our New Families for 2024</p> <p>January to November</p> <p>243 Southfield Court 106 Gardenia Way 203 Yale Circle 127 Glenda Drive 210 Southfield Court 303 Dillons Trail 102 Saddlefield Court 125 Glenda Drive 204 Jasmine Way 503 Mosby Court 250 Southfield Court 219 Sabre Drive 412 Windstone Place 204 Southfield Court 122 Gardenia Way 102 Blossom Valley325 Sage Meadow 504 Carson Court 638 Trails End Circle</p>	<p>What’s Happening Next?</p> <p>January 6 – 18, 2025 Ballot Drop Box <i>Location to be announced</i> January 22, 2025 Wednesday Noon Deadline Ballot Receipts by Mail</p> <p><i>* HOA Meetings at: Bonaire Church, 121 Church St., Bonaire*</i> January 23, 2025 5:00 PM Director Election Polls open 5:30 PM Annual Members Meeting February 1st week – Date and Time To Be Announced Special Board Meeting to Elect Board Officers February 18, 2025 6:30 PM Regular Board Meeting</p> <p>Southfield Patriotism: Please display your American flag again this year. May 26 Memorial Day June 14 Flag Day July 4 Independence Day November 11 Veteran’s Day <i>If you need a replacement flag (18”x24”) , please sign up on our website www.spthoa.net/events-3</i></p>
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Financial Management

Expense and Budgets

Monthly Treasurer’s Reports provide information on income and expenses for the HOA. Committee Reports keep you informed on the activities of the board and what the money accomplishes. Homeowners provide input to the board to help the Board make decisions on the best use of your money. Every year the Board must review the budget against the actual expenditure and fix the assessment for the next year. The initial assessment of \$120 set in 1999 has not been changed and has provided funds for HOA financial commitments to-date.

In 2022 the board adopted additional methods to develop and monitor the budget with a close eye on expenditure and a focus on collection of past due assessments. The total cash on hand in the operational and reserve account doubled since December 2020 with about \$65 K expected for year-end 2024.

The Budget and the Reserve Analysis are available for review at SPTHOA.net in the Homeowners Info > Document Library. Filter by Doc Set = Financial.

A Reserve Fund

The benefits of a reserve fund would be to ensure continued operation of the association in the event of a change in cash income, and provide readily available funds reducing / eliminating delays due to constraints of a loan or assessment increases.

The 2023 analysis reserve funds set a target of \$55,650 to be held in reserve. It assumes funds build back if all or part is used for a major expense

- \$ 37,000 1 year basic Annual Operating Costs “Must-Pay”
- \$14,000 “One Time” Major Maintenance/Improvement
- \$ 5,500 1 year Annual Replacement Cost Accumulation
- **\$56,500 Total - Target Reserve Fund**

\$120 Annual Dues ----- \$10 / Month Cost Equivalent Per Month for Current Dues 	\$ 30 Proposed Annual Increase ----- \$2.50 / Month What You Would Need to Give Up Each Month if Dues Increase 	\$150 Proposed Annual Dues ----- \$12.50 / Month Pays for: • Property and Landscaping Improvements • Member Welfare Benefit Projects – Safety, etc • Inflation
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The Budget Process

The Budget Committee submitted a status report for 2024 with a proposed budget for 2025. We listened to your input on Southfield needs and increased funding requests for key areas of importance and to address inflation. The current assessment level of \$120 was minimally acceptable to fund additional activities. It will not provide the level of funding desired to improve landscaping or pay for any significant and overdue property maintenance. To attain a balanced budget, assuming implementation of the efforts identified, an assessment increase would be needed. The Board is reviewing the details and will present to the membership at the January meeting. The Budget Cycle is guided by requirements in the Bylaws and Declarations. A summary of the cycle with dates of activities in 2024 against dates from governing documents is shown in Table 1.

Invoice Schedule

Southfield Bylaws were first written in 1999 and changed twice since. As a result of these changes, conflicts have developed between the Declarations, Bylaws, and scheduling of invoices and due dates. In the past, an increase in assessment was never considered and invoices were always sent the first week in January. This year, the board will be evaluating the schedule for invoices. Stay tuned for dates.

