

Olde Ivy at Vinings Townhomes Association
October Monthly Board Meeting Agenda
October 12th, 2021 7:00 – 9:00 PM

Olde Ivy Townhomes Board Virtual Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88259045790?>

Meeting ID: 882 5904 5790

Passcode: 436500

Meeting Facilitator: Ken D’Anastasio

Invitees: Board Members: Glenda Copeland; Ken D’Anastasio, Jerry Maziar, Rod Johnson, Susan Davis, Silverleaf Management Group Property Manager: Melissa Chupp

Call to Order / Establishment of Quorum –

Business/Financial Review

1. Townhomes Financial Review

Ken

- Income/Expenditures – variances to budget: Over by 15K due to reserve income erroneously booked to it.
- Expenses:
 - Over budget in insurance due to timing of billing. This number is actually \$6900 under budget. Will level out by year end. Legal fees (Marvin) have risen due to a neighborhood issue and a resident issue. Our association will be reimbursed for one of these.
 - Grounds maintenance was up: due to curb painting and a couple other things. The fire lane and stop signs were bought. (The 8–12-inch gap on the fire lane signs will be adjusted.)
 - Expenses for waste removal is over budget, but only \$30 over for the year – it appears we have an invoice processing issue, and we are in better shape now with Melissa’s help.
- Operating expenses – shared expenses coding \$11,370 for roof repairs, that was repair of balconies for 2 townhome, 1 courtyard. Funds were collected last year, expensed this year.

- Townhomes Expense budget has been managed well this year. The positive variance to plan is due to gutter and downspout cleaning. Our budgeted number was higher than Sunshine charges so this budget item will be scaled back for 2022.
- Some street cleaning needs to be done due to the curb work and irrigation and waterline repairs
- Income and Expenses for September were close to budget
- Key expenditures for the month -
- Continued Processing Old/Past Due Invoices - nothing is currently outstanding per Silverleaf

2. Property Management Reports

Melissa

- RMS Leasing Report – Still at 3%
- Violation’s Report – 7 total that have been closed, 1 resolved, 1 outstanding
- Review of ARC requests - 4623 screened in porch request – ball is in their court ARC was returned to the Resident for additional information and to be consistent with existing Screened in Porches
- 4720 replace 2 dormer windows – ARC was approved, Homeowner to order windows consistent with the community specifications
- Work order Report - nothing pre-September
 - 4647 Ivy Gate Wobbly Deck repaired but wood rot is still there– (goes back to July)
 1. Wood rot – quote has been sent to Board by Melissa (about \$1349)
 2. Gray contracting quote– recommendation to approve (**unanimously approved**)
 - a. Still needs to be painted – Gray to provide cost for the painting
 - 4714 Deck repairs – (page 8) Relatively new work order request (\$1500 quote) to replace 14 – 16 footers based on their “professional opinion”
 1. Melissa will get more clarification from Gray Contracting regarding quote (make sure paint is included in quote). Use kiln dried after treated lumber in quote and cost of staining.
 - Lynn Banks – resolved (Baldpate) - windows in attic were the cause of the leak
 - 4742 – downspout extensions – close this out, change verbiage on work order to show it was not a plumbing leak.

Old Business

3. Traffic Survey Implementation

Rod/Ken

- Implementation Update
 - Tomorrow the spilled paint behind Ivy Crest Lane Cul-de-Sac will be cleaned up
 - Red Curbs were done behind Ivy Crest Lane today – stenciling of “Fire Lane” on Ivy Crest Lane will be done on October 18th
 - 18th of October for Ga. Seal Coating to finish signs (24 posts needed) and will address signs with improper alignment
 - Concern about people parking in the “hashmarks” of parking spots. This impedes turnaround in cul-de-sacs. Is parking hashmark area officially fire lane area? Options: Could we move a sign over there? This would stop folks from parking there. Ken and Jerry will walk over and look at that possibility.
 - Auxiliary gate at Beech Haven Rd is missing a sign regarding trucks which will be put back – This sign was installed on 10/20 by Georgia Seal Coating
 - Stop sign will be installed on 18th- Stop Sign was installed on 10/20 by Georgia Seal Coating

- Special Assessment Melissa
Collection status – 1 resident is past due, \$20 late fee is being assessed

5. oldeivy.org - information update

Melissa

- Restore minutes and financials for all sub associations
 - The naming convention will be completed
 - Link to goggle doc for everything on web site
- Provide a flash drive with the data as master back-up

New Business

4. Townhome Water Leaks –

Ken

- 2280 Ivy Crest Lane – water pooling by utility boxes was initially identified as a non-irrigation leak
 - Irrigation leak has been repaired by Gibbs as of 10/20.
 - Landscaping will be replaced, and sod as required, pine straw has been laid. Cost is the responsibility of Gibbs,

5. 2022 Budget Proposal Review

Ken/Rod

- Budget Worksheet – goal to be reasonable in our approach to expenses for 2022
 - Continue to bolster our Reserves in 2022 -
 - Assessment for 2022 – Worksheet Comparison
 - 1. \$170. Per month contribution will go to Master Association
 - Glitches from September
 - Compare 8/4 projection with the Annual budget
 - Increase in assessment that goes to Neighborhood Association is going to be banked to raise the Reserve
 - **Budget proposal approved unanimously by the Townhome Board**

6. Annual Meeting Discussion: November 9th

- Upcoming Open Positions
 - 2 Positions coming open:
 - 1. Jerry Maziar -
 - 2. Glenda Copeland -
 - Solicitation of other residents for Board Positions – Melissa
 - 1. Open to all property owners in good standing

7. Property Management Interview Update -

Ken/Rod

- Interviews to date (3) – All have come well recommended by Marvin
 - We are requiring a minimum of 2 days on the property
 - HMS interview is Thursday at 1:00 pm (Clubhouse)
- Selection process due date – goal to have decision by October 22nd

- Transition Schedule with Silverleaf – last day Nov. 30th
 - Instructions for December assessments will go out
- 8. Property / Casualty Insurance Review: **Bouvier Insurance Quote** – Decision must be confirmed by Nov 8th
 - Why the decrease in premium? Proposal to revert to the \$20k deductible – Why? This lessens the likelihood of claims (too many could cause our carrier to cancel us)
 - We are recommending a \$20k deductible: \$90,216 premium
 - Communication needs to go to residents to confirm deductible with their Renter’s Policy
 - We had an unforeseen consequence of reducing the deductible from \$20k to \$10k last year is that we opened the door for more claims. More claims could get us cancelled
 - **Vote to approve: Unanimously approved**
 - Melissa will send out letter to residents
- 9. Executive Session – Confidential
- 10. Adjournment