

INVERNESS MASTER HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
March 19, 2019

The meeting was called to order by President Lindsay Mardick at 7:00 p.m.

Board Members present:

Jim Baxter (Inverness Green)	Lindsay Mardick (Woodford)
Ashley Cooper (Kirkwall)	Amie Perkins (KD/HP)
Margot Munger (Adam Brown)	Ashley Cooper (Kirkwall)
Jay Thompson (Country Club Village)	Sallie Cox (Selkirk)

Members Absent: Joe Clark (Summerwood)

The meeting was called to order by President Lindsay Mardick at 7:01 p.m.

Recap of Special Meeting:

During an executive session on March 18, 2019, the board adopted the CAI Model Code of Ethics going forward. Also discussed was IMHA's policies for vendors, new and existing. Finally the policy for the check signing process and schedule for same, for both contract and non contract invoices, was decided. The above should provide sufficient checks and balances for those transactions.

Approval of minutes:

December 27, 2018 Executive Session:

Motion to approve:

Motion: Margot Munger Second: Jim Baxter

The minutes were approved, as amended.

January 15, 2019 Executive Session:

Motion to approve:

The board changed its schedule for issuing checks from 1st, 3rd and 5th Tuesdays to every other Tuesday. A footnote explaining same will be added to the meeting minutes.

The minutes were approved, as amended.

January 15, 2019 Regular Meeting

Motion to approve:

Motion: Margot Munger Second: Jay Thompson

The minutes were approved, as amended.

February 5, 2019 Annual Meeting:

Motion to approve:

Motion: Jim Baxter Second: Rob Fish

The minutes were approved, as amended.

February 14, 2019 Special Meeting:

These minutes were incomplete and carried over to the next regular meeting.

Vote on adoption of Homewise:

Approved by majority via email vote of the board.

Vote on management company contract:

Approved by majority via email vote of the board.

Management Company Report:

The management company report was read by Kim Coe.

Fee/Late Fee Invoices:

President Mardick reported on board discussions and concerns re another late fee issue. It has been determined that February late fee letters were sent that did not include charges for IMHA's \$15 late fee or SPMG's \$20 late fee (total \$35) but those fees were later added to homeowner ledgers. In some instances SPMG's fee was shown as \$25. As a matter of good business practice it was decided that unless late fees were timely billed in February and/or March they would not be charged to those affected homeowners. In addition it has been noted in some instances homeowners were charged an IMHA \$15 late fee in March, dated 2018 and 2019. Directors are requested to review accounts in their respective neighborhoods for similar occurrences and report these to the treasurer so these can be cleaned up. In addition those homeowners who paid SPMG's \$25 will be issued a refund for the overcharged sum.

Some fee/late fee invoices went out with both the accountant's remittance address and the Atlanta lockbox address. Pearce Bevill will be alert to this when reviewing payments received.

Financial Report:

Treasurer Ashley Cooper reported on efforts by the treasurer and CPA Sarah Propper on financials. Many issues have been resolved but some remain outstanding and may not be completed until after April 15. They are working to complete the transition, will be moving the master allocation soon, and later will be making recommendations on transfers to reserves.

Invoices to Cobblestone, Wyngate and Inverness Cove will be sent soon, at a rate of \$50 per residence/homeowner.

Sarah Propper reported that all IMHA money has been transferred to the new local Cadence account, with small sums being left in each neighborhood account for late coming invoices. The log in issues with the water works invoices has not yet been resolved to update bank accounts.

Safety and Traffic Committee:

Rob Fish reported on this work in progress. GIS made a presentation in March. A formal meeting as a group has not yet occurred. Based on the presentation and some additional research about its security and support, the group more or less decided against proceeding with this service. Rob shared contract information and some web site support and is following up on some other avenues as well.

Violation Letter Approvals:

Kim Coe reported that delays incurred when consulting with directors for letter approval sometimes causes a lag and throws the letters off using the new software and that it is easier for her to bypass director approval and the decision has been made to send the letters out without director review and approval. President Mardick recommended the usual spring blast letter encouraging homeowners to inspect their homes for needed improvements/corrections. Kim will look for a prior blast email.

Inverness Greenway:

President Mardick reported an additional conversation with the Hoover engineer about an expected/

potential timeline. Presently he expected to open the bidding process in September.

Homeowner Forum:

Ryan Gale discussed a situation in Selkirk of a possible multi-resident rental that has resolved itself, and a report of chickens in Applecross disturbing golfers on 14 hole.

First Responder Plaques/Meals:

President Mardick displayed one of the plaques purchased for North Shelby first responder substations and possibilities for delivery of the proposed meals. This project was tabled until April.

Motion to Adjourn:

There being no further business to come before the board, the meeting was adjourned at 8:16 p.m.

Motion to Adjourn: Jim Baxter Second: No second.

The meeting was adjourned without objection.

Dated: April 17, 2019

/s/ Sallie Cox
Sallie Cox, IMHA Secretary