

OLDE IVY VINE

A Newsletter For All Residents of Olde Ivy at Vinings

Welcome Silverleaf Management Group



In 2019, the four Olde Ivy Boards of Directors decided to investigate replacement options for our property management company CMA in order to improve service significantly, while lowering our costs. After research and interviews, the Board selected **Silverleaf Property Management**. Silverleaf replaced CMA as our property management company, effective October 1st.

Silverleaf provides much more personalized service, including the full-time involvement of our Property Manager, Brittany Pinto-Williams. Brittany is on-site two days a week and can meet with residents by appointment. Email Brittany at propertymanager@oldeivy.org or call her at 770-554-3984.

The transition from CMA to Silverleaf went smoothly and is now complete.



Questions or comments? Let us know what you think at communications@oldeivy.org.

Neighborhood Association

2019 Board of Directors: Rod Johnson (Townhomes) - President, Sal Esposito (Townhomes) - Treasurer, Leslie Maddock (The Manor) - Secretary, Laura Dowling (Condos) - Director, John Holthaus (The Manor) - Director

Landscaping

2019 was a year of restoration projects throughout the property. Grounds and Landscaping is by far our largest expense category; it accounts for approximately half of the community's annual expense budget.

Gibbs Landscape Work

Early in 2019, the Board contracted with Gibbs Landscape Company to become our landscape maintenance and irrigation provider starting February 1.

A reliable irrigation system is critical to maintaining our

Gibbs Direct

The Neighborhood has consulted with Gibbs to develop a new program, **Gibbs Direct**. Under this program, Olde Ivy owners can work with Gibbs to enhance their individual landscaping at their own expense. Townhomes and Condos owners, along with Manor owners who have patio space, may participate.

During January, Gibbs representatives will meet by appointment with interested owners at no charge. They will design individualized landscape plans that meet Olde Ivy standards, also at no charge. Once all the plans are complete, Gibbs will present the complete plans to the Neighborhood Board for approval. Owners will review their own plans, and prepay Gibbs prior to any work being done. Gibbs will then complete the individual landscape projects in March 2020.

The cost to owners for the **Gibbs Direct** service is \$240 (plus materials) for a two-man crew for two hours, \$480 (plus materials) for a two-man crew for four hours, and so on, depending on site needs.

To inquire about using the Gibbs Direct program for your unit, email our Gibbs Area Manager, **Kevin Colclasure** at kcolclasure@gibbslandscape.com before January 10, 2020. Kevin will be available to meet Monday – Thursday from 8:00 AM – 4:00 PM.

extensive landscape, but irrigation has been our single largest challenge for the past several years. Gibbs successfully restored our irrigation system to approximately 95% reliable functioning by the end of May, and then continued to make progress with the system throughout the summer. In October, Gibbs completed warranty replacement of approximately \$10,000 for plants and re-installation of 10 pallets of sod that had died as a result of irrigation issues. We are pleased that the irrigation system was fully operational when we winterized the system in early November.

In addition, working with Gibbs, we made the following significant investments:

- Correcting drainage issues that led to significant leaks.
- Installing 50 more pallets of replacement sod.
- Installing another \$35,000 of additional replacement plants throughout the property.

Gibbs has also provided significant improvement in the quality and reliability of our property landscaping maintenance. In addition to normal weekly maintenance, Gibbs has focused on much-needed trimming and pruning, and on removing dead plant material from around the property. They will continue to remove diseased Indian Hawthorn, junipers and rose bushes.

Beech Haven Trail Sidewalk Project

The Cobb County sidewalk project outside the Beech Haven gates is finally complete. The county removed a substantial number of our shrubs and trees, and caused significant damage to our irrigation system in the construction area. We have budgeted to begin restoration of these areas in early 2020.

