

Olde Ivy at Vinings Townhomes Association

August Monthly Meeting Agenda

October 13th, 2020, 7 – 9:00PM

Board Members in Attendance: Glenda Copeland; Ken D’Anastasio, Jerry Maziar, Rod Johnson, Susan Davis, Silverleaf Property Manager: Brittany Pinto

Call to Order / Establishment of Quorum

Business/Financial Review

1. **Minutes:** Review of Minutes from September meeting- approved and posted

2. **Townhome Financial Review (August YTD):** Income generated year to date is above plan. (Shared operational expenses are over plan in waste removal and termite bond, but these should true up by the end of the year).

Operating expenses are segmented by townhome and courtyard – we are substantially under plan in both. Townhomes are approximately 27k under budget, Courtyards are 12k under.

Review Neighborhood Board Meeting

- Neighborhood Updates
 - i. Landscape: Fall plantings/color beds- Clubhouse planting will be redone to look like statement planting. Additional planting will happen Thursday – Saturday. Some tree maintenance will happen by the walking trail.
 - ii. Gates: Beach Haven and Log Cabin Maintenance – Log Cabin Gate is fully functional. Tomorrow Beech Haven will be done.

3. Property Manager’s Report

- **Leasing Program Report (RMS):** We are at 7% rental rate
- **Townhome Work order update/status** – We will work to update the report template so that it is more user friendly for the Board.
- On Townhome Board portal, we only want to see Townhome Board issues. Neighborhood Board portal should only have NB issues.

Note: residents are not to call the subcontractor directly. This can lead to poor execution on the part of the contractor, adds confusion into the system, and makes it hard

Currently there are about 20 incomplete work orders. There may be existing work orders that are not showing up on this list.

- **Accounts Receivables / Aging Review** – We are at \$14,200 collections due

4. **Update on Supplemental Claim from State Farm**

- Metal roof status, progress, and pending issues – 25 homes on English Ivy are completed. Courtyard homes will be started tomorrow. Rails will be started tomorrow as well. We have requested a second and third crew if to get this work done. As it stands now, it should be done by end of Nov.
- Courtyard Firewall Coping replacement – No new discussions have been had on this. The coping was part of the settlement from the roofing claim. Rod will speak to them about this tomorrow.

5. **New Business**

- 2021 Budget Finalized and approved.

6. **Townhome November Annual Meeting:** will be a virtual zoom call meeting. Residents will be on mute with chat feature. Ken would like us to be together in the clubhouse for this meeting. We want to have our normal Nov meeting on Nov 3rd, a week early, to prep for the annual meeting.

- a. Announcement Letter/Email- with preliminary agenda will be sent out.

- + Includes a list of Board Improvements/Accomplishments for year 2020

- + Ballot included – Three directors need to be voted in with 2 members having another year to serve. Usually at the annual meeting, we look for nominations and then later vote. With this being a virtual meeting, we don't have anyone yet nominated. Brittany can send out another email asking folks for nominations. It's so important to have community involvement in our Boards and Committees. It is difficult to raise awareness and interest in taking on a Board position.

All business was concluded, and meeting was adjourned.

