Olde Ivy at Vinings Townhome Association, Inc.

Board Meeting

October 10th, 2023

**Attendees:**

**Board Directors**: Sydnee Jack, Susan Thayer, Beth Jones, Jim Lyon, and Malique Payne

**Access Property Management:** D’Ari Buter (Property Manager)

**General Session**

The general session meeting was called to order at 6:30 pm and quorum was established.

**Approval of Minutes**

Beth moved to approve the September 12th minutes. Jim seconded, and there was unanimous approval.

**Treasurer’s Report – Beth Jones**

The financial report has not been received as of the time of the board meeting. Beth and D’Ari will be generating a report for the upcoming budget. The homeowner fee increase will be included in the report. It will reflect that the townhome HOA fees will increase by $10.00, and the Courtyard fees will increase by $20.00. The percentages of the increase will also be included along with the $5.00 increase from the neighborhood.

* The annual meeting itinerary and voting processes were discussed. Voting will take place at the meeting. The biography of each candidate will be made available for review. Nominations can be made on the floor and info notices will be completed at that time for the nominee. There will be one ballot per household and a proxy will also be given a ballot. D’Ari will make the request for two candidates.

To control ballot distribution and sign in procedures, all attending guests will be received at the side door of the club house where they will be given a ballot and complete a sign in sheet.

* Phase 1 paint project update

1. Thus far, the budget for the paint project is in good standing. Currently, we are only over budget by 11.3%. A new project management team is to be considered for all future projects. There has been evidence of more rotten wood than anticipated based on the initial inspection.

To remain on schedule for the project there will be a schedule change amongst the crew.

The crew will begin working on Saturdays. Pressure washing will start on buildings H and I next week Wednesday. The courtyard pressure washing begins on November 6th, 2023.

The paint project will continue through the upcoming end of year holidays. Due to the inconvenience and the foreseen issue of reduced guest parking during the holiday season, the homeowners will be given the choice to either continue the paint project through the holiday season or postpone it until next Spring. The possibility of adding another crew to help speed up the process is being considered.

The invoice from Blueprint was received yesterday. Buildings A, B and C have been approved for payment.

**Property Manager Report – D’Ari Butler**

Outstanding work orders:

* Mottley (2306 EIC) – Window box will be replaced by Blueprint as part of the charge order.
* Stover (4715 IRD) – Request for awning replacement has been approved.
* Langley- Henry (4738 IRD) – (pending work order) awaiting next rainfall to determine if all leaks have been fixed.
* Costley/Ray (4744 IRD) – request for preventative maintenance for Juliette balcony is in pending status.

The board has agreed to contact Kelvin Garmen to assess the frequency of repairs needed for this type of balcony. Other homes within the community with a Juliette balcony will also be assessed to determine if there is a need for more frequent repairs. As it stands in the by laws the repairs are to be conducted every 6 years.

A written correspondence will be sent out to Mr. Costley of the board’s decision to seek the counsel Kelvin Garmen and to also inform him that the external repairs are conducted every 6 years as per the by-laws.

During some of the pressure washing phase, the homeowner’s water supply has been used due to limited access to other water sources. As such, reimbursement will be issued to the affected homeowners for their increased water bill. Beth agreed to speak to Keenan regarding the matter to ensure all water used was metered correctly for appropriate reimbursements to be issued.

The general session was adjourned at 7:45 pm and the board reconvened into Executive Session.