Tree Maintenance

In addition to Gibbs, we contracted with ArborForce Tree Service. We have been impressed with their tree removal and tree pruning expertise. This service will be of increasing importance to us as already mature trees on the property continue to grow and block so much sunlight that grass cannot survive. Selective pruning and tree removal has made it possible to restore grass in several areas.

Blue Sky Area Improvements

Using Gibbs and ArborForce resources, we were also able to make significant improvements to the area across Log Cabin Drive, in front of our Log Cabin Gate (sometimes called the Blue Sky area). Although this is Georgia Department of

Leasing at Olde Ivy

All three sub-associations (Townhomes, Condos and The Manor) are now contracted with **Rental Monitoring Solutions (RMS)** to assist in managing leased units. Owners apply through RMS, which processes background and credit checks. RMS collects a fee from the owner for this service.

When you lease a unit at Olde Ivy, you must abide by the [governing documents](#). These documents contain important information, rules, and regulations that apply to all residents. Landlords must make sure their tenants understand and abide by the covenants.

Email contact@rmsassist.com with any questions related to leasing your unit.

Transportation property, our work cleaning and maintaining the area has positively impacted the appearance of our community as well.

Neighborhood Gates

In 2018, the 20 year-old exterior gates were a major source of frustration, with at least some gate functionality down approximately 30% of the time. We began a proactive maintenance program with Allstate/ECA in February to improve the reliability of the gate systems. This program increased reliability, but the gates were still down for approximately 45 days. Gate outages were caused by a variety of problems including car and truck collisions, bad control boards and gate communications issues. We understand the importance of gate reliability to our residents and are committed to acting with a sense of urgency toward improving their reliability.

Clubhouse and Pool

Restoration of the Clubhouse and pool required a lot of work. We completed the following projects in March and April:

- Installation of new Clubhouse roof and replacement gutters.
- Exterior rehab of the Clubhouse, including replacing rotted wood and repainting.
- Rehab of the pool deck and arbor, including replacing rotted wood and repainting.

We began a contract in 2019 with Advantage Pools.

Advantage made necessary repairs to our old pool system and replaced needed components in February to insure a successful May 1 pool opening. Advantage has proven to be a reliable and competent service provider and good partner to Olde Ivy.

Asphalt / Curb Repair & Paint

We completed a major project to patch/seal the asphalt roads, and patch/ paint the red curbs throughout the property. Our 20 year-old roads require thorough maintenance to extend their useful life. We plan to perform another patch/seal/paint cycle of road and curb maintenance again in 2024. Hopefully, these efforts will delay the need to complete repaving until 2029. Repaving will be a major expense, currently forecast to be approximately \$750,000.

We thank you for your patience and support during the inconvenience.

Reserve Study

We authorized Ray Engineering to complete our first comprehensive Reserve Study in eight years. A Reserve Study analyzes current infrastructure (including buildings, roads and plantings) and proposes the targeted spending that will be needed on a year-by-year basis over a twenty-five year time span to properly maintain or replace that infrastructure.

The Board reviewed the study's assumptions carefully, and used them for both preparation of the 2020 budget preparation and long term planning.

Insurance Review

We completed a comprehensive insurance review for Neighborhood coverage, vetting several "A" rated carriers and reviewing our policy provisions. After determining that Olde Ivy was under-insured on the Clubhouse, we increased our coverage from \$564,000 to \$954,000. In addition, we increased our liability coverage from \$4 million to \$9 million, largely related to the pool. Our premium increase was \$6500 annually.

Financial Overview

As of November 30, the Neighborhood Association's Consolidated Balance Sheet reflected a balance of \$122,356. YTD income was \$517,957 against a budget of \$519,453. YTD Expenses were \$731,362 against a budget of \$630,791.

Important Note: Neighborhood Board meeting minutes, financials and budget are posted at [Olde Ivy website](#) each month for all to view.

Thank you to all Olde Ivy residents for your support throughout 2019. We look forward to a productive 2020 serving the community.

