

Olde Ivy at Vinings Townhomes Association

Annual Meeting Minutes

November 15, 2016

I. Call to order

Charlie Ryan, President, called to order the annual meeting of the Olde Ivy at Vinings Townhomes (TH) Association at 7 p.m. on November 15, 2016 at the Olde Ivy Clubhouse. Charlie introduced other board members: Michael Crowe, Treasurer and representative to the Neighborhood Board, and Beth Jones, Secretary. Dotty Bonds, our Community Management Associates (CMA) Association Manager, was also introduced. Her supervisor, Hollie Battle, was also introduced.

II. Establishment of Quorum

Dotty Bonds reported that based on meeting sign-ins and proxies, there was a quorum.

III. Election of new Board Member and 2015 Annual Meeting minutes

The minutes from the 2015 Annual Meeting were discussed and approved.

Dotty Bonds led the nomination and election of a new board member. This vacancy resulted from the end of Keiffer Philip's term. When Keiffer moved from the community in October, the Board appointed Beth Jones to complete his term. The only nomination for the position was Beth so Dotty conducted a voice vote to affirm her election.

IV. Discussion Topics

Led by Charlie Ryan:

- a) All **reports of townhome issues and requests for repair** are to be sent via email to Dotty Bonds, CMA, at: dbonds@cmacommunities.com.
- b) Owners were reminded of **suggested preventative maintenance** they are responsible for including: inspection of water lines, hot water heaters, water pressure valves, and appliance connections.
- c) Owners were reminded that Olde Ivy's **Master Insurance policy** has a **deductible of \$20K per incident**. Owners were advised to include a rider on their personal content policy to cover this deductible, usually called a "loss assessment" rider.
- d) **Unattended dog waste** continues to be an issue around the neighborhood. Dog owners were reminded that they are required to pick up after their pets and that numerous dog waste stations, with poop bags provided, are installed throughout Olde Ivy. This discussion led to a recommendation from the floor that additional signage

about picking up be installed. It was also suggested that a letter reminding owners of their requirement be sent. The Board will refer this issue to the Neighborhood Association.

- e) **The ongoing issue of owner/occupant parking in guest spaces** was discussed. Per Olde Ivy Covenants, townhome garages cannot be used for storage if it forces home occupants to park their vehicle(s) in guest parking spaces or on the pad of the garage. Recommendations from the floor were made to enforce this. Owners were asked to forward violations/complaints to Dotty Bonds for action. The parking of vehicles in a guest space for more than 2 consecutive weeks will result in enforcement/towing of offending vehicles.
- f) Occupants were reminded about requirements for **running a business from our homes**. The Covenants state: “Business may only be conducted in your unit if it is legal in all respects; and the existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside of the Unit; and if the business activity does not involve visitation of the Unit by employees, clients, customers, suppliers or other business invitees in greater volume than would normally be expected for guest visitation to a Unit without business activity.” Two previous violations were noted, both by renters. One was evicted for non-compliance. The other moved voluntarily.
- g) Security concerns stemming from the recent townhouse break-in were discussed. Cobb County Police recommend leaving exterior lights on, always locking all doors and windows, and closing blinds/curtains so that valuables are not visible from outside. Reports of gate issues should be reported to Dotty Bonds.
- h) Reminder was given that our Covenants do allow for **reasonable decorative items** from Thanksgiving to January 15th without Board permission.
- i) Discussion was had about **exterior changes to our units**. All exterior changes to our Units, including the addition of planters, statuary, furniture and light fixtures, are only allowed with the written approval of the TH Board. This has not been enforced in the past. Moving forward, the Board asks that owners comply with this requirement to avoid enforcement by the the Covenants Committee. **If you have existing items that can be seen from the street or alleyways, including on porches, patios, decks or in yards, please send an email to Dotty Bonds to obtain permission retroactively.** A photo of the item(s) should be included. Owners can also report concerns about their neighbor’s changes to Dotty for Board action. The address of the unit needs to be included for quicker action. A specific statuary violation was reported from the floor and discussed at the meeting. Since it was previously reported, the Board will act.

- j) The upcoming 2017 Reserve Plan project was discussed. Exterior painting of Phase 1 buildings will start in the Spring. The cost is budgeted at \$150,000. A request from the floor was made that an email with details of this project (map, schedule) be sent.

Financial Report led by Michael Crowe:

- k) The Townhome Association's financial report was presented and discussed. **Overall our finances are in good shape when we factor in the increased assessments scheduled for 2017.** The 2017 operational budget was provided as a handout to the meeting. The operational budget generally remains steady.
- l) **Preventative maintenance/inspection of our gutters** will begin in the Spring which resulted in an increase in that account. It is expected that about half of the gutters will also need to be cleaned. The inspection will include tightening of screws and caulking of cracks. Preventative maintenance of roof boots was also discussed and the Board will pursue. Their failure is the primary cause of roof leaks that result in owner expense to repair interior ceilings.
- m) There will be **monthly assessment increases** for both the townhouses, \$30 per month, and the courtyard homes, \$70 per month. \$5 of this goes toward the increased assessment by the Neighborhood Association.
- n) **Two large repair items, previously not anticipated or budgeted in our Reserve Plan, drove the townhouse increase.** \$10 for garage beam casing repairs will be assessed over 2 years. \$15 for dormer repairs will be assessed over 5 years. Assessments are reviewed annually and adjusted to keep our finances in good standing. A request was made from the floor that an email with details of these projects be sent.
- o) The **\$70 monthly increase in the Courtyard homes assessment** consists of \$50 per month to better fund the Reserve Plan over the long term, as well as \$15 per month over the next 5 years to pay for previously unanticipated dormer repairs. The last \$5 goes toward the increased assessment levied by the Neighborhood Association.
- p) As expected, there was lots of discussion from the floor about these monthly fee increases. A few owners felt that there should be larger one-time annual special assessments so that monthly assessments could be kept lower. But, most who spoke preferred the Board's choice for an increased, but steady monthly assessment.
- q) There were complaints from the floor that financial reports were not timely provided prior to the meeting. The Board committed to getting them posted to the website and to keep them current. The Board also invited concerned owners to attend its monthly Board meetings held the 2nd Tuesday of each month at 7 p.m. in the Clubhouse.

V. Action Items

- a) Refer dog waste issue to the Neighborhood Board for their action. (Michael Crowe)
- b) Send enforcement notice to owner of statuary discussed at meeting. (Dotty Bonds)
- c) Timely post quarterly and annual financial statements to the Olde Ivy website (Michael Crowe/Dotty Bonds)
- d) Explore preventative maintenance of roof boots. (Charlie Ryan/Dotty Bonds)
- e) Send email with details of Phase 1 painting project. (Beth Jones/Dotty Bonds)
- f) Send email to townhouse owners with details of Phase 1, garage beam casing project. (Beth Jones/Dotty Bonds)
- g) Send email with details of Phase 1 of dormer repairs. (Beth Jones/Dotty Bonds)

VI. Adjournment

Charlie Ryan, President, adjourned the meeting at 8:45 p.m.

Minutes submitted by: Beth Jones