



# PIPELINE



**October/November 2011**

*The Newsletter for Highland  
Pointe Residents*

Home Page Address: <http://www.highlandpointe.org>

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Bob Kimball/President  
Jason Salmon/ACC  
Steve Laufersweiler/Grounds  
Dan Raby/Clubhouse  
Rhonda Hester/Administrator

Dave Gunnells/Treasurer  
Matt Tock/Pool  
Steve Fincher/Social  
Judy Taylor/Tennis  
Mary Ciesielski/Administrative Asst.

## Board Positions Available for 2012-2013

It is once again time to elect new Board of Directors for Highland Pointe. If you would like to become more involved in your community, the Board of Directors is a great place to start. All Highland Pointe residents who are permanent members of the Homeowners' association are eligible to serve. Directors serve a two-year term, but there is no limit to the number of terms a Board member can serve. We have **three** members whose terms are ending this fall. The Board positions are determined at the January meeting based on each Board member's level of interest, and seniority on the Board. These positions are described on Pages 6 and 7 of this Pipeline.

If you are interested in joining the Board of Directors, please submit your name, along with a brief biography by **October 25** to the HPRM mailbox, located at 3750 Club House Court, or via e-mail to [aa@highlandpointe.org](mailto:aa@highlandpointe.org). The biographies will be published in the December/January Pipeline. Candidates should call the office at (770) 973-0925 if you need more information or have questions on submitting your biography.

### Calendar

#### October

- 3 Board of Directors Meeting 6:30
- 29 Adult Halloween Party
- 31 Pre-Trick or Treat Pizza Party

#### November

- 7 Board of Directors Meeting 6:30
- 15 Deadline for Dec/Jan Pipeline
- 24 Thanksgiving



### INSIDE THIS ISSUE

- ◆ HP Position Opening
- ◆ Halloween Social Events
- ◆ Feathered Friends Article
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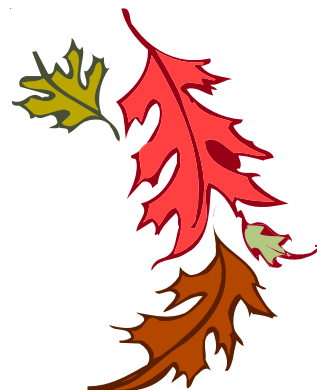
# HP Administrative Assistant Position Open

Are you willing to work approximately half time helping to run the business of our neighborhood?

Highland Pointe is looking for someone to be our next Administrative Assistant. We need an organized person with skills in word processing, spreadsheet, and bookkeeping. Given frequent interaction with residents, and others, good people skills are a must as is a healthy sense of discretion.

The duties of this position include:

- Maintain Highland Pointe database, files, archives, etc.
- Answer the phone during office hours.
- Respond to all voice and email messages.
- Pay bills, issue invoices and maintain the accounting books.
- Manage club house rentals.
- Execute various administrative paperwork and processes.
- Work with vendors.
- Attend all monthly board meetings.
- Compose, publish and distribute the Pipeline, our monthly newsletter.
- Run the annual dues collection effort.
- Compose, publish and distribute the annual resident directory.



If you are interested, please send your resume to [office@highlandpointe.org](mailto:office@highlandpointe.org), or call the office at 770-973-0925 for more information.

## Basketball

"Basketball Season" will be starting soon and the Highland Pointe Men's Adult Recreational Basketball Group will be playing again this year. We will begin on October

22nd at 9:00 AM at Mabry Middle School. If you are interested in playing or have questions please contact Tony Olenkiewicz, 770-578-0518.

**It will be time to hang those Christmas Wreaths soon!  
Melanie Smith has refurbished all the wreaths and will need  
some help in getting them up on the wall and around the  
neighborhood.**

**Please give her a call at 770-579-7066 if you would like to  
help decorate Highland Pointe for the Holidays!**



*BOO!* It's that time again.....time for the Highland  
Pointe *ADULT Halloween PARTY!!!*



When: Sat Oct 29<sup>th</sup>, 8:00-midnight

Where: Highland Pointe clubhouse

What to bring: an appetizer and a great attitude!