***2020 Neighborhood Association Board of Directors:** John Holthaus (The Manor) - President, Sal Esposito (Townhomes) - Treasurer, Leslie Maddock (The Manor) - Secretary, Laura Dowling (Condos) - Director, Beth Jones (Townhomes) - Director*

Condos Association

***2020 Condos Association Board of Directors:** Laura C Dowling - President, Jennifer Waldrup - Secretary/Treasurer, Dave Bauer - Director*

On November 4th, the Condo Board held its annual meeting to review the projects undertaken in 2019 as well as the roadmap for 2020. We did not have a quorum, so all officers remain the same.

In 2020, we will increase our monthly association dues by \$25 per unit/per month to cover the additional Neighborhood Association dues.

Projects Completed in 2019

The Condo Board replaced all our roofs—including the garages—using insurance claim money, paid out for storm damage. This allowed us to keep the Reserve account untouched.

Major Upcoming Refurbishment/Repair Project

For 2020, we will focus on assessing our units to understand the refurbishment/maintenance needs for all of our building exteriors, including the garages. Based on the amount of refurbishment/reconstruction the Townhomes undertook in 2019, we anticipate that there will be a significant amount of rotted wood/trim that will need to be replaced before we are able to repaint.

While the Board will work closely with Brittany Pinto-Williams, our Property Manager, to secure competitive and cost-effective bids for the work, we anticipate that the overall cost will exceed our



Reserve Funds, so a special assessment may be necessary to get the buildings/ garages back in fighting shape.

Covenants Issues

We will also focus on covenant adherence and assessing fines for violations. A copy of the documents should have been provided as part of your purchase paperwork. If you didn't receive, or have misplaced it, the documents are available at oldeivy.org/governing-documents for your reference. Owners must make sure that any renters fully understand their responsibilities under the Covenants, as they (the owners) are responsible for their renters.

A few highlights for our newest residents:

- **Parking:** Each unit has a garage and a designated Reserved space. The garage is for parking vehicles only and must not be used for storage or other activity without prior approval by the Condo Board. If a unit has two cars, one should be parked in the garage and the other in the assigned Reserved space.
- **Window Treatments:** The color of all window treatment visible from outside the unit must be white or off-white.
- **Trash Bins/Recycling Containers:** Residents must place their containers outside either the night before or the morning of collection. Containers must be returned to the garage by that evening.
- **Leasing:** Owners may lease their unit only after applying for and receiving a leasing permit. The Condo Board has partnered with RMS to administer and manage all leasing activity. Our goal is to bring us into compliance with our governing documents, limiting the number of leased units to 25%, or seven units. Contact the Property Manager at propertymanager@oldeivy.org for assistance.

Manor Association

2020 Manor Association Board of Directors: Joe Winland - President, Shirley Sharp - Vice President, Leslie Maddock - Secretary, Debbie Henderson - Treasurer, John Holthaus - Director

Important Note: Manor Board meeting minutes, financials and budget are posted at Olde Ivy website each month for all to view.

Financial Information and Budget Notes for 2020

For 2020, the Neighborhood Master Association contribution increase of \$20.00/unit/month will be absorbed within the Manor Budget, so the Manor dues will not increase in 2020. This is possible because the Manor bank loan (required to help finance the dry pipe fire suppression system five year ago) will be paid off in January 2020.

The annual \$200 per-unit assessment will be due March 1, 2020.

Following the Manor Reserve Plan, the following capital projects are planned for 2020 :

- Interior Refresh Building 4950 (This is the last building to have full interior refresh in this cycle.)
- Exterior Painting and Repair of Buildings 4850 and 4905.
- Replacement of two common area HVAC systems with commercial grade units. These new units will provide more capacity and reliability.

