

*Olde Ivy at Vinings Townhomes Association
April Monthly Board Meeting Agenda
April 12, 2022 7:00 – 9:00 PM*

Olde Ivy Townhomes Board Virtual Meeting

Topic: Old Ivy Townhome Assn. Board Meeting

Time: April 12, 2022, 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting Facilitator: Ken D’Anastasio

Invitees: Board Members: Susan Thayer, Ken D’Anastasio, Beth Jones, Rod Johnson, Susan Davis, Access Property Management Property Manager: Heather Martin

Call to Order / Establishment of Quorum –

March Update/Review

Heather/Susan T

- 1) February Financials – Update to answer the February Financial questions.
 - a) Operating Expense outliers – Shared expenses
 - i) #430 Waste removal (MTD) – No payment in Jan and Feb. Turns out it is billed quarterly but budgeted monthly. Heather will adjust the budget to reflect quarterly billing.
 - ii) #460 Insurance expense (MTD) – Jan and Feb payments reflected two installment payments made in Feb.
 - (a) We are set up for monthly installments. Carrier has been mailing the bills which may be why there are delays. We have requested an electronic as well as a physical bill.
 - (b) Why are 5 payments charged in 2022? Is this a rollover from 2021? If yes, then this needs to be backed out and put into 2021.
 - (c) We did miss a couple payments in 2021 due to the management company transition to Access.

Heather will adjust the budget to reflect quarterly billing of Insurance premium

Heather will also adjust the budget by putting 2021 premiums into 2021 budget. She will also make certain that insurance carrier is not billing ahead.

To insure we don't lose our coverage due to inadvertent non-payment of premium, we would like our insurance premium to be paid as a recurring payment.? Heather will advise us of our options

- b) Regions cash accounts – Susan Thayer noted that not all of our cash at Regions Bank is FDIC insured because of the amount of cash in one account, and requested that we move the money so that all the cash is FDIC insured.

Heather recommended that we move TH money to Association Alliance to make sure all funds are FDIC insured. Heather will send out information about Association Alliance via email to the board members. Ken is discussing our options with Heather.

- c) Financials on the portal: Residents need to be able to see all the financials. Heather will advise us on when they will be visible on the portal. Also noted to Heather: the portal and Olde Ivy.org must mirror each other with regards to posting of financials.

Heather: Please ensure these portal items are up to date before the new property manager begins

Heather: Please correct the format of the financials (see Rod's email with example format)

- d) #700 Townhome Exterior Repairs – water leak test \$500, deck stain \$570
- 2) March Preliminary Financials – Can we get the financials in a timely manner to ensure we have time to review before the Board Meeting? An email with the preliminary financials was sent out from Access Management on April 1st, but none of the board members received it. Heather will do some research to see what happened to this e-mail.

Ken

- a) Total TH Association Assets - \$1,024,507.86
 - i) Operating Cash \$136,556.10
 - ii) TH Money Market - \$142,806.55
 - iii) CY Reserves - \$36,331.84
 - iv) Money Market Account TH - \$580,157.16
 - v) Money Market Account CY - \$28,340.76
- b) Review March Outliers

- i) #336 Return Check (MTD) \$140
 - ii) #460 Insurance – YTD \$15,298.49 over budget. Issue is a carry-over from last month
 - iii) #725 General Maintenance TH (MTD) Over budget \$607.07
 - iv) #710 Gutter Cleaning (MTD) Over \$1,905. This was charged to just the townhomes. It should have been split between both TH and CY Homes
- 3) Annual Assessment – Retaining Wall Rod
- a) \$200 Assessment by all community members to be paid by June 1st
 - b) Notices to be sent out in 2 weeks (approximately)
 - c) Payment coupon and letter to arrive to homeowners by May 15th including instructions on how to pay online. Be mindful of the wording in the letter to inform the new residents of the assessment
 - d) Heather, please ensure that these payments are credited to the Townhomes Budget, not the Neighborhood Budget.
- 4) ARC Request
- a) Ivy Ridge Dr.
 - i) Request to replace windows – Information provided to the resident on specifications as well as past providers. Used. We are waiting for Resident to fill out the ARC form.

