

INVERNESS MASTER HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes - Tuesday, May 16, 2017

The meeting was called to order by President Brad Green at approximately 7:00 pm.

Board Members present:

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

Board Members absent:

Jim Baxter (Director, Inverness Green)
Also attending: Kim Coe and Barrett Oakley, Southern Property Management Group.

Approval of April Meeting Minutes:

Secretary Liz Bishop had distributed April, 2017 meeting minutes prior to the Board meeting.
Motion to approve the minutes: Joe Clark Second: Lindsay Mardick

Treasurer's Report:

Treasurer Joe Clark reported that all cash had been returned to the IMHA accounts by Boothby. He stressed again the importance of a 70%/30% reserve to operating account ratio for each neighborhood. Directors who wish to make changes to their available funds should contact SPMG.

Joe also requested that corrections be made to the IMHA master balance sheet. This was confirmed by Kim Coe via SPMG's accounting manager, Deneise Fondren.

Motion to approve the financial report: Rick Bloom Second: Lindsay Mardick
Report was approved unanimously.

SPMG Manager's Report:

Kim reported that they had encountered some minor problems with the CINC conversion, but that violation letters were being worked on. The majority of violations were lawn issues. Ultimately, the specific covenant that addresses a violation will be inserted into a violation letter and a photo included. Brad suggested that violation letters be sent to Directors before being sent to homeowners. After discussion, it was decided that copies of letters will be sent to both the homeowner and the appropriate Director simultaneously.

ACC Approval Steps:

It was agreed that any ACC request will be sent from SPMG to the appropriate neighborhood director. The director will forward the request to their ACC members for approval. Director will advise SPMG of ACC approval or denial via signed ACC approval form. SPMG will then notify the homeowner regarding the disposition of the request.

The issue of dead or dying trees is not covered in the covenants. This will be addressed in a later discussion.

Old Business:**Collections:**

Brad has spoken with collection attorney, Maury Cobb. They discussed a strategy of mailing letters, calling on the homeowners and then moving forward with suits after 30 days per the Fair Debt Collection Practices Act. Letters were mailed early in May, and Mr. Cobb's team is currently making follow-up calls in an effort to collect past due accounts, concentrating on the oldest accounts first. They will be trying to collect both past due annual fees and late fee add-ons.

Art Fleet, Kerry Downs director requested permission to file liens on past due homeowners, since that subdivision has a large amount of uncollected dues. It was advised that liens need to be filed by the IMHA in order to be covered by our liability insurance.

Barrett Oakley of SPMG reported that there is a credit reporting agency that reports on non-dues-paying homeowners. The debt is then reflected on the homeowner's credit report. The cost for this service is billed as a flat fee per homeowner. Barrett agreed to send a link to the service's website to directors for further information.

SPMG is also checking to see if delinquent homeowners have been sent statements.

Coyotes:

Art reported that several homeowners had seen coyotes in their neighborhood. It was reported that we are currently paying Alabama Wild Works a retainer and we have a budget line item for each trapped coyote. After discussion, Brad suggested that we revisit trapping in the next budget discussion.

Natural Area Checklist:

Lindsay passed out a comprehensive Natural Area Checklist and asked that each director review the list for accuracy and respond to Lindsay and to SPMG. The list will be used as a guide for determining covenant compliance.

Shrubs on Inverness Parkway Behind Country Club Village:

Liz Bishop presented an estimate for extending the holly shrubs and pine straw along the Parkway behind CCV to the corner of Country Club Drive. This will be a part of the Parkway Improvements begun previously.

Motion to approve: Liz Bishop Second: Mat Adams

Lindsay Mardick abstained.

New Business:**Finance Committee:**

Treasurer Joe Clark presented a Policies & Procedure guide for the Finance Committee. The guide spells out the duties of the treasurer and structure of the Finance Committee.

Motion to approve: Joe Clark Second: Sallie Cox

The motion carried unanimously.

Inverness Point Request for Special Checking Account:

Director Mat Adams requested that Inverness Point be allowed to open a special checking account, separate from its operating account. These funds will be taken from its operating account and used to pay minor, recurring expenses associated with its clubhouse and pool. He proposed that SPMG cut them a check equivalent to approximately 20% of its total funds.

SPMG requested a "hold harmless" document, and treasurer Joe Clark requested that the Inverness Point board prepare a resolution to set aside a specific amount, specifying how it will be used. They will also need to provide a release to SPMG.

The proposal is pending receipt of above documents and Inverness Point Board approval.

Missing Plants:

Brad reported that plants have been taken from the Valleydale Road and the Selkirk entrances. John Mardick suggested that we create a plaque to discourage people from taking the plants. He agreed to work on suggested wording for a plaque; something along the lines of "your IMHA dues at work".

Kerry Downs Water:

Kerry Downs/Heather Point director, Art Fleet made a motion that the IMHA underwrite the repairs to the irrigation at the Kerry Downs entrance, stating that Kerry Downs is not asking for the IMHA to pay for the repairs, only to advance the funds until Kerry Downs can make arrangements to raise the money. They will then fully reimburse the IMHA. Cost of the project is approximately \$6400.

Treasurer Joe Clark suggested that Kerry Downs make a vigorous effort to collect its past due fees and fines and consider an assessment to cover the cost.

There was no second to the motion, so the motion was tabled.

Subsequent to the meeting, Art made a motion via email that the IMHA fully fund the repairs to reestablish water to the north side of Inverness Parkway. He stated that after the repairs are complete, Kerry Downs will be responsible for the water bills.

Since these repairs directly affect the aesthetics of the IMHA, Art is requesting that IMHA fund the entire repair cost from IMHA funds.

Art will not be able to attend the June board meeting, but Ted Stuckenschneider will attend as proxy for Kerry Downs/Heather Point. The motion will be made again and voted on at the June board meeting.

Motion to adjourn:

Rick Bloom made a motion to adjourn the meeting.

Second: Lindsay Mardick

The motion carried unanimously. The meeting was adjourned at approximately 8:40 pm.