Additional Major Cost Projects Completed in 2019

The Board oversaw many major projects to improve the appearance and efficiency of the seven Manor buildings, including the following:

- Completed Interior Refresh at buildings 4905 and 4955.
- Replaced common area HVAC units at buildings 4805 and 4810.
- Completed preventive maintenance for all common area HVAC systems.
- Winterized the fire suppression systems.
- Converted building and elevator lights to LED bulbs.
- Passed annual fire alarm and fire sprinkler system inspections by the Cobb County Fire Marshall, and completed work to bring the buildings fully in line with code.
- Completed a Reserve Study and Plan.
- Repaired and improved trash containers and trash rooms, and pressure-washed the trash room floors.
- Repaired down spouts.
- Cleaned garage drains.
- Repaired building flat roofs.
- Replaced garage door side entrance door locks.
- Tested and replaced emergency light batteries.
- Checked and repaired garage gates that did not open during power outage.
- Completed repairs to units in building 4810 that were water damaged due to the negligence of an HVAC contractor activating a fire sprinkler head.
- Cleaned all carpets in common areas (annual cleaning).
- Checked and replaced water meters and sending units.

- Installed cabinets to hold touch-up paint for building interiors.

Additional Work

The Board oversaw many smaller repair projects for individual buildings, including repair of exterior bricks, gutters, and garage gates.

Important Notice for Manor Unit Owners Regarding HVAC Replacement!

Many Manor unit owners are replacing HVAC systems and hot water tanks. To avoid major water damage caused by fire suppression sprinkler heads in the HVAC area, select a reliable and experienced contractor.

HVAC contractors can cause significant water damage to Manor units by carelessly activating a fire sprinkler head in the replacement area. Heat from torches or accidental blows to the fire sprinkler head can activate the fire sprinkler system, releasing a large volume of water into the owner's unit and also into neighboring units. Neighbors may have to relocate from their units while extensive repairs were completed.

In addition, overflow from a clogged condensate line in the HVAC unit can cause water damage in neighbor units.

Requirements for HVAC contractors

To avoid catastrophic damage to your and others' units, Manor owners MUST follow these requirements:

- Select an HVAC contractor that has experience working in areas in which fire sprinkler heads are present. Ensure that the contractor knows that protection of fire sprinkler heads is mandatory.
- Require proof of insurance from the contractor. A unit owner can incur extraordinary expense if a contractor does not have insurance and a catastrophic water damage event occurs.
- Request and contact references.
- Have your HVAC contractor check and clean the condensate line twice a year. Your contractor can also show you how to clean the condensate line.

If you do not already have an HVAC contractor that meets Manor requirements, you may wish to use one of the following known and reliable contractors:

- Bartlett Heating and Cooling at 770-429-0278
- Cool Masters Heating and Cooling at 678-799-7999
- Casteel Heating, Cooling, Plumbing and Electrical at 770-766-1657

These contractors have replaced HVAC systems in Manor units and also provide maintenance service. (The Manor HOA does NOT receive referral compensation from these vendors.)

Townhomes Association

2019 Townhomes Association Board of Directors: Rod Johnson - President, Sal Esposito - Treasurer, Beth Jones - Secretary, Buddy Perrin - Director, Ken D'Anastasio - Director

Roofing Project

The Townhomes Board undertook a massive roofing project this spring. Baldpates General Contractors (BGC) completed removing and re-roofing all 113 townhomes. We had previously re-roofed 7 townhomes over the years for various reasons, individual to the units. The new roofs are constructed with GAF Timberline HD Algae Resistant 50-year shingles and completed to the manufacturer's highest-level premium "Gold Pledge" warranty. The warranty provides for 100% warranty on labor and materials for the first 20 years and a prorated warranty on materials for the next 20 years. HOA projects are categorized as a commercial application by GAF and therefore are only eligible for a maximum warranty of 40 years even though the shingle itself is rated at 50 years.

