**Old Ivy Townhome Association, Inc.**

**General Session Board Minutes**

**Tuesday February 13, 2024**

Attendees: Board Directors: Beth Jones, Jim Lyon, Casey Pustelnik; Access Property Management: D’ Ari Butler (Property Manager)

**General Session**

The Board meeting was called to order by Casey at 6:30 pm. Casey chaired the meeting as Vice President in Sydnee’s absence and Beth is taking minutes in Malique’s absence.

A quorum was established.

The January meeting minutes were approved by the board via email on 1/22/2024.

**Treasurer’s Report**

**January 2024 Financials:** Beth provided highlights of the January 2024 financial report. The report shows a deficit in our TH Money Market (AAB) account of ($31,669.17). Access will correct this. Operating income was $5,245.43 under budget. This is due to several unpaid homeowner accounts. Account 430, Waste Removal, is $5,152.85 over budget for the month. This is because we made a quarterly payment for January – March. This will balance out over the next 2 months. Account 530, Termite Bond, is over budget by $127.92. This is because we did not have the correct renewal rate when the budget was approved. This account will remain over budget. Account 540, Pest Control, is $294.50 over budget because the January payment was for 2 months. This should balance out in February. Account 700, TH Exterior Repairs, is over budget by $666.33. $998.00 charged to this account is for an Amazon delivery that damaged a home which we were reimbursed for. CY Repairs & Maintenance are $1,193 under budget for the month. After discussion, the Board voted to approve the January financials.

**Phase 1 Paint Project:** Beth provided the final paint project budget update. Overall, the Townhomes Phase 1 paint project was 42% over budget. The Blueprint contract was awarded for $256,873 which was $40,873 over budget. Blueprint change orders totaling $17,590 were authorized. Huie Services’ contract totaled $30,981, or 12% of the total project cost. Beth explained that the project costs increased significantly over budget due to required rotten wood repairs, the increased cost of materials and labor since the reserve plan was developed, and the cost of Huie Services project management.

**Phase 2 Paint Project:** Based on Phase 1 paint project costs, Beth stated that we should expect Phase 2 to be over budget by a similar amount. Beth is developing an RFP for project management services. Huie Services has expressed their interest. D’Ari has found at least 1 additional company to bid. We need to find a 3rd bidder. The board briefly discussed the need delay the deck repair and stain project by a year. After discussion, the Board decided that an ad hoc meeting needs to be scheduled to concentrate on this project and review the project management RFP. Beth and D’Ari will get it scheduled for the week of February 19th.

**Property Manager’s Report**

D’Ari gave his report. There are only two outstanding work orders: 2316 EIC for deck issues and 4649 IGC for a water meter issue. Beth asked D’Ari to schedule Fix n Flow to check the new water meter that they installed on 12/27/23. We have not gotten any readings since the meter was installed. Beth and D’Ari will assess the 2316 deck on Thursday morning.

Homes with Juliet balconies and bay windows need to be repaired per the engineer’s report. D’Ari is still working to get 3 estimates for the Board to review.

Casey found several pieces of roof shingles in front of his home. After discussion, he will drop them off at the clubhouse so that D’Ari can have them identified as new or old shingles. It is possible that these were in the gutters that were recently cleaned. Casey will check for leaks in his attic.

**Insurance Letter:** Jim presented his draft letter to notify our current insurance carrier that we will be forming an insurance committee headed by Casey to assess and request quotes from other carriers for our insurance coverage for 2025. The Board approved the letter. Jim will send it this week.

Beth made a motion that Jim seconded and all approved to adjourn the meeting at 7:20pm.