Music, Drinks, Fun, Friends, Costume Contest

*See You There!*



**TRICK OR TREAT...*Don't cook on Halloween!***

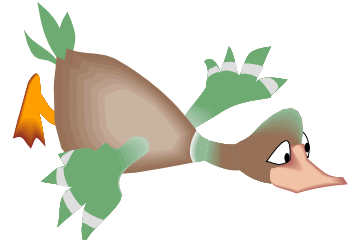
Calling all princesses, witches, vampires,  
ninjas, and more...

Let's meet at the clubhouse at **6:00** on Monday Oct 31  
for **Pizza** prior to heading out into the neighborhood!

## Feathered Friends

By Becky Smith

For the past several years, my kids have been begging for a new dog. As much as I missed my 14 year old lab, Vegas, I was not eager to take on the responsibility of yet another mouth to feed, not to mention the extra set of feet to trip over. My husband Jerry wasn't too thrilled about something else that would pull my attention away from what little free time we have together.



I am fortunate, here in Highland Pointe, that my home sits on the small tranquil lake that is the center point and heartbeat of the neighborhood where my family can enjoy the wild ducks, herons, turtles and *everyone else's* dogs as they traverse the path that intersects our backyard and the bank of the lake. Two of the wild mallards became very friendly with my toddler Creed, and we became somewhat attached to this "odd couple", so much so that we named them Oscar and Felix. Creed's first word was actually "QUACK". Tragically, Oscar was hit by a car early this summer while crossing a neighboring street. My children and I were heartbroken! In a weak and vulnerable moment I decided to check out Craig's List for a new duck. I just couldn't bear to see Felix so lonely. Before I knew what I was doing I became a new mama to a male and female pair of Swedish Ducks affectionately known as Huck and Finnley. Within a week the Kimballs, who are also residents on the lake, became recipients of ducklings that their daughter, Emma received from friends. After "duck sitting" the ducklings for a week we decided to welcome them to our flock. Welcome home Bing and Sunny!

So now the end of the summer has drawn near and all of the ducks on the lake show up dutifully for breakfast and dinner. Neighborhood children have delighted at feeding the ducks and all who stop by to inquire about them have become very protective over our new guardians of the lake. Photographers and artists alike have enjoyed capturing their images. Our feathered family has also renewed a healthy regard for our lake in both residents and visitors alike. Neighbors and passers-by have been more diligent about keeping the lake area clean and as a result we have attracted a new Kingfisher, two new Loons and the largest, most majestic Heron I have ever seen in the area. He looks like a Stealth Bomber coming in to feed! Having done a bit of research, I now enjoy answering questions from curious passers-by about the birds on our lake. When you have some free time, consider taking a leisurely stroll around the lake in quiet observance and enjoy all our new feathered friends that have made Highland Pointe their home too.

My goodness, I've officially become a *Bird Nerd!* I hate to admit it but I kind of like it.



## Volunteers Needed

The Highland Pointe Directory will be published soon. If you would like to volunteer a few minutes of your time delivering the directory, please contact the HP Office at (770) 973-0925 or [aa@highlandpointe.org](mailto:aa@highlandpointe.org).

## Congratulations to the Highland Pointe Senior Women Team City Champions!



## Annual Directory Advertisers

Highland Pointe publishes a resident directory every year. The directory includes ads from residents and local businesses. If you are interested in advertising in the directory this year, or you know of someone who would be interested, please contact the HP Office at (770) 973-0925.

Ad rates for the directory are as follows:

Business Card	\$105
Oversized Business Card	\$170
¼ Page	\$390
1/2 Page Ad	\$730
Full Page Ad	\$1,260



# Board Positions

**ACC:** Inform residents of paperwork needed before ACC request can be approved by the board\ACC Committee. Contact resident by written correspondence with approval/disapprovals. Respond to all ACC violations and complaints. Have copies of all covenants Phase, I, II, III, IV, and V. Work closely with Grounds Director.

**Administrator:** Proofread/approve all outgoing HPRA, Inc., correspondence and proofread/approve articles in monthly Pipeline before newsletter can go to print. Delegate and work closely with HP's office administrative assistant. Schedule Town Hall and Annual Meeting. Set topics for presentation at town hall and annual meeting. Notify community of town hall and annual meeting via signage, home page, and Pipeline and issues concerning membership.

