

# **INVERNESS MASTER HOMEOWNERS ASSOCIATION**

Board of Directors Regular Scheduled Monthly Meeting

September 17, 2019

## **Board members Present:**

Jim Baxter – Inverness Green

Lindsay Mardick - Woodford

Ashley Cooper – Kirkwall

Amie Perkins – Kerry Downs

Joe Clark – Summerwood

Rob Fish – Inverness Point

Margot Munger – Adam Brown

Jay Thompson – Country Club Village

## **Board Members Absent:**

Sallie Cox

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The meeting was called to order by the President of the Board, Lindsay Mardick at 7:01PM CST. President Mardick introduced the members of the Board to the audience.

Since the end of the year is rapidly coming up, the Board skipped the presentation of the Minutes momentarily as President Mardick asked Pearce-Bevil partner, Sarah Propper-CPA, a question regarding the community's ability to start paying dues on-line starting in December. Sarah and Lindsay are exploring our options and working with Cadence Bank and IMHA web developer to establish an online payment system and will update the board with new information for consideration. After completion, the IMHA website will be able to accept and process credit card payments by our community members.

This system would need to be in place on or before December 4, 2019, prior to Annual Dues Statements going out. There will be an additional charge per transaction for credit card payments added to each payment.

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Next, the Board discussed Delinquent Accounts & Status.

A decision was made by the Board that prior to filing liens on homeowner's delinquent in payments, that a list should be compiled of every delinquent homeowner and then provide this list to all Directors, SPMG and PB for

review. Sarah Propper provided an updated Accounts Receivable report listing all delinquent homeowners. This report will be reviewed by all Director's for accuracy and for personal contact-for payment or start a payment plan prior to any property liens being filed.

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Next, a question was asked regarding Inverness Cove and Wyngate making their parkway contributions. Invoices were sent and will follow-up with both.

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Presentation of the Minutes. The Board mentioned this was a lot of data to assimilate and then moved into the process:

- 1. December 19, 2018 Minutes- Executive Meeting at Inverness CC –** Joe Clark made a motion to approve and Rob Fish a second. A vote of the Board was called for and the motion passed. **Minutes approved.**
  - 2. March 18, 2019- Executive Meeting IPCC –**President Mardick asked that these set of Minutes be tabled. Jim Baxter made the motion, seconded by Joe Clark and the motion carried. **Minutes not approved.**
  - 3. June 13, 2019- Executive Meeting IPCC-** a motion was made by Jim Baxter to approve and a second was made by Joe Clark to approve as written. The Motion passed. **Minutes approved.**
  - 4. July 16, 2019 – Board Regular Monthly Meeting-** Margot Munger made a motion to accept these minutes to include the long version from that meeting. Jay Thompson seconded the motion and it passed. **Minutes as submitted Not Approved.**
  - 5. August 20, 2019 – Regular Board Monthly Meeting –** A motion to accept was made by Margot Munger and a second was made by Joe Clark and the motion passed. **Minutes approved.**
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The Board then moved into the Financial Presentation. President Mardick asked treasurer- Ashley Cooper to please explain the August Financials. Treasurer Cooper then explained that monies had been moved to **RESERVES** and this was visible on the CASH report. PB-Sarah Propper then explained that she is sending out late letters (Notices of Delinquent Payments) after the Third Attempt to try and collect the delinquent monies owed to IMHA by homeowners. Sarah then explained that PB, in accordance with IMHA By-Laws, is adding the approved \$15.00/month late fee for every month a homeowner is late in paying.

President Mardick then requested that each Director reach out to homeowners in their respective communities to try and contact the delinquent homeowners and ask them to pay.

The July 2019 Financial Report was discussed, and Treasurer Cooper requested that the Board table any action on this report as it is not complete. The Board agreed and this report has been tabled.

August 2019 Financials were discussed. Jay Thompson made a motion to approve and a second was made by Jim Baxter. The motion carried and the financials of August 2019 were approved.

Treasurer Cooper then requested that a list of all CURRENT homeowners be created and sent to all Board members. SPMG, Kim Coe, will take care of this.

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## **2020 Budget and Election**

President Mardick passed out a printout of the actions to take place between this month and December. It detailed all of the necessary steps to be taken by IMHA and its vendors in order to print ballots, create the invoices for Annual Dues and finally, for SPMG to count the ballots and inform the new/existing members of their election. There is much work to be done between September and December.

President Mardick requested that SPMG/Kim Coe obtain a price for the printed material and email that to the Board as soon as possible.

Budget Worksheets will go out to Directors in late October or November for completion by Directors and resubmitted to Sarah at PB.

The Board then discussed the best practices to compile our budgets and how to annualize expenses. The upshot of this conversation is that IMHA income is stable and the community expenses are the only real variant in the budgets. It appears that each community may have variable expenses for utilities and any special projects going on in the community.

November 15, 2019 is the due date for Neighborhood Budgets to Sarah at PB.

The next two (2) meetings are scheduled for:

1. November 19, 2019 at 7pm
2. December 10, 2019 at 7pm

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Inverness Greenway Update:

A newspaper article appeared in August outlining the details of this long-awaited project. President Mardick stated that she contacted Rod Long- City Engineer Hoover and there is no new news currently.

