

Olde Ivy Townhome Board Meeting
September 8, 2020

In Attendance:

Ken D’Anastasio, Glenda Copeland, Susan Davis, Jerry Maziar, and Rod Johnson for the Townhome Board
Brittany Pinto-Williams for Silverleaf Management

Meeting was called to order at 7:00 PM and quorum was established.

Review of Minutes from August meeting (approved via email & posted)

Townhome Financial Review - (August YTD) Our financials are performing favorably to plan. Townhomes and Courtyards are underbudget this year and it looks like we should be able to carry some of the surplus into next year.

- Variances YTD - Variances this month are not significant and will be discussed offline.
- Bank accounts - We still have old signatures on our bank accounts. Regions Bank has instructed us to provide them with meeting minutes showing that Sal Esposito has resigned the Board, provide current Board member ID’s and Drivers Licenses with an in person visit. The bank will then be able update who is able to sign. This will be Ken D’Anastasio and Jerry Maziar. Currently, Buddy Perrin has the checkbooks. We will get them from him and have the signatures taken care of by September 15th.

Review Neighborhood Board Meeting

- Neighborhood Updates
 - i. **Landscape** (Fall plantings/color beds) - Gibbs. We are in the process defining with Gibbs Landscaping the scope of the work they do for the contract we have with them, i.e., frequency, completeness of work, pruning schedule by area etc. We will set up a schedule of frequency by zone so that each area will be maintained twice per month. Kevin sent Brittany a proposed schedule.
 - ii. **Irrigation (new clock and repairs, irrigation contract)** – Andy and Kevin (at Gibbs Landscaping) will perform 2 additional irrigation checks in June and in August by testing the system just like they do when they initiate the system. They will give us an “up to” amount of irrigation repairs they will make under our contract.
 - iii. **Weekly/Monthly Gibbs maintenance schedules** – We will have a new seasonal landscape schedule next week (beds, pine straw, lawn cutting,

leaves, clean up), Going forward, Gibbs will blow out into the street, not inward toward our townhome doors.

- iv. **Gates, Cameras, Alarms updates** – We are currently evaluating a proposal to move to cellular for a portion of our Gate system. (currently uses landlines) There is a proposal to update all the keypads to cellular that would reduce costs for the Neighborhood Board and for the Manor and would help the performance of our gates. Updating could also enhance perception of security at Olde Ivy for the residents. This Proposal to replace the keypads at the gate and at the Manor is approximately \$40,000, (80% of which would be paid by The Manor).
- v. **BeachHaven entrance repairs** – When the construction started for the storage building across the street, a large tractor trailer damaged the concrete pad below the pavers at the entrance and caused these pavers to crack (about \$8900 worth of damage). We are waiting for a response from the storage company's attorney to our attorney to see what they have agreed to do. They also might be cited for not cleaning up their area.

(Subsequent to our meeting we have received confirmation from the owner of the new storage facility and they will be paying for the cost of the repairs. Actual date for the repairs is yet to be determined)

1.

Property Manager's Report

- **Leasing Program Report (RMS)** – We should have 7 compliant rentals by next month. (We are allowed 30) We had two unauthorized rentals, one has been taken care of, one will be contacted again in 30 days for the owner to dispute or respond. If they do not respond, RMS does not charge the association, but the Board has the authority to fine the owner. Ken suggests we look into what the next step is to encourage compliance by the homeowner. Rod will look at our by-laws to determine what our next actions should be and send out an email by Thursday 17th with that information.
- **Townhome Work order update/status** – We have 50 work orders outstanding. Long term projects all fall under the supplemental claim project. Most work orders fall under the heading of construction or pressure washing. Ken and Rod will work with Baldpate on the pressure washing work orders. We have made a lot of progress on the existing bank of work orders.
- **Accounts Receivables / Aging Review** – Two issues were discussed that will require follow up.
- At some point the Board should look at some of the smaller fees that are on this Accounts Receivable list. Do we want to remove the delinquent fee if they get current with their late assessments? Over the last six months, we have made a lot of progress in removing some of the bigger assessments off this list.

- Increase approval limit for Silverleaf - \$1000 - approved

Update on Supplemental Claim from State Farm

- **Project Update** – Phase completions – the gutter downspout and garage door portion of the supplemental claim have been completed.
- **Metal roof status, progress, and pending issues** - Board members met with the principal owner of BP to discuss the metal roof project. He knows the shortcomings were his and has a new project manager in place to direct this work. By Thursday we will have a new schedule for the roof project. We will test with the three colors – all new roofs will be black and the green and the charcoal will be painted. It won't be a perfect match, but it is as close as we can get at this time and should not be noticeable. Rod will captain this part of the project for the Townhome Board. on the Townhomes – this has already been paid for.
- **Courtyard Firewall Coping replacement** – Replacement still needs to be done. This project has already been paid for.

New Business

1. **2021 Budget Meeting** – A 2021 budget meeting will be scheduled for the Townhome Board. We will discuss any incremental projects we want to consider. The date for setting the budget needs to be prior to the end of October.
New Resident Quick Reference Guide – We are attempting to get our new neighbors the “need to know” information quickly in a short handout. Susan and Glenda will work to put this Guide together and get it out for Board review before our next Board meeting.
2. **New project considerations**
 - a. Walkway's in need of cleaning
 - i. Sunshine Window Cleaning – excellent rates
 - ii. Motion was approved to use Sunshine for the pressure washing project.
3. **Water shut off project** - Jerry Maziar will be the lead on this project working with Brittany. Fix and Flow will do this work.
4. **Water meter replacements** – there are 15 MTU's that need to be replaced. This project will start on September 12th. There are only a few townhomes that need their MTU's replaced and each resident will be notified individually.
5. **Open Board Officer Positions-**

Elect new Treasurer – Jerry Maziar elected
Elect new Secretary – Susan Davis elected

6. November Annual Meeting

- a. Options – Our attorneys have confirmed that we do need to hold an annual meeting either virtually or in person. There is a company that can handle the entire process for us to hold a virtual meeting. There are concerns that we would not get a favorable response from Olde Ivy residents to be able to utilize this virtual format successfully. As we do not have a choice to postpone the meeting, the next step is for Brittany and Ken to interview the virtual meeting consultant to see what the capabilities are. Our big challenge is how do we get people to run for a Board position?

7. **Pinkard ARC review** – We are waiting for additional information from homeowner.

8. **Signage update** – A new sign is ordered for exit area for Beechhaven that shows it is a one way only.

9. Dog Stations-

- a. **Locations** – A suggestion was made to add a dog waste station to the pine straw area at the top end of upper Ivy Gate Circle. The closest stations to residents along upper IGC seem to be farther than in most other areas and this may be contributing to the problem we have of folks not picking up after their pets. Rod will ask Gibbs for a quote for an installation of one new dog waste station.
- b. **Fines for Dog Waste** – no discussion held
- c. **Signs effectiveness** – We are making progress and are diligent in locating signs in problem areas. We currently have about 30 signs located throughout the property.

Meeting adjourned at 9:06 PM