

*Olde Ivy at Vinings Townhomes Association*

*March Monthly Board Minutes*

*March 8<sup>th</sup>, 2022 7:00 – 9:00 PM*

*Olde Ivy Townhomes Board Virtual Meeting*

*Meeting Facilitator: Ken D’Anastasio*

Attendees: Board Members: Susan Thayer, Ken D’Anastasio, Beth Jones, Rod Johnson, Susan Davis, Access Property Management Property Manager: John Haynes

Meeting Called to Order at 7:04 pm / Quorum was Established

February Minutes were approved and posted

March Business/Financial Review

John/Ken

- 1) Financials – Review the preliminary February Financials – December – January financials have been reconciled so that we could look at a ‘close to final’ overview of the February financials. We are now back on track with Townhome assessment collections. Due to the conversion to Access Management and systems not synching, we were behind.

Susan Thayer asked about the separate expense line items for Management Contract and Administrative Services and which expenses were coded to each. Administrative services are things such as resident informational mailings, postage and website administration fees. Susan asked if a special report could be made detailing administrative services so that we can verify that the right entity is charged with the correct amount.

**Action item: John will work with Susan to create this report**

Susan Thayer noted that we have approximately 1M sitting in very low interest rate accounts and wondered if any thought or research could be given to finding a vehicle that paid more interest. Ken explained that the Board researched this issue a year ago when our Vinings Bank CD expired and nothing was found (although we did move our money). Our cash is divided into 2 accounts; one designated for easy access and the other designated to fund upcoming projects. John remarked that FDIC insurance is limited to \$250k per account and that we have accounts over this amount.

**Action item: Verify if our cash accounts are fully insured. If not, make changes so that they are.**

A discussion was held regarding what type of expenses are charged to the Townhomes, and what expenses are charged to the Neighborhood Association. Deck repairs and specific Townhome building costs and charged to the Townhomes. Infrastructure costs, i.e., sidewalk repairs, are charged to the neighborhood.

a) Operating Expense outliers – Shared expenses

i) #430 Waste removal (MTD): Above budget by \$2557 – John and Susan will check to see if coding issue?

ii) #460 Insurance expense (MTD): Above budget iii) Pest control over budget? Is this billed monthly or quarterly?

Action Items: John Haynes will pull additional information regarding the above budget items and review with Susan Thayer so that the Feb. financials can be closed out.

Legal expenses: Over budget: Lien prep (see executive committee notes) A question was raised as to 1) when funds collected at closing are sent to Old Ivy, and 2) how we are notified that the funds have hit our account.

Action item: John will check into these two items and inform the board.

b) #700 Townhome Exterior Repairs

2) Access Portal Update – Resident and Board Member access to the Access portal for Olde Ivy John

a) John will send out a notification with directions on how to register for the Access Portal

Action item: Ken requested that John offer in person training for residents on how to sign up for the portal asap

Outstanding work orders, status. – (documents included)

Note: Ken and Rod have been getting quotes for repairs from different companies such as Able, Skylight, Blue Print, and Billy Gray Construction. Ken suggested we use Blue Print for the upcoming two deck repairs as they had competitive quotes and he would like to be able to develop a relationship with Blue Print in advance of our upcoming deck repair project as they may be good candidates to do this work.

Access Management has adopted the VIVE program for contractors. All contractors must be current with Liability and Workman's Comp insurance. Contractors will bear the one-time cost of \$150 to participate in VIVE.

b) Ivy Ridge Drive – Deck repair quotations. Blue Print was awarded contract.

c) Ivy Gate Circle - Deck repair quotation. This is under \$1k, Blue Print will repair at the same time as S

d) Ivy Crest Lane – Sidewalk Repair: One quote has been received from Able Construction. BaldPates has been unresponsive to our inquiries. The quote received may be understated in its scope because the sidewalk has deteriorated and there may be more erosion than is apparent. Aquaguard may need to be contacted. Sidewalk repairs are a Neighborhood vs Townhome responsibility, so this item will be moved over from the Townhome list.

e) 10 replacement MTU's were ordered by John Benison (completed) arriving in 2-3 weeks

- f) Water meter inspections for Ivy Ridge Drive and Ivy Gate Circle were completed by Rod, John Haynes and John Bennison
  - g) Overview of Work Orders that are 3 months old.
    - i) Ken and John reviewed these work orders. Some are left over from Silverleaf, most came in within the last three months. Even though there are 18 work orders, these are not all 18 different issues. For example, one deck repair is listed three times due to three contractor quotes.
    - ii) John will prepare a summary report consolidating work orders and will send to the Board.
- 3) 2022 Gutter Cleaning Update Ken
- a) Follow up discussion with David Monson from Sunshine window cleaning
  - b) Cleaned several Courtyard Homes that were not completed during their initial cleaning on site
  - c) Requested Drone fly over for all building to validate that the entire project was completed
  - d) Payment is still being held
- 4) ConService Billing discussion - we are still not up to date from the conversion to Access Management. Ken/Rod
- a) Late fees – all Late fees from November and December have not yet been reversed
  - b) Requested a payment and credit summary of all transactions from Conservice during 2/10 conference call – not received as of 3/4/2022
  - c) Conference call with Conservice was held on 2/10/22
    - i) New account manager and new account representative
    - ii) Follow-up conference call is being coordinated thru Access management by Sean Ruthven and Heather Martin to be held this Thursday to discuss the timing of the bills. We can't have water bills due the day the bill arrives.
- 5) Gate Fobs/Access Code project John
- a) Status update – Only (4) of 47 gate FOBs requested have been picked up by residents. These Fobs have all been earmarked for residents who requested new ones. Beth found the original instructions to all residents regarding Fobs were sent out by Access Management on Feb 23<sup>rd</sup>. No instructions were sent via email by John.

- b) Residents can pick up gate fobs on Tuesdays and Thursdays at the clubhouse
- c) A question was asked regarding giving our gate codes to service providers. Preferred method: A resident can have the guest or provider call from the gate via the system and unlock using their phone by pressing the number 9. Alternate method but not preferred: A resident can give the guest or service provider their personal gate code. Not recommended: to give the provider the code used by major service providers (not to be listed here)

Action item: Ken requested that John and Access call all 47 individuals by the end of this week.  
John will check with Paishance to verify exactly what the follow-up for Fob pick up is.

- 6) Camera project Ken
  - a) Quotations being reviewed from several companies, ADT, Audio Video Lifestyles of Atlanta, Classic Entry systems. Costs have come down considerable
  - b) License Plate readers coverage of the Beech Haven and Log Cabin gates
- 7) RMS leasing Reports – Townhomes are in compliance

ADJOURN MEETING

Ken