Heather will reach out to him tomorrow to communicate next steps.
 - ii) Color information is now posted on the portal
 - b) English Ivy Court - New Door request. Heather: Send information

communication similar to above
- 5) Outstanding work orders, status. – What kind of follow up does Access do to close out a work order? They can do two things: Call the vendor or go onsite and inspect.
- a) Pie chart report has 9 work orders, Spreadsheet has 14 work orders from the portal. Why is there a difference? Heather reported that 4 of these in that list have “review requested” but have not been assigned a step. 1 is pending a board decision on estimate. This gets us to 14.
 - b) Ivy Ridge Drive - Deck repair – Contract awarded to Blue Print (Status) Has this deck work started? Heather will inquire.
 - c) Ivy Gate Circle - Deck repair quotation – Contract awarded to Blue Print (Status) Work to start tomorrow

- d) Ivy Crest Lane – Sidewalk Repair – Quotes received from to Able and AquaGuard (additional quotation status- Bald Pates)
- e) Ordered 10 replacement MTU's – John Benison – MTU's arrived last week, when will they be scheduled? Delivered Friday. Jerry Mazair (former board member) will run point on this if we can wait until June. Full day required on a Saturday. Jerry's schedule doesn't work until June. Beth has volunteered to accompany the vendor so that this can be done more quickly. Thanks Beth.
- f) Water meter inspections for Ivy Ridge Drive and Ivy Gate Circle were completed by Rod, John Haynes and John Bennison
- g) 14 Gutter, downspout and Elbow repairs provided to Bald Pates to quote. Initial quotation from AmeriStar was \$4,995.00 for the project.
- h) Overview of Work Orders that are 3 months old. Two attachments included
- i) Ivy Gate Circle Fence replacement
 - i) 4 quotes received, waiting on quotation from Marietta Fence company. Cost estimated at \$17,000. This expense will be charged to the Neighborhood Association reserves. BluePrint and Able are the lowest quotes. *Marietta Fence has until tomorrow to get us their quote.*
- j) Ameristar downspout repairs – Bid was too high. We have requested a quote from our previous Gutter Repair Company.

6) ConService Billing discussion Ken/Rod

- a) Late fees – all Late fees from November and December have not been reversed yet - They did reverse the fees on bills that are on auto payments but haven't reversed the late fees on the mail-in water bills

Heather: schedule another follow-up call with ConService (and Ken) to discuss late fees from last year Nov and Dec billing. Requested a payment and credit summary of all transactions from Conservice during 2/10 conference call – not received as of 3/4/2022 – Have we received this report?

7) Gate Fobs/Access Code project Heather

- a) Status update – of the 47 gate FOBs requested, 25 fobs have not been picked up. Heather will bring the fobs when she comes out on Thursday. No resident will get the new fob until they return their old one or send in a check.

Heather: Please call and email the residents about their fobs.

8) Camera project Ken

- a) Completed – 3 new cameras have been installed and an existing one repaired by Audio Video Lifestyles of Atlanta. Communication was sent out to the entire community
 - b) License Plate readers coverage of the Beech Haven and Log Cabin gates project has come in under budget.
- 9) RMS leasing Reports Ken
- a) Did not receive this month's report
 - b) Follow-up needed with RMS
- 10) Miscellaneous
- a) Tentative Pool opening scheduled now for May 4th due to inspection date on May 3rd
 - i) Furniture has been cleaned
 - ii) Pool will be serviced before the opening date
 - iii) Social Committee is working on the Pool Opening Party – Tentative date May 7th
 - iv) New emergency call box to be installed replacing the emergency phone
 - b) Burying Spectrum Cable by Guard House –
Heather: please give us an update on when this will be completed.
 - c) Gibbs community service days were switched to Tuesdays and Wednesdays. Sprinkler repairs will begin in 7-10 days
 - d) Gas Easement proposals – landscape project will start in approximately a week.

Executive Committee Meeting – Separate notes for Board Members only

Adjourn Meeting - 9:10 pm

