

Olde Ivy at Vinings Townhome Association, Inc.

Board Meeting

December 14<sup>th</sup>, 2022

**Attendees:**

Board Directors: Sydnee Jack, Susan Thayer, Beth Jones, Larry Harvey, Malique Payne

Access Property Management: D'Ari Butler, Property Manager

**General Session:**

Beth chaired and kicked off the meeting at 7pm. A quorum was established.

Review of general board/townhomes rules and regulations

- Three (3) members of the board are required to be in attendance to establish a quorum for voting purposes.
- Once residents are notified of a covenant's violation other than illegal parking in a fire lane, they will have at least 10 days to become compliant, after which a final notice will be sent out. The resident will be informed of any fines that will be assessed to their HOA account daily. Illegal parking in a designated fire lane warrants immediate towing with no notice needed. Before a stored vehicle, as defined in the Covenants, or a vehicle with an expired tag is towed, it will be stickered for at least 24 hours.
- The Neighborhood Board consists of five (5) members. Two members from the Townhome Board, two members from the Manors Board, and one member from the Condos Board.
- Monthly Townhome board meetings will be held on the second Tuesday of the month at 7:00 pm in the clubhouse and/or via Zoom. General session monthly board meetings will be open to all residents for observation only. Residents will need to notify D'Ari Butler that they plan to attend. If a resident has a topic to discuss, they need to request to be on the agenda. They will be given 10 – 15 minutes to speak about the item.

**New Board of Directors**

Bylaws for elections were discussed. Each director introduced themselves including professional and volunteer experience relative to the Board's duties. The following officers were elected.

President – Sydnee Jack

Vice President – Susan Thayer

Secretary- Malique Payne

Treasurer - Beth Jones

Board Member-at-Large - Larry Harvey

## **Representatives to the Neighborhood Board**

- Susan Thayer
- Beth Jones

## **Treasurer's Report**

Susan Thayer presented the treasurer's report, and a copy of the financials is attached to the minutes. For the month of November, operating cash was lower than October, because operating expenses were high. However, we will finish the year in a very strong financial position.

## **Property Manager's Report**

**2023 Phase 1 Painting Project:** Beth provided an overview of the capital improvement project scheduled for 2023, Phase 1 Painting and Repair. The Reserve Study recommends that a project manager be used to develop the scope of work, obtain quotes from prospective paint contractors, recommend a paint contractor, conduct a kick-off meeting with the Board and contractor and oversee the paint and repair project. Oversight will include monitoring of the work, developing punch lists and ensuring that all work is completed per the scope of work. The ideal month to paint is May so Beth advised that selection of the project management company needs to be completed in January. Huie Services was used in the last 2 paint projects. D'Ari will identify at least 2 other project management options and schedule meetings for the Board with them.