

*Olde Ivy at Vinings Townhomes Association*

*February Board Meeting*

*February 9<sup>th</sup>, 2021, 7:00 – 9:00PM*

Dial-in Number **6789991634**  
Conference ID **983329**

*Meeting Facilitator: Ken D’Anastasio*

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

*Call to Order / Establishment of Quorum –*

1. **Legal:** We have a situation where a resident is in arrears with assessments.
  - Letters were sent by both our attorney and Silverleaf regarding the required submission of a payment plan.
    - a. Water is scheduled to be turned off on 2/15 if a payment plan has not been submitted and approved. This resident’s water bill is no longer in arrears but the assessments that are in arrears have still not been paid nor a payment plan submitted. A Ledger has been provided that shows what is owed and what has been paid. The amount due is in excess of \$5000.
  - Final communication/warning will be sent on 2/12 by Marvin including a ledger of what is owed.
  
- a. By Laws re: Board Positions Brittany
  - Discuss an overview of the Townhome Board positions and responsibilities: all these are in the by-laws

Townhome Board Declaration of Protective Covenants – Questions and or concern by the Board members

**Business/Financial Review**

1. Townhomes Financial Review Ken
  - Income/Expenditures – variances to budget: We had a very good month with no areas of concern to discuss.

We came in with a positive variance of almost \$16k. Trash removal was almost \$6500 under budget but it looks like the budgeted number was recorded too high. Insurance came in \$8280 over because we were previously set up as an auto deduct so this will be reflected in next month's statement.

- Key expenditures -

2. Property Management Reports Brittany

- Property Manager's Report
  - Making headway on roof repairs, 3 pending issues to review with Ameristar
  - Asset Review Ken

3. Leasing Program Report (RMS) Brittany

- Leasing Addendum: Rod

A Leasing Addendum Document needs to be signed by all 5 Board Members. Rod worked to revise our Addendum to cover leasing situations not laid out in our governing document. As a Board, we cannot change our governing declarations without a neighborhood vote with 67% approval. In this Addendum, the first three pages are our governing documents and are unchanged. They state we do use a 3<sup>rd</sup> party to help manage our leases, that we don't allow any short-term rentals of any kind, and clarifies if the owner of a unit has immediate family that lives there and owner is not there, it is allowable for a child, sibling, or parent to occupy the unit. The Addendum clarifies that **only** the owner can have roommates. Our existing leasing situation is grandfathered in and is not affected by the addendum.

Board Member Sign off:

The addendum will be sent around to all Board members for their signature

- Rental report: 30 allowed rental permits, 8 have been issued, 22 remain. The 8 rental units are all compliant.

Town Home Open Workorder Report Brittany

- Bald Pate Follow-ups, Balconies, Flashing
- Review Townhome Landscaping requests

- Arc Report

Brittany

- Review of Homeowners Landscape lighting and determination of setting a townhome wide standard.
  1. Solution: Let the homeowner know this lighting is considered an item that needs to have Arc approval and ask if they will please remove the lighting and submit a request for Arc approval.
- Review of ARC requests – none for the month

#### 4. Parking Policy: Illegal parking has been a big issue in the Townhome community

- Curb painting

- Review of Fire Marshall requirements: Ken and Rod met with Fire Marshal today. Condos and Manor are fine and have no parking issues at this point. The fire marshal was asked if anything in the Townhomes is out of bounds in any area. The fire marshal didn't see any areas in the Townhomes that were painted red that he felt were egregious. On Ivy Crest Lane some residents feel that we have a lot of parking spaces and very few people use them. These residents don't feel that there is a need to paint the entire curb and island red. It was noted that The Manor has no red curbing. The manor has an island and there is no red curbing. The suggestion was made to put a no parking/fire lane sign on the curb and in the island. A healthy debate was held. It was decided to give the board members until Monday to review any documents regarding parking. Ken will send an email out to Board members to elicit their opinions and will then call for another vote via conference call. Brittany will send out details of the next phone meeting.

