

Olde Ivy at Vinings Townhomes Association

January Monthly Meeting Agenda

January 12th, 2020, 7:00 – 9:00PM

Join Microsoft Team Meeting

(link included in the invite and if accepted will be in your calendar

Meeting Facilitator: Ken D’Anastasio

Invitees: Board Members: Glenda Copeland; Ken D’Anastasio, Jerry Maziar, Rod Johnson, Susan Davis, Silverleaf Property Manager: Brittany Pinto

Call to Order / Establishment of Quorum –

Board Confidential Session

- 1. Review of Don Hellein request prior to resident on our call Ken

Business/Financial Review

- 1. Town Home Financial Review (December YTD) Ken
 - Income/Expenditures – variances to budget
 - i. Yearend income was \$1,089,302 versus a budget of \$596,820 a positive variance of \$496,482. This was mostly due to the funds collected for the roofing project (metal roofs) and not disbursed to Bald Pates since the work had not been completed.
 - ii. Total expenses were under plan by \$301,948.
 - iii. \$161,415 at year end was transferred to the Townhomes reserve account.
 - Bank accounts - Discuss new Bank options.
 - i. The need to transfer bank accounts signatures to current Board Officers was reviewed. Brittany would reach out to Regions Bank and provide them the officers names as were as the documents needed to change the accounts.
 - ii. The Board also reviewed the possibly of moving the funds to Pacific Premier Bank

2. Property Management Reports

Brittany

- Property Manager's Report

- Asset Review

Ken

- Ken reviewed the Assets of the townhome as well as the expenses and liabilities at year end 2020. Currently the townhome Associations assets are \$1,017,298.

- Leasing Program Report (RMS)

Brittany

- A full review of our Townhome leasing policies would be undertaken and reviewed with RMS. Rod would lead this project and follow up with the board during the Feb. board meeting.

- Town Home Open Workorder Report

Brittany

- Open work orders and requests were reviewed. The predominant issue was the 2 homes with "Romeo and Juliet" balconies needed repair. These roofs were not in Bald Pates scope of work in the metal roofing contract. Ameristar would be contacted to evaluate the repairs and or replacements necessary and provide a quotation to the board.
 - Landscaping issues would be referred to the neighborhood board.

- Uncompliant Leasing Agreement Update

Brittany

- There was (1) uncompliant leasing agreement reviewed. Rod was to work with RMS to review the issue since there was a clarity issue in our leasing terms and would be evaluated for revisions and or updates. The fine of \$299 was requested to be removed. Rod would report to the board after further investigation.

3. Update on Supplemental Claim from State Farm

- Metal roof status, progress, and pending issues

Ken

- i. Start-up Date 1/13 Building "J" – The new estimate is to complete the metal roofing project by 2/28. New schedules have been developed by Bald Pates. Punch lists will be developed by our Engineering firm and sign off and payment of the remaining contract balance as well as change orders will not be made until the punch list and all work have been signed off.

- ii. Paint Delays – Weather/temp. – We are being cautious on the painting of the metal roofs due to the temperature restriction. This has been reinforced with Bald Pates.

4. Water transmitter replacement update Brittany/Jerry

- Last week’s replacements
- Remaining meters to be replaced.
 - i. Brittany and Jerry reviewed the status of water meter transmitters that needed replacement and that had been replaced with our plumber Remi. There are 39 properties between Townhomes, Condo’s, Manors and Commercial properties. We are under collecting water bills due to them not functioning properly. Brittany will develop a plan for the continued replacements. Additional transmitters will be kept on property.

5. Water Valve Project – New to determine costs.

- The Board reviewed the water valve project to determine its viability for expansions. Several townhomes were traced for their water shutoffs to locate shut off valves to avoid community shutoffs. The projects test program cost over \$2,000 and was determined that it was not scalable and too expensive.

New Business

1. Parking Violation Letter to Owners Brittany

- Mailing to all Residents New policy – The board requested that the Boards attorney draft a memorandum clarifying parking restrictions, fines, and violations. The letter would be mailed and emailed to all Olde Ivy residents. The draft would be reviewed and sent to board members for comments if necessary.
- The Board reviewed the No Parking Firelanes policy as well as the quotations for the work to complete all the fire lane painting by Georgia Seal Coating. This is the same company that had refreshed the curb painting of the Firelanes over a year ago during the paving project. The plan was to enforce parking through the utilization of red curbs and signage was reviewed the incremental cost for the curb painting was approximately \$7,300 to be paid by the Neighborhood

Association. The Board voted and approved unanimously the additional curb painting.

2. Leasing Resolution

Brittany

- Mailing to All residents/Resolution Endorsements will be sent out sometime in February after a final review of all documents and with the Board's attorney's oversight.

3. Olde Ivy Newsletter

Ken

- Ken reviewed the Ivy Walk Newsletter that Jerry provided him. The example provided had a significant percentage of space allocated to parking enforcement, towing and fines including vehicle registrations. Ken would review the Newsletter concept with the Neighborhood Board to see if it were a viable option to consider and possibly be included with our web site work.

4. Adjournment

Board

- Motion was made to adjourn the meeting and it was agreed to by all Board members.