**Clubhouse:** All maintenance and repairs of the upper level including kitchen appliances (dishwasher, garbage disposal, stove & oven, microwave, necessary kitchen tools (knives, etc.), restroom plumbing, painting and wallpapering, entertainment equipment (tv, vcr, disc player, tape player, tables, chairs, coffee pots, public address system, outdoor grill), cleaning carpet annually, pest control contract, window cleaning.

All maintenance and repairs of the lower level including exercise equipment, steam and sauna rooms, restroom plumbing, security cameras (changing tape weekly, ensure operational), cleaning and organizing storage annually. Purchase cleaning supplies and equipment. Work with cleaning company. Roof repairs/replacement, painting and power washing of exterior. Exterior deck and gazebo repair/replacement and maintenance. Update clubhouse rules as needed. Receives copy of clubhouse scheduled rentals each month from office.

**Grounds:** Responsible for entrances landscape contract, (3 Highland Pointe entrances and 1 Grove entrance) trails, dams, contract trash hauling, lawn chemical contract. Contract with tree company to trim or remove trees. Maintain, and repair structures such as fishing dock, wooden steps on trails, etc. Work with board on ACC issues including non-resident issues. Request the office to mail template covenant violation letters to resident. Delegate the decoration of all entrances during specific holidays.

**Pool:** Work with pool management company on contract issues, life guards hours, set pool calendar, coordinate calendar with swim team for practice hours and home swim meets. All pool related maintenance and repairs (fence, walls, gates, etc.). Request office to issue guards an updated member list on an ongoing basis. Inventory and purchase furniture and other related items (trash cans, etc.). Ensure the pool is closed properly by pool management company and covered at the end of season, pumps shut down, furniture stored and covered for winter, etc. Update pool rules as needed. Confirm through office that all pool parties, private or during pool hours, have been approved.

# Board Postions

**President:** Call to order/close monthly meetings. Conduct and maintain control of board meetings at all times. Call special meetings. Oversee HP Board of Directors operations & procedures. Assist other board members when needed.

**Social:** Plan and arrange for all social events including decorating, music, food vendors, and beverages and notifying the community of events (via the Pipeline, signage and the home page). Request the office to issue checks to party vendors, collect money, turn into office for deposit and clean clubhouse after events. Responsible for confirming through the office a new residents receipt of Welcome/Membership packet. Responsible for recruiting Welcome Committee. If Welcome Committee cannot be recruited, can delegate through HP's office the Welcome packets delivery.

**Tennis:** Responsible for all maintenance and repairs of courts. Update rules as needed. Address any problems with tennis committees, captains and/or players. Ensure that all tennis captains are checked for HPRA (recreation) membership.

**Treasurer:** Responsible for the association's funds and securities and shall be responsible for keeping full and accurate financial records and books of accounts showing all receipts and disbursements, for preparing all required financial statements and tax returns, may delegate tax returns to a state licensed accountant. Responsible for the preparation of the budget and Profit & Lost and Balance Sheet reports to present to the board, quarterly publish balance sheets in Pipeline. Delegate and work closely with HP's Administrative Assistant.



Please be sure to lock your cars at night and during the daytime! There have been recent reports of cars parked in Highland Pointe that have been broken into.





HIGHLAND POINTE RECREATION  
ASSOCIATION, INC.

Board of Directors Meeting  
Monday, August 1, 2011

Board Members in Attendance: ; Mr. Bob Kimball, Mr. Dan Raby, Mr. Steve Laufersweiler, Mr. Dave Gunnells Ms. Judy Taylor, and Ms. Mary Ciesielski.

Monthly Budget update

Mr. Gunnells presented the financials for the month of June. He reported that we are in pretty good shape considering that membership is down. Forecasting annual expenses we should be fine at fiscal year end.

Discussion of Action Items

-Mr. Raby asked about the sewer portion of the water bill for the pool, and maybe Cobb County Water could adjust our bill. Ms. Ciesielski will call the water company and investigate.

-Ms. Taylor is going to get a bid for new tennis benches to replace those that are in bad shape.

-The Board discussed the new website, and the possibility of it being ready to be viewed by the Board at the next board meeting. The Board discussed possibly advertising on the website as an additional source of revenue.

-Mr. Laufersweiler is going to go to another vendor for a bid on the Grove path, as he has not received any response from his inquiry.

