

*Olde Ivy at Vinings Townhomes Association
May Monthly Board General Meeting Minutes*

June 14th ,2022 7:00 – 9:00 PM

Meeting Facilitator: Rod Johnson

Board Members Attending: Rod Johnson, Beth Jones, Susan Thayer; Access Property Management Property Manager: D'Ari Butler

Rod called the meeting to order and established that a quorum of 3 were in attendance. Additionally, Rod had Ken D'Anastasio's voting proxy for the meeting.

1) **May Preliminary Financials:** Susan T. walked the attendees thru the May financial report.

- a) Total TH Association Assets - \$1,056,580.47
 - i) Operating Cash \$139,735.88
 - ii) TH Money Market - \$171,662.23
 - iii) CY Reserves - \$36,334.83
 - iv) Money Market Account TH - \$580,185.13
 - v) Money Market Account CY - \$128,346.95

General comments –

Rod

- (1) It appears that Access is only placing reserve funds into the TH Money market account. Courtyard reserves are flat with last month and TH Money Market/Reserves increased by \$14,436.76. An audit needs to be performed of all Reserve transfers since Access Management assumed the account.
- (2) AAB will receive Bank Transfers from Regions bank by 6/13 setting up new FDIC insured accounts with Western Alliance Banking/AAB. Multiple accounts will be set-up with no one account exceeding \$250,000 to ensure FDIC coverage. Ken obtained cashier's checks from old accounts and gave to D'Ari on 6/13/2022 for Access to transfer to AAB
- (3) Rod will retrieve the \$315.45 from the Vinings Bank account so it can be closed.

b) **Review May Outliers:**

Susan

- c) Total MTD expenses were \$4790.12 below budget
- d) Total Income was \$10,450.59 above operating plan
- e) Net income YTD \$59,543.08
- f) Insurance over budget year to date by \$ 15,299.65 on the Balance Sheet. Rod thinks it is because the 2021 insurance premiums were not timely paid by Silverleaf and when they were paid by Access they show up as a 2022 expense. D'Ari will see if he can resolve/correct with Access Finance.

- g) Beth questioned why there are 7 entries on the Cash Disbursements report for Townhome Maintenance for Handrail Secure at 4718 IRD. After discussion, D’Ari explained that the Access system mirrored the 1st entry into the notes for all other repairs. He will correct the entries to match the work order invoices.

2) Assessment Account Contributions

Rod

Review new assessment contribution statement for the delineation of category contributions based on Monthly Courtyard Assessment of \$495 and Townhome Assessment of \$400

a) CY Maintenance Contribution - \$42.00	TH Maintenance Contribution	\$15.00
b) CY Reserve Contribution - \$169.00	TH Reserve Contribution -	\$101.00
c) Neighborhood Contribution - \$170.00	Neighborhood Contribution -	\$170.00
d) Shared Expense Contribution - <u>\$114.00</u>	Shared Expense Contribution -	<u>\$114.00</u>
e) Total CY	Total TH	\$400.00
		\$495.00

This calculation will remain throughout 2022. It will be reviewed during the budget process for 2023. For Access to accurately and systemically manage these contributions into the correct accounts, it is proposed that the Vantica Portal be updated to reflect these breakouts of contributions. This will show up on residents’ ledger pages. This is being done to improve the visibility on the monthly financials and to ensure that the monthly/YTD assessments for the Townhome (96) and the Courtyard (24) units are accurately being allocated within the Vantica system.

Rod put forward a motion, that was seconded, to approve the proposed detailed ledger update in the Access portal. The Board approved the motion 4 - 0.

Next step is for Access to draft a proposed communication to residents showing examples of the “old” and “new” ledger formats and explaining the changes. This will be sent to the Board for review and approval prior to its distribution. We expect that once the changes are implemented that the Financials can be corrected YTD to reflect accurate allocation on the June Financial reports.

3) Annual Budget Meetings

Rod

The HOA annual meetings have been scheduled. The Townhomes HOA Annual Meeting will be held on 11/8/22 at 7pm. The Neighborhood HOA Annual Meeting will be held on 11/10/22 at 7pm. The proposed budgets will need to be provided to Access by late September in preparation for these meetings. Attendance by the president and treasurer are mandatory.

- a) Schedule a date to start the 2023 Budget review and planning – **The Board approved the proposed date of 07/13/22 from 1 – 3pm in the OI Clubhouse.**
- b) Updated reserve study is due from Kelvin Garmon – Planning on a working session with KG to update the current reserve study. Date to be determined.
- c) Continue to compile all Townhome specific annual contracts
- d) Develop budget format sheets with the assistance of Access Management

4) Annual Assessment – Retaining Wall

Rod

- a) Access needs to audit annual special assessments on the current collection status now that they were all to be paid by 6/1. **During the meeting, Rod asked D'Ari to run an AR report on ledgers on 6/27/22 and send it to the Board. This will be used to identify residents who have not paid the annual assessment. During the meeting, D'Ari checked status and it appears there are 18 residents that have not paid yet. Delinquent notices will be sent to those still unpaid.**
- b) Need to review Townhome residents accounts that have prepaid the assessment and send updated emails to those residents.
 - i) Special assessment collections YTD are not shown on the Statement of Revenues and Expenses. The budget was spread over the entire year. It should have been planned for June in Total.

