

INVERNESS MASTER HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes - Tuesday, March 21, 2017

The meeting was called to order by President Brad Green at approximately 7:05 pm.

**Board Members present:**

Brad Green (IMHA President)  
Lindsay Mardick (Director, Woodford/IMHA Vice President)  
Mat Adams (Director, Inverness Point)  
Jim Baxter (Director, Inverness Green)  
Rick Bloom (Director, Town of Adam Brown)  
Liz Bishop (IMHA Secretary/Director, Country Club Village)  
Art Fleet (Director, Kerry Downs)  
Sallie Cox (Director, Selkirk)  
Joe Clark (IMHA Treasurer/Director, Summerwood)  
Ashley Cooper (Director, Kirkwall)

Also attending: Darlene Windom and Mary Carolyn Boothby of Boothby Realty. Several homeowners were present.

**Approval of Meeting Minutes:**

January regular meeting:

Motion: Lindsay Mardick                      Second: Joe Clark

Minutes were approved unanimously with no discussion or objections.

February Special Board meeting:

Motion: Joe Clark                                  Second: Jim Baxter

Minutes were approved unanimously with no discussion or objections.

Regular February/Annual meeting:

Brad Green pointed out one needed revision; that the Board will discuss and recommend a method for distributing budgets to homeowners other than posting to the IMHA website where vendors would have access.

Motion to approve minutes with revisions: Art Fleet              Second: Joe Clark

Minutes were approved unanimously with revisions noted and with no additional discussion or objections.

March Special Board meeting:

Ashley Cooper noted one revision to the minutes that her name be added to the Board members present.

Motion to approve minutes with revisions: Lindsay Mardick              Second: Joe Clark

Minutes were approved unanimously with revisions noted and with no additional discussion or objections.

**Treasurer's Report:**

Treasurer Joe Clark reported on current balances of the IMHA. However, no aging reports were available.

**Status of Management Company Search:**

President Brad Green reported that Boothby Management Company's contract expires on March 31, 2017 and that the Board exercised its option against automatic renewal. Following presentations from four management companies in addition to Boothby, the Board selected Southern Property Management Group in a special board meeting held on March 14, 2017. SPMG will assume management of the IMHA on April 1, 2017.

**Homeowner Forum:**

One homeowner had questions regarding the distribution of homeowner fees; upkeep of their community's natural areas, percent of rental homes and neighborhood financials.

Representatives from Boothby Realty were invited to speak. Mrs. Boothby thanked the Board and Inverness homeowners for their past support.

Brad Green reported that he has communicated with the companies who responded to the IMHA RFP, thanking them for submitting and presenting to the Board.

**Old Business:** There was no old business for discussion.

**New Business:**

Art Fleet (Kerry Downs/Heather Point) reported that some Heather Point invoices were being submitted directly to the management company without first being approved by the neighborhood director. The Board advised that Art have those homeowners follow required practices for submitting invoices for reimbursement. Brad Green advised that the to-be-named Finance Committee will draft procedures for handling reimbursements.

President Brad Green proposed that the Board appoint standing annual IMHA committees as called for in the IMHA Bylaws, Article 12.3 as follows:

- Finance Committee to assist the Treasurer in internal audits and financial planning of the IMHA. Lindsay Mardick made a motion that this committee be headed by Treasurer, Joe Clark. Rick Bloom seconded. The vote carried unanimously.
- Communications Committee to promote better communication of IMHA and homeowners (including distribution of budget information). Joe Clark made a motion that Liz Bishop chair this committee, and Rick Bloom seconded. Vote was unanimous.
- Welcoming Committee to assist subdivisions in welcoming new members to Inverness and provide information to new members about IMHA. Jim Baxter made a motion that this committee be headed by Sallie Cox with a second by Rick Bloom. Motion carried unanimously.
- Mediation Committee to act as an internal mediation panel to help resolve conflicts between the IMHA and members/homeowners as set out in Article 14 of the IMHA Bylaws. Motion was made by Rick Bloom that President Brad Green solicit names for this committee chair. Jim Baxter seconded the motion. Motion carried unanimously.

The Communications Committee will discuss and make recommendations for distribution of budget information to homeowners.

Director Sallie Cox proposed the following motion:

That the IMHA Board adopt and begin using a form for recording Policies and Procedures, to be added to or amended at the Board's discretion, with the stated purpose of creating a written record of operating decisions for record keeping purposes along with the added benefit of training future Board members.

Motion was seconded by Joe Clark and approved by majority vote of the Board.

**Executive Session:**

Motion was made by Lindsay Mardick that the IMHA Board enter into executive session to discuss past due assessments and fines. Joe Clark seconded the motion, and the motion carried unanimously. Homeowners were dismissed from the executive session.

The Board discussed unpaid delinquent fees and/or assessments and the recommendations of the Board's attorney. Treasurer Joe Clark recommended filing garnishments after suits are filed. Suits will include amounts owed IMHA, costs of attorney fees and court costs.

Rick Bloom made a motion to allow President Brad Green discretion when deciding which of the delinquent accounts listed in the attorney's spread sheet with balances of \$500 or more may be subject to suit. Jim Baxter seconded the motion. Motion carried unanimously.

**Motion to Adjourn:** Since there was no additional old or new business, Jim Baxter made a motion to adjourn. The motion was seconded by Rick Bloom. There was no opposition and the motion carried. Meeting was adjourned at approximately 8:30 pm.