Ray Engineering provided project management and GAF did a final inspection to ensure that we received a high quality product. BGC completed all attic inspections with homeowners. BGC also provided a 20-year labor and materials warranty on the seven townhomes that had new roofs previously installed. The expense of the new roofs was approximately \$1 million, which has been covered by our State Farm Insurance claim filed in September 2018. Additionally, a supplement to the original claim has been filed on each townhome building. The supplement primarily addresses the soft metal items such as metal roofs, shrouds, gutters, downspouts and garage doors. We are hopeful to get State Farms response in the next few weeks so that the additional work can be completed in early 2020.

Phase III Paint Project

This was the final phase of a three-year paint and exterior rehab project that began in 2017. This phase impacted the 22 townhomes on English Ivy Court. BGC was the contractor on the project. During the roof inspections we found several issues in higher locations on the 53 townhomes done in 2017, Phase I of the project. Exterior rehab and painting of these isolated issues was completed in September.

Deck Staining & Rehab Project

We stained and repaired all 100 wooden decks. We also stained and repaired the HVAC screens and wooden gates for the courtyard homes as part of this project. We have a five-year warranty on labor and materials on the stain, and a two-year warranty on any repairs. Gray Contracting was the contractor for the project.

We are hopeful not to have any substantial deck-related expenses until we begin replacing decks in 2024. This deck replacement project will be a major expense and is forecast to be approximately \$750,000.

Lease Management

The Townhomes Association is bound by the rules outlined in our Governing Documents dealing with "Leased Units." The total number of leased units is limited by the Governing Documents to 25% or 30 units. This ratio is very important and, if not managed correctly, can impact our ability to get insurance and the ability of homebuyers to obtain financing. It would also affect the value of our property.

The Board of Directors is responsible for managing the leasing process including issuing required Leasing Permits. The townhomes had several leased units sell in 2019, and we are well below the 25% cap for the number of leased units allowed. In order to sustainably manage the leasing process,

the Board contracted with Rental Monitoring Solutions (RMS) to audit and assist in managing units being leased. The program was fully implemented this summer.

RMS charges each leasing owner an annual fee of \$199. Additional fines and fees will be issued to any non-compliant owners leasing their units.

Covenants Enforcement

The Board is also bound to support the covenants outlined in our Governing Documents. Resident complaints regarding covenant violations are forwarded to Silverleaf Property Management Group upon receipt. Silverleaf sends an initial letter to the owner advising of the violation.

It is the owner's responsibility to respond to the violation letter. If Silverleaf does not receive a prompt response, a second letter is issued. If Silverleaf does not receive a response within ten days, a final violation letter is issued advising the owner that a \$25 per day fine will be imposed until the violation is corrected, the owner advises Silverleaf of the correction, and the correction is verified.

Reserve Study

The Townhomes contracted with Ray Engineering to perform our first-ever reserve study. The Board reviewed the study assumptions extensively and used them to prepare the 2020 budget, and for long term planning.

Financial Audit

The Board retained Alford & Alford, Certified Public Accounts, to perform our first audit of the Townhomes Association. The audit of our 2017 financials was completed in April. They audited expenditures, payables and processes associated with both the Townhomes Association and CMA. We received a clean audit with no significant findings.

The Board decided not to fund an additional audit at this time given the limited perceived benefit but recommends that future audits be done routinely every few years.

Financial Overview

As of 11/30/2019, the Townhomes Association's Consolidated Balance Sheet reflects total assets of \$824,803. The November YTD Financials reflect Total Revenues of \$518,873 against a Budget of \$509,446. The November YTD Total Expenses are \$702,011 against a Budget of \$596,767.

Historical, as well as, current financials are available on the oldeivy.org website. Monthly Board Meeting Minutes and monthly Talk of the Townhomes newsletters are also posted on oldeivy.org.

Thank you to all Olde Ivy Townhomes residents for your support through 2019. We look forward to a productive 2020 serving the community.

2020 Townhomes Association Board of Directors: Beth Jones - President, Sal Esposito - Treasurer, Glenda Copeland - Secretary, Buddy Perrin - Director, Ken D'Anastasio - Director