5) **Outstanding work orders, status**

D'Ari

- a) #2280 Ivy Crest Lane – Susan King Sidewalk Repair – AquaGuard repair completed. Able had to special order the colorant for the contract. Work is expected to be completed by 6/21. Able will also replace the “orange” concrete in front of 2288 Ivy Crest Lane when 2280’s work is completed. **Work started on 6/14 and is scheduled to be completed on 6/15**
- b) MTU’s were replaced in (9) Homes in the community. Additional scheduling is required for the (3) homes that were not available on the Saturday of the replacements. **Additional MTUs need to be replaced, will be scheduled in the next month. Beth agreed to represent the Board for the installs.**
- c) Baldpates is yet to complete the work orders for 14 Gutter, downspout and Elbow repairs. We are working with Bald Pates to have the work completed. **Work will be completed on 6/15 & 6/16 D'Ari will send notices to the impacted residents.**
- d) Ivy Gate Circle Fence replacement – Able completed the Ivy Gate Circle’s fence replacement last week. Neighborhood board project and expense. **Fence replacement completed on 6/3.**
- e) 4617 Ivy Gate Circle – Jere Gaines has an unresolved roof leak repair. Outside service defined and located the leak location. Bald Pates has been contacted several times. Bald Pates is now scheduled on 6/10 for a roof inspection per Jennifer. **Repair completed on 6/10.**

Rod advised the Board that this was the last repair Baldpates will do for TH roofs under the GAF Gold Warranty purchased for us. It was mandatory that they did the work for the 1st 2 years of the warranty period which is over. Rod will work with GAF to identify new relationships for roofers to provide warranty work.
- f) 2305 English Ivy Court Mathieu Houdet – Brick and gutter flashing repair. **Scheduled for 6/23**
- g) 4649 Ivy Gate Circle Stuart West – Shutter repair and gutter damage. **Blueprint completed at no charge while on site**
- h) 4668 Ivy Gate Circle – Maceo Sloan – Water leak issue -**Work order assigned to Able**
- i) 4672 Ivy Gate Circle – Missie Hudson – Carpenter bee damage to front door. **Repair Completed.**
- j) 4638 Ivy Gate Circle – Hans-Dieter Zuber – Shutter Repair – **Still open, assigned to Blueprint**

- k) 2290 Ivy Crest Lane – Ester Garges – request to pressure wash the white fence, status of the quotations. **Still pending quotes**
- l) Status of Deck repair for 2314 and 2318 English Ivy Court. D’Ari received quotes and scheduling work
- m) 4624 Ivy Gate Circle- At Ken’s request, D&A Painting/Pressure Washing is preparing a quotation to pressure wash all brick vertical walls. (due on 6/14). **Quotes will need to be reviewed and approved by Board if over threshold.**
- n) 4715 Ivy Ridge Drive – Allison Stover – Shutter repair. **Blueprint secured shutter while on site at no charge**
- o) 2300 English Ivy Court – Melinda McDonald – Landscape Issues referred Neighborhood Board for shrubs and irrigation leak. Work orders have been approved by the NHB.
- p) 2293 Ivy Crest Lane – Patricia Chilivis – **X-Pest treated for Bees on 6/14. Need to have a contractor inspect wood for damage.**

Beth raised two maintenance issues not yet reported. The 1st is damage to the storm drain cover on Ivygate Circle, behind Lynn Banks. Beth will send photos to D’Ari and the Board for resolution. Assume it is the trash truck as there is a large piece of bent metal from a large vehicle lying on top of the cover. The second issue is carpenter bee damage to 3 homes on lower Ivygate Circle. Beth will send photos and addresses to D’Ari for treatment and repairs.

6) **RMS leasing Reports**

D’Ari/Rod

- a) 4 compliant Rentals
- b) 2 Violations noted – 4641 Ivygate Circle and 4740 Ivy Ridge Drive. The Board discussed these 2 addresses. Beth advised that 4641 is the personal home of Boer when in the US. He works in Africa. His in-laws live there year-round. He rents out 4658 Ivygate Circle.
- c) 5% of the Townhome community
- d) Follow-up and leasing agreements plus additional fines may need to be imposed for failure to comply with the Townhome Associations Leasing Policy.

7) **X-Pest Contract Review**

Rod

- a) Develop a list of potential pest control companies to quote on Townhome requirements
- b) Review annual charges for individual homes that are being charged to the BOD for past work performed. In some cases, they date back to 2005

Adjourn General Session Meeting

Board Members