

March 12, 2020

MINUTES FROM OLDE IVY VININGS TOWNHOME ASSOCIATION BOARD

In attendance: Board members; Ken D'anastasio /President, Sal Esposito/ Treasurer, Buddy Perrin /Secretary, Brittany Pinto-Williams Silverleaf Property Manager conference call

Ken D'anastasio called the meeting to order, quorum established

Announcement; Brittany Pinto-Williams, Silverleaf Property Manager will not be on site due to social distancing policy from Silverleaf Management – to be announced to community

February minutes reviewed and approved

Review of Neighborhood HOA meeting – Buddy Perrin, Townhome representative on Neighborhood HOA reported on NH Board notes; discussion about Gibbs and landscaping policies and issues, cost of pruning from Arbor Force, shrub replacement cost submitted by landscape committee – discussion capacity and proficiency of landscape committee vs Gibbs professional landscaping company

Property management report / Brittany Pinto-Williams;

Accounts Receivable Aging report; see in executive minutes/Board members only section at end of minutes report

Discussed the aging report structure; collection status terms; “collection” vs “lien”, collection status; 60 days goes to GAR then legal – at 120 days at attorney for collection – desire to clean up collection report; discussed 3 levels; delinquent, collections, legal – delinquent = courtesy period - standard practice; notice 30 days delinquent, sent when over 30 days, collections is 60 days +, takes 60 days for collection process then reviewed by Board to be sent to legal for collection, this should be at the 120 day period, -

Discussion; Brittany sends statements every 30 days but statements do not contain past due “notices” –

AR aging discussion; notice note at 30+ days, fees if not paid in 30 days, turn over to GAR + fees – Brittany to see if system can generate notice note on statement

Ken recommends we get 1 page summary on AR aging / collections

Final violation policy - Ken overview; community safety and guidelines to be stressed in soft opening statement of violation policy email sent to homeowners, the violation policy as an attachment –

discussion of violation policy; trash can fine, specifics of that covenant policy to be added as an asterisk * footnote / same for fire lane violation policy

discussion on notices/ violation policy; 1st notice courtesy “warning” letter, 2nd notice warning of fine, \$50 day, delete “no fine”, delete “suspension of amenities” , 3rd notice – verbiage added; “collection notice of fine” & suspension of amenities, \$50 per day, change “parking violations” to “fire lane violations”

State Farm Supplemental Claim – discussion; cost potential, money collected, who’s been paid, how much, match cost to payments - cost analysis – 2 different estimates from Baldpates, discussed conference with Jeremiah , remaining claim cost \$418,208, discussed Parker Young and PSX report, discussed insurance expertise, history with Silverleaf mgnt, issues about PY previous work in community on fire restoration, take another look at Baldpate as contractor, consult Caruso and Ray Engineering on project engineering management ,

Townhome Board vacant position email sent out with no response

Adjournment