

Olde Ivy Townhomes Association

July 2019 Board Meeting Minutes

July 9, 2019

I. Attending: Board Members: Rod Johnson, Sal Esposito; Ken D’Anastasio, Beth Jones, Buddy Perrin; CMA Property Manager Edie Hicks, Chris Fabian, CMA District Manager. A quorum was established.

II. Business Conducted

Rod called to order the regular monthly meeting of the Olde Ivy Townhomes Association Board at 7:00pm on July 9, 2019 at the Olde Ivy Clubhouse. Minutes for the June 2019 Board meeting were reviewed. The minutes were approved by email vote on June 17, 2019 and sent to Mike Zeck for posting to the Olde Ivy website.

III. Treasurer’s Report/Financial Review

The **CMA May Financial Package** was reviewed and approved after discussion. Sal raised a concern with the under-budget status of Acct 3000, Common Area Fees, and the over-budget status of Acct 3001, Townhome Area Fees. It appears it may be a posting issue. CMA says it may be accounted for by pre-pays. Edie will send detailed accounting for pre-pays for review. Delinquent accounts were discussed, and appropriate action has been taken. Edie will email the **June Financial Package** to the Board by July 14th.

IV. Property Manager’s Report

Edie provided the CMA Property Manager’s Report including sending late letters, violation letters, email blasts regarding the roofing schedule, RMS program, and claims letters. She obtained deck repair bids with 4 vendors. She coordinated roof/gutter repairs, processed all invoices, emailed estimates for Board approval, and emailed attorney re delinquent account. She updated Action List and followed up with residents.

V. Open Issues

- a) **CMA Action List:** The Board reviewed the Action List and 4 issues were closed (2323 EIC, Franks; 2313 EIC, new tenant; 4740 IRD, Perkins; and 4617 IGC, Hunter. Four issues remain open.
- b) **Covenants Violation Letters List:** The Board discussed the status of 5 outstanding violations/complaints. One issue was resolved. Two residents are being fined and the Board agreed a third will begin being fined on 8/10/19. One new violation letter was issued in July.
- c) **Covenants Enforcement Discussion:** The Board discussed and agreed that Edie will start including the date fines will start in the Final Notice (3rd) letter.

- d) **Phase 3 Painting Project Update:** Rod provided an update on homes in Phase 3. Work should be completed, and the inspection by Huie Services is scheduled for July 15 & 16.
- e) **Phase 1 Exterior Repair & Paint Project Update:** Rod provided an update. The work is off to a good start and is about 2 weeks ahead of schedule. It should be completed 8/27/19.
- f) **Roofing Project and State Farm Supplemental Claim Update:** Rod provided an update on the project. BGC is currently repairing damage from roof installation. \$650K was approved on our supplemental claim to State Farm and BGC is trying to identify and resolve which units were approved for new gutters and garage doors. It is not easily identifiable in the State Farm paperwork. All metal roofs have been approved for replacement.
- g) **Leasing Project Update:** The Board reviewed the 7/3/19 RMS Report. There are 6 compliant rentals and 4 identified as unauthorized. One of the four is now For Sale. RMS is working to get the remaining 3 in compliance by 8/1/19 or they will be fined.

VI. New Business:

- a) **Projects/Quotes:** Rod provided 4 bids for the 4726 IRD, Depalo, and 4643 IGC, Alexander, deck repairs. The Board discussed and approved Gray Contracting for both repairs. The Board also approved SW 2839, Roycroft Copper Red, paint for the metal vent covers. Rod discussed the need to start planning and scheduling for the TH Deck Repair and Staining Project. Buddy volunteered to lead the project. The Board approved Huie Services as the project manager. The target is for proposals to be received by 8/1/19.
- b) **2020 Budget & Long-term Forecasting:** Rod scheduled a 2020 final budget development meeting for the Board on Tuesday, 7/30/19, at 7pm at the Clubhouse.

Edie and Chris left the meeting since it was 9pm. Chris expressed to the Board CMAs desire to continue as our property manager. He complimented Edie on her work with us and thinks we are in good shape under CMA management.

- c) **Property Management Working Group:** Rod provided an update on his discussions with the property management companies being considered. They will be on-site for a property walk on 7/11/19 at noon. Individual meetings are scheduled the week of 7/15/19.

Rod adjourned the meeting at 9:20pm. The Board's next regularly scheduled meeting is August 13, 2019 at 7:00pm.

Minutes submitted by Beth Jones