

INVERNESS MASTER HOMEOWNERS ASSOCIATION

Board of Directors Meeting

Tuesday, July 18, 2017

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

**Board Members present:**

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

**Board Members absent:**

Lindsay Mardick (Director, Woodford/IMHA Vice President)

Also attending: Kim Coe and Barrett Oakley, Southern Property Management Group

**Approval of June 2017 June Minutes**

Prior to approval of the minutes, Sallie asked when she should reserve the fire station for the Flag ceremony. Brad stated that because it is difficult to schedule during summer vacation months, he will find out from the Lions Club when they will install the light, and the event date will be scheduled based around that date. The fire station will be reserved accordingly.

Motion to approve the May minutes: Rick Bloom            Second: Joe Clark  
Minutes were approved unanimously.

**Financials:**

There was a brief discussion regarding clarification of the "Intent to Lien" provision.

SPMG reported that several liens have been filed subsequent to the previous board meeting:  
Two in Woodford; one in Selkirk and three in Kerry Downs

Brad reported that the attorney recommends that delinquent homeowners be sent a demand letter giving them 30 days to respond. If homeowners have not responded by that time, IMHA should file suit as soon as possible.

Motion to approve current financials: Sallie Cox            Second: Jim Baxter  
Report was approved unanimously.

**SPMG Manager's Report:**

Collections update – SPM reported on closings, violation letter and liens recorded.

Sallie stated that July inspections were not done until June 30<sup>th</sup>. SPMG responded that the reason for this was to get letters of non-compliance to homeowners during the shortened holiday week. Under normal circumstances, inspections will be done around the first of the month. Sallie would prefer that inspections not be done on Friday, since many homeowners who receive letters regarding overgrown grass or shrubs mow on Saturdays.

Anna with SPMG will be doing all IMHA drive-throughs going forward to make sure they get completed early in the month and preferably not on Friday. Follow-ups are 15 days after the initial inspection. If the violation has not been addressed by the homeowner within 60 days, a demand letter will be sent via Certified Mail. A lien will be filed at the end of 90 days if the violation has not been corrected.

Resolution:

If the violation has not been addressed by the homeowner within 60 days, a demand letter will be sent via Certified Mail. A lien will be filed at the end of 90 days if the violation has not been corrected.

**Old Business:****Collections:**

SPMG is still trying to confirm any possible exposure to them if they report delinquent accounts to the credit bureaus, particularly since there have been prior instances where Boothby showed some homeowners as delinquent, when in fact they had paid. SPMG wrote off the late fees collected by Boothby from IMHA on timely paid accounts. However, IMHA has not been reimbursed for the cost of filing the lien, resulting in lost revenue.

**Mid-year E-blast to Homeowners**

Brad proposed that we send a mid-year e-blast to homeowners that requests they contact us with any issues that may concern them. Homeowners should respond directly to the Board for consideration, and not to SPMG. Brad will draft the letter and forward to board members for comments or approval.

**Inverness Point Release**

SPMG stated that they generally send 1099's to vendors to whom they write checks during the year. SPMG will only issue one check annually to IP for incidental expenses. Since they are not paying small vendors for work done for Inverness Point, SPMG wants to make sure that Inverness Point knows that it will be their responsibility to issue 1099's to vendors that exceed the amount required by the IRS for a 1099. In addition, SPMG is concerned about the checks they have already written in 2017. IMHA and Inverness Point will square this with the accountants at year end.

**Heather Point**

Brad will advise Heather Point homeowners via email that all requests for reimbursements must be approved by Art Fleet, the Kerry Downs Director rather than submitted directly to SPMG.

## **Collections Protocol**

Art has drafted a protocol to be followed when lien-filing becomes necessary. It is as follows:

- Annual dues notice to be sent no later than December 15 of each year preceding dues year.
- Dues are due on January 1 of each year and delinquent on January 31 of each year.
- February 1: An assessment of \$\_\_\_\_\_ will be added to the delinquent homeowner's annual dues. Also, a letter to the homeowner advising them that their dues are delinquent and that an assessment has been added.
- March 1: Another late assessment of \$\_\_\_\_\_ will be added to the homeowner's annual dues and previous assessment. A second letter is sent to the homeowner advising of the late fees and assessment charges and informing the homeowner that effective April 1, a lien will be placed on the property.
- April 15: **IMHA** places liens on all properties with delinquent annual dues still outstanding. Sallie agreed to draft the liens and Art will take responsibility for filing the liens in the Shelby County Courthouse.

The board discussed the pros and cons of adopting this protocol including the time required and possible exposure to the board. Formal motion was made by Art Fleet and seconded by Sallie Cox. Board members voted as follows:

Yes: Ashley, Joe, Art & Sallie

No: Matt, Liz, Rick & Jim

Due to the tie vote, Brad voted yes to break the tie.

Motion carried and will go into effect with the 2018 calendar year.

## **Applecross:**

Brad reported that Kim Clark, president of the Applecross subdivision will present a proposal to their homeowners at its annual meeting that they join the IMHA. Brad and Lindsay had advised Kim that the IMHA would be in touch the week of July 17. Applecross had already reached out to SPMG, and SPMG responded directly to them. We had previously advised that Applecross annual fees would be prorated based on when they join and that Applecross will need to have their homeowners vote on the proposal. If approved, IMHA will respond after Applecross covenants have been tweaked to conform to IMHA bylaws.

## **Homeowner Forum:**

Beth Szymborski of Country Club Village asked if River Brook is a member of the IMHA. Brad reported that they do not.

Fran Nagi of Woodford reported that several large, live trees had been cut in the buffer area where Kirkman Preserve adjoins Woodford. The trees had been cut by Kirkman Preserve's landscaper because they were "in danger of falling on nearby homes." The trees are on Kirkman property and not on Woodford property, and the Kirkman HOA approved the cutting of the trees. Brad and Woodford director Lindsay Mardick will draft a letter to Kirkman Preserve's property manager, McKay/Associa.

**Old Business:**

The attorney hired by IMHA to check into the Woodford homeowner's fence has not met with the homeowner or her attorney. In addition to the issue with the non-compliant fence issue, the homeowner has now removed trees without ACC approval. Brad will make another contact.

Sallie asked when directors will have access to reports via CINC. SPMG/Deneise will send access information where we can view violation letters, financials, etc.

Motion to adjourn: Jim Baxter                      Second: Joe Clark

Meeting adjourned at approximately 8:40 pm.