-Mr. Laufersweiler noted that the area behind the tennis courts is beginning to erode. There was no pine straw laid in that area this year. He is going to look at a "creeper" type of landscaping for that area.

-The stairs to the end tennis courts are rotting and need attention.

-There will be a tennis social on the

weekend of Labor Day. Social and Tennis will share the cost of the social.

-Mr. Raby presented a quote from Verge & Associates for painting the exterior of the clubhouse. Mr. Raby is looking to have painting done in the fall. No action was taken at this time.

-Mr. Raby recommended that the large fogged up windows in the clubhouse be replaced before the painting is done. He has received an estimate, and is looking into replacing the rest of the windows possibly at the same time.

-Mr. Raby started looking at cameras for security purposes. He is going to talk to a professional security company to investigate further.

-The Board discussed the vandalism that took place in the neighborhood earlier in the month. The Board agreed that it is probably time to have a police cruise through the neighborhood again. Mr. Kimball will look into that.

-Mr. Kimball reported on the Z-28 zoning in the back of North Mountain Road. Mr. Lee Berg helped other community members come up with a list of what our concerns will be with a new development. The builders seemed very cooperative, and have donated a parcel of property to the county. The development is now based on 48 homes instead of the original 72.

-Mr. Berg and Mr. Kimball continue to discuss the North Dam property with the County. Mr. Kimball will report to the Board after a meeting to be held in August.

Board of Directors Meeting  
Tuesday, September 13, 2011

Board Members in Attendance: Mr. Bob Kimball, Mr. Dave Gunnells, Mr. Dan Raby, Ms. Judy Taylor, Mr. Steve Fincher, Mr. Matt Tock, Mr. Jason Salmon, and

Ms. Mary Ciesielski.

Guest in Attendance: Ms. Paula Robin

Guest Presentation:

Ms. Robin thanked the Board for having the North Dam property mowed, as it looks much better. There is brush that needs clearing this fall, and there are some North Lake residents who are willing to help get rid of some of the debris.

Discussion of Action Items

-The Board discussed the possibility of putting the Pipeline on the website only, and doing away with a printed copy. An email blast would be sent out once the Pipeline was available to be viewed. Ms. Ciesielski will contact our current advertisers to get their opinions on future advertising.

-Mr. Salmon reported on a dead pine tree on North Mountain Road. The resident has received quotes and the tree will be taken down by the end of the week.

-Mr. Salmon has tried to gather residents who have voiced concerns to discuss the boats and RV parked in driveways with these residents. He will attempt another meeting soon.

-The shrubs by the window of the weight room need to be trimmed back. Ms. Ciesielski will have Mr. Laufersweiler discuss with Lynscapes.

-We have received two bids to fix the path to the Grove. Mr. Kimball thinks that we can get a better bid if we can better describe what is needed to be done, as the materials are not expensive in nature.

-Mr. Raby suggested we remove the stairs to the tennis courts on both sides and see what is underneath and make a decision as to what needs to be done to these pathways to the courts.

-Mr. Tock reported that the pool will be closed this week. There is a stack of chairs that will need to be restrapped before next season.



-Mr. Tock is discussing "swim at your own risk" with the pool company, as there has been interest from the residents this year. He will also investigate any insurance implications of such a plan.

-Ms. Taylor reported that there are 2 Thursday ALTA teams, 2 Sunday ALTA teams and 1 Saturday ALTA team this fall.

-Ms. Taylor made a motion to purchase up to 4 new tennis benches as there are 4 existing benches that are in bad shape. Mr. Gunnells seconded the motion and it passed unanimously.

-Mr. Raby presented a quote for replacing all the windows in the clubhouse with more efficient windows, which would eliminate the need for the awnings, which are rotted and would need to be replaced soon.

-After Mr. Raby presented three quotes to have the Clubhouse windows replaced, and two quotes for painting the exterior of the clubhouse and the pool gate, Ms. Taylor made a motion to have all the windows replaced, the exterior painted and the wrought iron fence around the pool area painted for up to \$13,000 total. Mr. Salmon seconded the motion and it passed unanimously.

-Mr. Fincher reported that all the food was taken care of at the Dive In Movie. Trivia night will take place September 24th, and there will be an adult Halloween party on October 29th. There is a possibility of a "pre trick or treating" party at the clubhouse, and a Santa visit in December if there is interest.

