

Sandy Creek Cove HOA Annual Meeting  
Tuesday-May 22, 2018  
7:00 PM  
Amelia Way Cul-de-sac

Dear Fellow HOA Member,

You are cordially invited to attend the 2018 Sandy Creek Cove Home Owners Association annual meeting being held as required by the HOA corporate bylaws. The purpose of this required meeting is to allow the HOA board to report financial and other association related information to the members and to transact any official business that requires an approval vote of the members.

Additionally an election will be conducted to fill two of the existing board of director positions that will become vacant on June 30, 2018. The term of the director position will be two years beginning July 1, 2018. The actual officer positions on the board for all directors will be determined at the first board meeting following the election. The board position to be filled is currently held by Chris Alexander and James Nettles. Any member interested in representing the community should submit their name as a candidate for nomination. Please review the enclosed nomination form which addresses the duties and responsibilities of the board of directors. If you are interested in serving the community on its board, please email your interest to [sandycreekcove.hoa@gmail.com](mailto:sandycreekcove.hoa@gmail.com) or contact any of the current board members listed below for assistance with your nomination. Nominations may also be presented at the annual meeting prior to the election. Please consider volunteering your time and talents to serve your community.

The proposed meeting agenda is:

1. Welcome and introduction
2. Overview of board activities for the past year
3. Financial report
4. Election of board director
5. HOA board committees
6. Open discussion
7. Adjournment

We will be requesting confirmation and updating of contact information as you sign in to provide a means for the timely distribution of association information. Please bring a chair for your comfort. Your attendance and participation is valued and vital to the continued success and development of our community. A quorum of a minimum of 50% of the HOA members (total of the meeting attendees and completed proxy forms) is required in order to conduct the election. **Therefore your attendance or submission of a completed proxy form is important.** We look forward to seeing you at the meeting.

If you have any questions, please contact any board member or submit your email to [sandycreekcove.hoa@gmail.com](mailto:sandycreekcove.hoa@gmail.com).

The SCCHOA Board  
Chris Alexander, President  
Sherry Garrett, VP & Treasurer  
James Nettles, Secretary

**SANDY CREEK COVE HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS**  
**NOMINATION FORM**

The Sandy Creek Cove Homeowners Association would like to invite you to submit your name for nomination to the Board of Directors. The Board plays a very important role in the governance of your community. The elected representatives will oversee the administration of the homeowners association as provided in the governing documents and By-Laws and serving the same role as the board of directors under Georgia corporate law. **Please note: Lack of participation or failure to fil Board positions annually may result in utilization of an outsourced Management Company in order to remain By-Laws and Covenant compliant. This action will require an increase in the annual Association assessment to cover the additional cost to the community as well as more rigid enforcement of Covenant rules and regulations by an outside source. Please consider volunteering to serve a term for your community.**

The following areas are governed by the board:

The expenses which the Association incurs, or expects to incur, in exercising its authority and performing its responsibilities under the Governing Documents and Georgia law, and reasonable contributions to reserve funds, as the Board may find necessary and appropriate.

The standard of conduct, maintenance, and appearance generally prevailing throughout the Community, or the minimum standards which the Board, or the Architectural Review Committee may establish for the Community as set forth in the Restrictions and Rules, the Architectural Guidelines, or by resolution or example, whichever is a higher standard. Such standards may contain both objective and subjective elements. Such authority shall be exercised by the Architectural Review Committee appointed by the Board, the members of which shall serve and may be removed and replaced at the Board's discretion.

Implementation of Architectural Guidelines for the Community to provide guidance and oversight in submitting of applications as well as to establish minimum standards for certain types of modifications.

The Board may adopt rules applicable to the Common Area or Units. Except to the extent that the Governing Documents specifically assign authority to regulate a particular matter to the Board, any rule making action by the Board may be overturned by a majority vote of the Members pursuant to governing documents. The Board shall have no obligation to call for a vote of the membership except upon receipt of a petition of the members calling for a special meeting, as provided for in the By-Laws.

The Association shall have the powers and authority granted by the documents of the association, and shall perform its functions in accordance with the Governing Documents and the laws of the State of Georgia. The Association shall also have any right, power, or privilege, which may reasonably be implied from, or which is reasonably necessary to exercise, any right, power, or privilege expressly granted by the Governing Documents or by law. Except as the Governing Documents or Georgia, as may otherwise specifically provide, all rights and powers of the Association may be exercised by the Board without a vote of the membership.

As a member of the association certain transition items will need to be reviewed and addressed on behalf of the community. The elected board will be charged with a review of these particular areas as part of the transition process such as: budget, assessments and reserve funds, association expenses, tax returns, property-tax bills, and review of vendor contracts.

Typically boards will meet a minimum of once per quarter, in addition to the annual meeting. In many communities, additional meetings may be needed for a newly formed board to adequately address the issues for the community. The responsibility of serving on the Board as a volunteer is one that requires fair and impartial input. Each member of the board will need to address issues and make decisions on the behalf of the homeowners association and not the individual. In all cases, board members will be required to exercise good business judgment in addressing the affairs of the association.

## Sandy Creek Cove HOA 2018 Annual Meeting Proxy Ballot

The undersigned, being a member of Sandy Creek Cove HOA, hereby appoints \_\_\_\_\_ (write in the name of the proxy you appoint) as my proxy to exercise the entire vote of the undersigned on all matters on which the undersigned is entitled to vote at the annual meeting of the homeowners to be held on Tuesday, May 22, 2018 @ 7:00 PM, or any adjournments thereof.

Such proxy should vote in his/her discretion on any matters properly brought before the meeting for which the undersigned has given no directions as to the manner of casting the undersigned's vote.

This proxy and the authority represented herein may be revoked by the undersigned and shall be automatically revoked if the undersigned attends the annual meeting.

IN WITNESS WHEREOF, the undersigned has executed this Proxy on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Signature of member

\_\_\_\_\_  
Printed name of member

\_\_\_\_\_  
Street address of member

You may return the original completed form:

1. By mail to be delivered no later than May 21, 2018 to:  
Sandy Creek Cove HOA  
P.O. Box 1060  
Loganville, GA 30052

OR

2. In person or by the designated proxy to a board member prior to or at the annual meeting.

OR

3. In PDF or scanned image format by email to [sandycreekcove.hoa@gmail.com](mailto:sandycreekcove.hoa@gmail.com) with the original completed form delivered by the designated proxy at the annual meeting.

**NOTE: Your Proxy is extremely important should you not be able to attend the annual meeting in order to ensure there is a fifty percent (50%) majority of community property owners present or represented in order to conduct the required mandatory business. Please submit your proxy if you cannot attend the meeting.**