

OLDE IVY AT VININGS TOWNHOME ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 15TH, 2015 AT 6:00 P.M.  
**MINUTES**

I. CALL TO ORDER:

President of Board, Charlie Ryan, called the meeting to order at 6:10 pm. Also attending this regular monthly meeting was board member Keiffer Phillips and Property Manager Brian Ball of CMA, Community Management Associates. A quorum was established. Absent was a third board statutory member not yet selected to replace Jerry Crow, who resigned when he moved out of the community.

II. MINUTES:

There was no official vote to approve previous minutes, as a copy of notes taken from the previous meeting was not present. The Minutes of this meeting taken by Charlie Ryan.

III. BUSINESS

a. LETTER FROM RESIDENTS.

The Board read and discussed a letter from the owners of two units asking for certain repairs they believe are the responsibility of the Association. The board formulated a response in executive session (see below) and asked Brian Ball to send out our response, quoting the covenants, which state the repairs in question are the responsibility of individual owners.

b. GRAY CONTRACTING REPAIR REQUESTS AND FOLLOW-UPS

The Board discussed and evaluated repairs of several types requested by owners or already completed by vendor Gray Contracting, which has been doing maintenance and repair work in the Townhomes Community since the spring of this year. Keiffer Phillips asked Brian Ball to have Gray submit photos of completed work, to complement photos submitted with estimates to allow the board to better follow work progress. Also, Brian will ask Gray to explain why two of the units they serviced in July report the same water overflow of gutter continues. Was the root cause missed?

The board discussed the following repair requests and asked Brian to communicate with both owners and Gray Contracting:

2308 English Ivy Court: Owner is asking for deck to be repaired. The Board discussed Gray Contracting's estimate that 6 boards may need to be replaced. The Deck will be inspected by a board member before the work is done, because Gray Contracting has also recommended replacing boards in several decks, on which owners merely complained about loose nails. Brian Ball was asked to update owner on status of deck repair request.

2281 Ivy Crest Lane: Owner asked for tree service re limbs overhanging into courtyard. Eric Brannen of Landscape Committee is taking care of this. The Board asked Brian Ball to commission Gray Contracting to pressure wash or otherwise remove a dark stain on the brickwork of this unit and report back on the nature of the stain.

2280 Ivy Crest Lane: Owner reports clogged gutters. Brian will dispatch Gray.

4608 Ivy Gate Circle: Gutters serviced in July, but owner reports continuing overflow. Gray will be dispatched to find/fix problem and Brian will ask Gray for explanation.

4617 Ivy Gate Circle: Gutters serviced in July, but owner reports continuing overflow. Gray will be dispatched to find/fix problem and Brian will ask Gray for explanation.

4653 Ivy Gate Circle: New request for routine gutter service and to fix disconnected downspout. Brian will dispatch Gray to do estimate and subsequently the work.

4676 Ivy Gate Circle: Owner reports a loose Shutter that was refastened earlier is loose again. Also, reports a new rear gutter clog. Brian will dispatch Gray.

4626 Ivy Ridge Drive: Owner is requesting a trench be dug and new downspout be installed to better evacuate rain runoff the roof. Owner also reported some wood rot on corner of exterior window, which may be Association's responsibility. Keiffer will inspect to understand the problems before proceeding to dispatch contractor.

#### c. ROUTINE SCHEDULED MAINTENANCE.

Pressure Washing: Keiffer said he will meet and coordinate schedule with Paintworks, which won competitive bidding for this fall's pressure washing and re-staining of the wooden decks of Townhomes and Courtyard homes as well as the pressure washing of brick decks and walkways inside the courtyards of Courtyard Homes. The Board and Brian will coordinate with John Bennison of the Communications Committee to send out alerts to owners regarding the dates of this service so that patio furniture and other objects can be removed during the process.

#### IV. Financial

Brian Ball Presented the Financials of the Townhome Association and the Board reviewed and approved the current statements and investment of assets.

- a. Combined Operating Account balance as of 9/15/15 - \$136,683
- b. Separate Reserve Account balances as of 9/15/15
  - i. Townhomes - \$298,580
  - ii. Courtyards - \$64,053

#### V. Open Issues

- a. Water Leak near 2307/2308 English Ivy Court

Water is leaking into the Street. The source has not yet been located, except to say it is not coming from within a home. The Board asked Brian to alert owner(s) that the Townhome Association will pay to have the driveway(s) in question dug up to locate the leak. If the leak is in the main water line servicing the whole street, the Neighborhood Association is responsible and will pay, per Covenants. If the leaking line serves only one owner's unit, that owner must pay for repair, per Covenants. In either case, the Townhome Association is responsible for the repair of driveway after the leak is fixed.

#### VI. Executive Session:

- a. One Request for Repair was discussed in executive session, because the board is still investigating to see whether Association or Owner is responsible for the costs.
- b. The board discussed communications with an owner regarding the behavior of a tenant, who has violated Covenants.
- c. The Board discussed and formulated a response to a letter request by the owners of two units that the cost of certain repairs be paid by the Association, according to their reading of the Covenants.

#### VI. Adjournment

Since there was no further business, the Board Meeting was adjourned at 7:20 p.m.