- Painting is to be completed in the Townhome community.

- Installation of additional NO PARKING and NO PARKING FIRELANE signs.

- Review Marvin's Parking Memorandum

- Community distribution of Letter

- Fines and Towing procedures

1. Daily Fines \$50
2. Fire lane violations - \$500
3. Stickers of vehicles with notices

#### 4. Towing of Vehicles

#### 5. Update on Supplemental Claim from State Farm

- Metal roof status, progress, and pending issues
  - Remaining Metal Roofs to be completed by 2/13
  - Metal Roofs painting progress – All new metal roofs that require matching paint will be completed within 2 weeks.
  - Wooden Railing repair progress- It will be 2-3 weeks before all repairs are completed.
  - Removal of Container and Porta Potty by 2/13

#### 6. Water transmitter replacement update

Brittany/Jerry

- Update on installations and units to be installed: 8 more replacements coming; 4 in Townhomes and 4 in Condos on Saturday, 20<sup>th</sup>. After this we will be caught up for at least another month. We were at one point at a 90% water use capture rate. It makes a difference in our water bills to get to a higher rate.

#### 7. Townhome Neighborhood “Easy” declarations distribution

Susan/Glenda

- Review Content – have a proof ready a week before the next board meeting.
- Completion and distribution date

#### New Business

##### 1. Parking Violation Letter to Owners – approved to mail out and email final letters

##### 2. Leasing Resolution Letter – Collect signatures by Friday and distribute by Monday of next week.

- When leasing resolution letter is finalized and signed, there will be a mailing to all residents including the new Resolution Endorsements – We are to let Brittany know when ok for her to mail out

##### 3. Bridge is to be repaired not replaced.

- 5 Contractors had a pre-bid meeting last week with our Engineering and Board Member
- Bridge repair could take 2-3 months due to the shortage of materials.

- State Farm has paid out of the claim to date \$8,000 for the wall repairs, \$5,000 for the Engineering work and \$2,400 for fallen tree removal. Once quotes have been received, we will file a supplemental claim with State Farm.
  - Walking Trail will be refurbished after the Retaining wall has been repaired.
    - i. Contract awarded to Oldewan Paving.
    - ii. 2-3 weeks to complete the project once work commences.
4. Status of Retaining wall project.
- Bid awarded to DiJonis Construction.
  - Work to begin within 30 days.
  - Traffic restrictions during workday may be required.
  - Quotation requested for landscaping work to be done after project is completed.
5. Olde Ivy Website/ Olde Ivy Newsletter Brittany
- Review new website format – there will be a Neighborhood Board Meeting to review the new Olde IVY website
  - Review features of the new website for Olde IVY- folks will now be directed to the Portal and Brittany at Silverleaf on every page.
  - Community volunteers for Neighborhood Newsletter
6. New Community Security Plans under consideration
- Both the Beech Haven and Log Cabin gates will have a new magnetic interlock between the two facing gates that will inhibit the gate rocking that permits outsiders from breaching the gates.
  - Beech Haven gates will have new hinges installed to level the gates.
  - The push buttons for exiting the community are planned to be removed. We are reviewing the ordinance now that we believe that will require us to do so. It is with our attorney.
  - There are additional signs being installed to provide a consistent and direct message to all who enter our community.
  - We are getting quotations to improve our gates camera system for better high-definition imagery. These are expensive units.
  - We are expecting a quotation to potentially replace the gate controllers on the Beech Haven gates. We expect that cost to be approximately \$24,000 based upon the new units that were installed on the Log Cabin gate over a year ago.

- We have a contractor reviewing our fence options where we know neighboring individuals breach the community. This issue may have limited options due to local code restrictions on the height of fences.
  - New Gate signage is being installed – will be completed by 2/13
7. Adjournment - due to technical difficulties the meeting was not “officially” adjourned so much as suddenly stopped.