/1 Conflict between sections of Bylaws
/2 Conflict -or- between Bylaws and Declarations
/3 Interpretation; Historical application

Table 1: Budget Cycle

Budget Committee Activity	2024 Date	Guidance
Budget Cmte: Review past budget & actual expenses; Consider upcoming plans & projects; Incorporate homeowners feedback; gather costs estimates Compile information; Identify assessment level Prepare Budget Status Report with budget/assessment	October 1 – November 15	
Budget Cmte: Present Budget Status at Board Meeting for discussion	Nov. 16	Oct./Qtly Mtg /1
Budget Cmte: Update Status Report; Formalize Budget Spreadsheet	Nov. 16-30	
Board: Review Budget Status Report and Assessment Proposal; Vote to accept (“Fix”) the Budget and proposed Assessment to present at the Annual Members Meeting.	Dec. 1-15	
Notice to HOA Members regarding proposed budget and assessment	Wk of Dec. 15	
HOA Members: Provide comments to board for consideration	Dec. 15-Jan 20	
Annual Meeting: Present Budget Draft and Proposed Assessment	Jan. 23	Jan. (3 rd Tues) /3 Dec. /2
Board: Send Invoices	Jan. ?	Jan. 1 /1 /2
Assessment Payment Due	Mar. ?	Mar. 1 /1 /2
Assessment Past Due w/ interest posted	Apr. ?	Apr. 1 /1 /2

**Table 2: 2025 Budget for Southfield Plantation
Draft 241130**

Compare to 2024	BUDGET 2025 LINE ITEMS		r250101	DRAFT
\$55,360.00	OPERATING EXPENSES		\$65,930.00	19.1%
3,200.00	50500	Other Operating Expenses	3,660.00	14.4%
32,900.00	50600	Property Mx & Landscaping	41,000.00	24.6%
18,600.00	50601	Landscaping contract	20,400.00	
4,000.00	50610	Maintenance & Repairs - Bldg.	4,000.00	
2,000.00	50610	Maintenance & Repairs - Walls/Fences	2,000.00	
2,500.00	50640	Other Landscaping - Labor	8,500.00	
2,000.00	50650	Other Landscaping - Materials	2,000.00	
3,800.00	50671	Other Landscaping - Holiday Décor	4,100.00	
3,600.00	50400	Office Expense	3,600.00	0.0%
350.00	50403	Printing and Reproduction	350.00	
1,550.00	50401	Computer and Internet Expenses	1,550.00	
500.00	50402	Office Supplies	500.00	
1,200.00	50404	Postage and Delivery	1,200.00	
3,400.00	50200	Professional Fees	3,400.00	0.0%
800.00	50210	Accounting Fees	800.00	
2,000.00	50220	Attorney Fees	2,000.00	
600.00	50230	Court & Legal Services	600.00	
0.00	50260	Prop Management Fee	0.00	
500.00	50700	Rental	520.00	4.0%
5,600.00	61000	Programs	7,450.00	33.0%
1,000.00	61300	Elections Committee	1,000.00	
500.00	61400	Landscaping Committee	500.00	
1,200.00	61500	Welcome Committee	1,200.00	
1,200.00	61600	Events Committee	1,500.00	
1,200.00	61700	At-Large Committee	2,750.00	
500.00	61900	Miscellaneous	500.00	
6,160.00	68600	Utilities	6,300.00	2.3%
\$55,360.00	TOTAL OPERATING EXPENSES		\$65,930.00	\$0.19
\$600.00	MANAGEMENT RESERVE		\$1,500.00	150.0%
600.00	12200	Contingency Funds	1,500.00	150.0%
\$600.00	TOTAL MANAGEMENT RESERVE		\$1,500.00	
\$55,960.00	EXPECTED OUTFLOW / FUNDS EXPENDED YEAR END - GRAND TOTAL		\$67,430.00	20.5%