-Mr. Kimball discussed the Board positions that will be open in January. These will be advertised

in the October Pipeline.

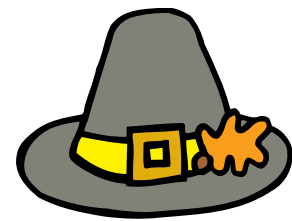
-Ms. Ciesielski reported that she will be stepping down as the Administrative Assistant as soon as a replacement is found. This position will also be advertised in the Pipeline.

Having no further business to discuss, the meeting adjourned at 8:00 pm.

#### Next Board Meeting

Monday, October 3, 2011

6:30 - 8:00 pm, Clubhouse



	<b>Budget FY 10-11</b>	<b>Actual (as of 8/31/11)</b>
HPRA Income	\$89,000.00	\$89,357.33
HPHOA Income	70,700.00	67,381.32
Other Income	<u>1,000.00</u>	<u>177.13</u>
Total Income	\$160,700.00	\$156,915.78
HPRA Expenses	\$90,400.00	\$51,626.40
HPHOA Expenses	63,050.00	20,408.20
Other Expenses	<u>0.00</u>	<u>0.00</u>
Total Expenses	\$153,450.00	\$ 72,034.60
HPRA/HPHOA Net Income	\$7,250.00	\$84,881.18

The following shows the breakdown of expenses vs. budgets for the period ending 8/31/2011:

	<b>Budget FY 10-11</b>	<b>Actual Expenses (as of 8/31/11)</b>
HPRA Expenses:	\$90,400.00	\$51,626.40
Clubhouse	11,350.00	2,360.60
Tennis	2,500.00	963.00
Social	6,500.00	2,528.49
Pool	30,250.00	28,592.12
Operations	32,900.00	16,705.34
Grounds	6,900.00	476.85

## **Classified Ad Rates & Info**

### Business Card Ad

\$10.00 One Issue business card sized ad. These ads are approximately 44 characters per line including spaces. This Ad measures 3 1/2 in. wide x 2 in. long.

\$7.50 Per issue when prepaid for 6 or 12 months.

Resident's personal "for sale" ads are always \$7.50 for business card size.

### Quarter Page Ad

\$35.00 Per Issue Quarter-page ad. This ad measures approximately 3 1/2 in. wide x 4 1/4 in. long.

10% Discount when prepaid for 12 issues  
5% Discount when prepaid for 6 issues

### Half Page Ad

\$60.00 One Issue 1/2 page ad. This ad measures approximately 6 1/2 in. wide x 4 1/2 in. long.

10% Discount when prepaid for 12 issues  
5% Discount when prepaid for 6 issues

### Full Page Ad

\$110.00 One Issue Full page ad. This ad measures approximately 6 1/2 in. wide x 9 in. long.

10% Discount when prepaid for 12 Issues  
5% Discount when prepaid for 6 Issues

\*\*Discounts are based on running the SAME ad for the full discount period!! Any change (other than error correction) will require payment of the difference to the non-discounted rate, PLUS artwork fee of \$20 unless the new ad is provided camera-ready.

Ads must be placed and paid for by the 15th of the month for inclusion in the next month's newsletter. For more information on placing an ad, call the Highland Pointe Office at 770-973-0925. Please send payments to the office address:

HPRA OFFICE  
3750 Club House Court  
Marietta, GA 30066

## **New Residents**

If you are a new resident in Highland Pointe or The Grove at Highland Pointe and you have NOT received a new resident information packet, please call the Highland Pointe Office at 770-973-0925.



## **Highland Pointe Broadcast Emails**

Are you receiving emails from Highland Pointe? If not, your email address is not registered with us. If you would like to be on our email recipient list, go to our website, [www.highlandpointe.org](http://www.highlandpointe.org) and at the bottom of the home page is a link which reads "Click here to receive Highland Pointe Broadcast emails". Just click on that and follow the directions and you will be registered to receive these broadcast emails.



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**4329 Highborne Drive**



**4248 North Mountain Road**



**4711 East Forest Peak**



**4731 East Forest Peak**



**4509 North Slope Circle**



**3648 Lone Indian Trail**

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