

*Olde Ivy at Vinings Townhomes Association
December Monthly Board Meeting Agenda
December 14th, 2021 7:00 – 9:00 PM*

Olde Ivy Townhomes Board Virtual Meeting

Join Zoom Meeting

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Meeting Facilitator: Ken D'Anastasio

Attendees: Board Members: Susan Thayer, Treasurer, Ken D'Anastasio, President, Beth Jones, Rod Johnson, Vice President, Susan Davis, Secretary, Access Property Management Property Manager: John Haynes

Call to Order / Establishment of Quorum – Access Management

Approval of October Minutes – approved by previous Board via email.

Business/Financial Review

John Haynes

1. Financials – Update on the status for the transitioning and publishing of November Townhome Financials. The Town Home Board will review November financials together later this month as they aren't currently available from Silverleaf. Also, we no longer have access to Silverleaf portal.
2. When November financials are sent to us by Silverleaf, Ken will set up meeting between John, Susan Thayer (Treasurer) and himself to review and explain.

3. Access Portal Update re: Resident and Board Member access to the Access portal for Olde Ivy

Residents can access the resident portion of the portal – John Haynes requests the TH Board try to access the Board section of the portal and verify that is available

4. 2022 Access Coupon Payment Book update. When will they be mailed out to residents?

Coupon books will be mailed out prior to the end of this week. There is a contingency plan in place in the event the coupon books are not mailed out in time for January payments. Normal protocol on late fees is that assessments are due on the 1st of the month to be paid by the 10th in order not to receive a late fee. With the transition to Access Management and new coupon books, the grace period is extended to the 15th before residents will be fined.

- a. All Conservice late fees assessed due to our transition to Access Management will be waived. A communication will go out to the community after Board approval.
- b. Assessment Direct Deposit issues, if any, that still need to be resolved: John will determine if there are any outstanding issues.
- c. Silverleaf has not been very communicative with us since Nov 30th, and this has caused issues for our transition. We have asked for Access' owner to speak with Lisa Turner regarding our transition problems. This was requested on the 9th; John will update us on when this call will take place.

5. Outstanding work orders & status

John Haynes

- a. We no longer have visibility into Silverleaf's portal.
- b. October Silverleaf recap had six open workorders. – a review of these workorders is needed
- c. Quote for Deck repair for courtyard home was \$3,780. Access will get two additional quotations for repair. The last property management report that we got from Melissa was from October. 8 work orders were showing to be outstanding – 4 of which were more critical in nature. Without the Property Management Report for November, we do not know how many new orders were added in November. Becky, at Silverleaf, has been the person responsible for sending over these reports – we are concerned about getting this report from Silverleaf. It is very important for Access Management to get this information from Silverleaf as soon as possible. John will discuss in person with Access management CEO a timeline for getting this document from Silverleaf.

6. Update on Silverleaf transition- Silverleaf has 10 years of Olde Ivy Financials and Minutes in a Drop Box file. John Haynes will reconstitute from Drop Box and add back the files to each of the websites.

7. John needs to become an administrator on our website. The administration rights come from Silverleaf.

8. The book of information that Melissa kept on Olde Ivy that was supposed to go to John was incomplete.

John has a list of things to get from Silverleaf for the Townhome Association and a more global list to get for the Neighborhood Association. Some of the items outstanding are regarding:

- a. Account transfers, banking information – confirmation that new accounts have been opened and are set up.
- b. Status of Property manager reports – pending (John to give us feedback asap on timeline of response expected from Silverleaf)
- c. Communication between Silverleaf and Access Management – Top to Top discussion with senior management
- d. Posting of Drop Box folder information.
 - i. Timeline to complete for all associations

New Business

1. 2021 Gutter Cleaning Scheduled Ken
 - a. Original date of December 21st. has now been pushed to December 29th (Sunshine Window Cleaning Service)
 - b. Two notifications will be sent to Townhome residents:
 - i. Original send date of December 23rd is now December 28th
 - ii. A Notification to unlock Courtyard gates will go out - gates must be unlocked or the gutter work will not happen
2. Townhome Newsletter Beth
 - a. Frequency – “Olde Ivy Vine” was published once per quarter. “Talk of the Townhomes” was monthly. Beth Jones is happy to do the TH newsletter monthly if there is enough information to do it monthly. Town Home Minutes may or may not be included, a link to the Minutes may or may not be included, but it was agreed that the Town Home Minutes and Financials will be referenced.
 - b. What type of format? Email, Olde Ivy dot org?
 - c. Does it require a committee?
3. Pine Straw – Scheduled for the second week of January – The Neighborhood Board will send out communication to all residents. Courtyard gates need to be unlocked to access for pine straw. A recommendation was made to move to short-needled pine straw because it stays in place better.

Gibbs is aware that all areas will be inspected for pine straw placement. Ken will speak with Kevin to ensure that pine straw is not piled upon existing pine straw that affects the units.

- a. Community email to be sent 2 days in advance of the application of pine straw
4. ConService Billing discussion John/Ken/Rod
 - a. Direct payments and late fee were discussed: all fees to be waived that were caused by the transition confusion.
5. Community Privacy Actions Ken
 - a. Discussion of Classic entry systems
 - b. Camera options to be considered by the Neighborhood Association. Enhanced cameras and associated costs are being researched (state of the art cameras, 360 degree coverage, will get much finer detail of vehicles coming in. A benefit will give Board members access to the video of vehicles coming in.) A proposal has been received, the budget was 10k, the cost came in at 12.5k. Three companies have been consulted. Purpose is to get clear pictures of all vehicles coming in.
6. Retaining Wall Building Permit Rod/Ken
 - a. WZC – Marvin Pastels Memorandum and his legal opinion states that we did not need to have a permit. Susan Thayer and Beth Jones were not included in the distribution list to receive this communication from Marvin. John will add Susan Thayer and Beth Jones to the Olde Ivy Townhome Board distribution list and ensure that Jerry Maziar and Glenda Copeland are removed.
 - b. Susan Thayer spoke via phone call to the head of the Cobb County Department of Inspections and Structural Plan Review, Allen Amick, 770-528-2053, and was given the reference of pg. 87 of Cobb County ordinance, specifically ordinance #108.17. She was told that we can still get the repair of the retaining wall permitted. She would like this option researched to ensure all rules and regulations were followed.
 - c. A recommendation was made by Susan Davis that if any Board Member is soliciting information on the part of the community as a Board member that either the President or the Vice President would be invited to be on that call. This would pertain to issues that were relevant to the Townhome Association such as contracts and inquiries of Cobb County (as examples) unless otherwise directed by the Townhome Board of Directors.
 - d. Ken will add the permit topic to the next Neighborhood Board Meeting for discussion. Ken will send the ordinance # given by Susan T to Marvin, Kelvin Garmin, and Chris DeJonis for their comments.

Executive Committee Session- minutes are confidential

Adjourn Meeting -

Board Members