

# INVERNESS

MASTER HOMEOWNERS ASSOCIATION

Board of Directors Meeting

Tuesday, October 17, 2017

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

Brad reiterated the reason for the location change, which was due to a conflict in scheduling for the Hoover Fire Department location.

**Board Members present:**

Brad Green (IMHA President)

Liz Bishop (Director, Country Club Village/IMHA Secretary)

Rick Bloom (Director, Town of Adam Brown)

Joe Clark (Director, Summerwood/IMHA Treasurer)

Frank Taylor (Proxy for Ashley Cooper, Director/Kirkwall)

Sallie Cox (Director, Selkirk)

Art Fleet (Director, Kerry Downs/Heather Point)

Lindsay Mardick (Director, Woodford/IMHA Vice President)

Jim Baxter (Director, Inverness Green)

**Board Member absent:**

Mat Adams (Director, Inverness Point)

Also attending: Kim Coe and Barrett Oakley, Southern Property Management Group and a number of Inverness homeowners.

**Approval of September 2017 Minutes – Sallie Cox:**

It was requested that the homeowner reference to the Inverness Greenway be omitted, but was okayed as previously written.

Reference to Selkirk standards was approved as amended.

The deletion of homeowner accounts portion of the Executive Session minutes was okayed as approved.

Motion to adopt the minutes with Sallie's revisions: Art Fleet Second: Jim Baxter

Minutes will be revised and sent to web master for posting to the IMHA website.

**Financials:**

Treasurer Joe Clark gave the financial report stating that there are still some discrepancies in the SPMG financial reports totals. Further discussion to be held during discussion of accounts, violation process, etc. for September and October financials.

### **Management Company Report for the period ending September 30:**

SPMG reported on the number of violations per neighborhood (4 in Country Club Village, 6 in Woodford, 18 in Selkirk, 14 in Adam Brown, 14 in Kerry Downs and 6 in Kirkwall. HOA assessment letters sent (2); ACC requests received (5). Admin work on behalf of IMHA and collections filed included:

“Nominations for Directors mailed and emailed to homeowners; budget worksheets emailed to Directors; broadcast “Meeting Notice” emailed to homeowners; IMHA meeting with SPMG on October 6; broadcast October meeting location change; correspondence with Deneise regarding accounting; correspondence with Directors regarding neighborhood drives and violations; correspondence with homeowners concerning violation letters; normal owner calls for general information and CINC login information and Agent of Record update.

Kim presented a spreadsheet on collections to board members via email. She requested that board members review and respond with approvals to lien.

### **Discussion with Management Company on Accounts, Violation Process, ACC Process, etc.**

Members of the IMHA board met with SPMG on October 6 to discuss the discrepancies in financials. Prior to that meeting, board members listed concerns to be addressed. SPMG has responded and resolved some of the issues, and some are still under review. IMHA requested a CPA review to correct and certify ALL financial statements. This audit is currently underway.

Following the 10/6 meeting, SPMG has responded to most of the issues. Brad explained the process of late fees and collections, and the IMHA and SPMG are working to streamline the process.

Treasurer Joe Clark reported that most of the discrepancies have been in the larger neighborhoods, perhaps because time lags affect the amounts reported. In addition, credits and debits are not always aligned. These may be CINC problems or may be due to the way they are entered.

IMHA financials indicate similar issues. The problems with all financials appear to be in the transfer of debits and credits in CINC software. While there is no reason to believe that any funds are missing, the board is concerned that the CINC system isn't operating properly or that there may be errors in entries.

SPMG representatives thanked Joe for his hard work and stated that they will make every effort to correct the problems.

### **Covenant Violations and ACC Issues:**

Selkirk Director, Sallie Cox reported that Selkirk has “chronic” covenant violators, and that of those, some have received no or only one violation letter and that not all were acted on. She asked that SPMG check into the reason why these homeowners have not received notifications. Brad also asked if there is a better system for addressing violations.

SPMG reported that their procedure will be an initial drive-through on the first Wednesday of each month with notes and photos made of any homeowner violation. Letters are prepared and sent to the appropriate director for approval. Upon approval, homeowners are given a deadline for correcting the violation or to contact SPMG regarding the issue. A second drive-through is done two weeks after the first to check only those homes that were in violation. If the issues have not been corrected, homeowners will be assessed a \$50 non-compliance fee. Liens will only be filed with IMHA approval.

The Architectural Control process is working fine.

**Nominations and Elections Process:**

Vice President, Lindsay Mardick reviewed process for preparing neighborhood budgets and for the nominations and elections process.

Lindsay reviewed IMHA budget procedures, nominations and election timelines, annual meeting reservation and notification process and time for the meeting. An e-blast reminder will be sent to homeowners the week prior to the meeting.

2018 IMHA and community budgets are due back to SPMG by November 15.

IMHA budget to be voted on at November 14 board meeting.

Director nominations are due back to SPMG by December 1. Once nominations are closed and nominees verified, neighborhood ballots will be snail-mailed on colored paper to each member homeowner along with a copy of their respective neighborhood budget and the IMHA budget and a letter from IMHA president, Brad Green. Ballots are to be returned to SPMG by January 5, 2018. Neighborhood election results will be provided by email to current directors and newly elected directors and homeowners soon after.

Annual meeting agenda will be posted on the IMHA website 10 days prior to the annual meeting date of February 6, 2018.

2018 homeowner HOA dues notices will be mailed with director ballots around December 1, 2017.

**Homeowners Forum:**

Country Club Village homeowners Gail McNally and Ernie Glenn pointed out that the row of holly shrubs recently installed as part of the Parkway improvements did not extend behind their homes, which back up to Inverness Parkway. Both homes have little natural barrier to Parkway noise and dust. It was determined that the Parkway landscape firm will assess the area to determine if there is sufficient space to continue the plantings without getting onto City of Hoover right-of-way. John Mardick will report at the November board meeting.

Several Selkirk homeowners' comments mirror the concerns of Director Sallie Cox. They are concerned that the decline in the appearance of some homes is/will affect their property values. President Brad Green spoke to the high costs of bringing suit as well as the risks. The consensus among these homeowners is that we can't **not** do something and they feel that many violators are not receiving the proper violation notification from SPMG. It was agreed that homeowners will email both their Director and the IMHA president. If it is determined that violation letters have not previously been sent, the IMHA board will make sure they do. It was also suggested that Selkirk hold neighborhood meetings to discuss these concerns in the hopes that offenders will take the appropriate action to bring their properties into compliance.

**Old Business:**

IMHA received an invoice from Alabama Wildworks for eradication of coyotes in August.

Motion to discontinue services of Alabama Wildworks: Liz Bishop          Second: Rick Bloom  
Motion carried unanimously.

Motion was made to turn over all delinquent accounts regardless of amount to collection attorney.

Motion: Art Fleet          Second: Jim Baxter

With no discussion, the motion carried.

Annual Meeting date was set for the first Tuesday in February, February 6, 2018.

SPMG will reserve First Christian Church and pay the fee for use of the church.

**New Business:**

Director Sallie Cox stated that a Selkirk homeowner had been incorrectly charged a late fee. She made a motion to waive the fee.          Seconded by Rick Bloom.

Motion carried unanimously.

Motion to adjourn: Jim Baxter          Second: Lindsay Mardick

Motion carried unanimously.