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### **Traffic & safety Committee**

Rob Fish, Chair, stated that the committee is putting together an email blast to inform neighbors of their activities and to seek support as the committee seeks a meeting with Shelby County and the City of Hoover. Rob mentioned he would like to meet with both at the same time to get their input into the safety and speeding concerns of Inverness residents and to minimize time spent on separate meetings.

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### **RFP Discussion:**

A discussion was held on Request For Pricing (RFP) from IMHA current vendors.

Jim Baxter stated that we have had a wonderful year and that Pearce-Bevill and Sarah Propper had a hand in taking control of the Financial issues and smoothing them out.

Jim then asked if the Board would keep PB/Sarah on as our accountants as they have not yet completed a full year and they have performed very well for IMHA.

To start with, Board Members were visibly upset with the recent anonymous emails that resulted from a homeowner's condescending comments regarding the IMHA Board's Executive Meetings, the manner in which the Board handled all Board contracts and the comments that resulted, again anonymously, regarding an implied threat to Board Members, that if "they didn't vote right, then they better lawyer up."

Jim Baxter took the lead in this conversation and he rightly expressed the Board's indignation regarding these threatening and scurrilous comments. Jim stated that this is a neighborhood board and we are all volunteers. The only reason we sit on this board is to try and make Inverness a better place to live for everyone here. NO ONE on this Board is looking to better themselves at the expense of the Inverness homeowners.

Vice President- Joe Clark then redirected the conversation to the matters at hand, namely the RFP process.

President Mardick asked VP Clark if he would Chair the Committee on RFP's and VP Clark agreed, VP Clark then asked for volunteers and with none coming forward he offered that he would compile a list of RFP forms he has from his business, along with the existing RFP and contract for landscaping and email to the Board for comment and review next week, week of September 22, 2019. VP Clark stated that it is better to have approved forms and not need them than to need them and not have the forms. It is hoped that the review, comment and approval process will be completed by October 2019.

**IMHA has three (3) main contracts and they are:**

1. Landscaping – which has been extended until year end 2019
2. Property Management – current contract expires in April 2020
3. Accounting – current agreement is year-to-year

**Discussion revolving around Landscaping:**

Landscaping in Inverness was noted by several Board members and homeowners in the audience as being the best it has ever been. This contract was extended by motion several months back. Now, the contract is due for review.

Board members and homeowners in attendance were very complementary of Alabama Lawn Sprinkler's service regarding the natural areas, Inverness Parkway, the many community entrances and the many other areas attended to by them.

Mr. John Mardick, an Inverness Homeowner is the owner of this company, and since John lives in Woodford, he does go above and beyond what is called for in our contract with his company.

Art Fleet, previous Kerry Downs Director, was instrumental in bringing John and his company on board several years ago. Art stated that he would extend the contract again because the service and price are exceptional.

**NOTE:**

Lindsay Mardick will abstain from the vote on the lawn maintenance contract.

Margot Munger made a motion to create the RFP for Landscaping and Jay Thompson seconded the motion. Motion Passed.

**Property Management**

RFP forms will be created and may be sent to competing firms prior to the completion of the existing contract with our present property manager SPMG on or before April 2020.

President Mardick asked for a motion to table this matter until January 2020. Jim Baxter brought the motion and Margot Munger was a second. The motion passed.

### **Accounting**

President Mardick and Treasurer Cooper commended Sarah Propper/PB on the handling of IMHA financials. Since PB/Sarah Propper have performed so well and since their agreement is not yet due, this subject was left as is.

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### **Policies & Procedures Manual**

The IMHA P&P Manual needs to be updated and be all inclusive relating to all functions the IMHA Board and Communities have purview over.

President Mardick asked VP Clark if he would consider leading this effort and he agreed.

VP Clark stated that he is aware of our existing P&P and what he is working on will include those P&P as well as all By-Laws, community covenants, vendor contracts, insurance policies for IMHA and individual communities as well as other pertinent data regarding Inverness and the IMHA.

President Mardick asked for a motion to review all P&P and Margot Munger made the motion. A second was made by Jim Baxter and the motion carried.

The due date for the P&P review is October 8, 2019.

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A discussion was then had regarding 5 G phone service. This is the latest technology to hit the telecommunications industry and these companies are anxious to start placing equipment and collecting their fees. In August's (2019) Meeting the Board briefly discussed this new service and that a homeowner in Kerry Downs saw a person on their property measuring for equipment placement. This person stated that he "had the approval of the Board" to do what he was doing. The IMHA Board never approved or discussed 5 G service or the placement of equipment prior to learning this from the homeowner.

A General Discussion on the size of equipment, aesthetics, placement of poles for transmission was had by the Board, with no decision for action resulting.

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### **Homeowner Forum**

Kim Coe (SPMG) requested that all homeowners make sure that they have the correct property address on all payments, especially credit card payments, to avoid improper crediting of homeowner dues payments.

Walter Baker – Selkirk – asked about the vote on the streetlights for Selkirk. The ballots have been sent to all Selkirk homeowners and are in the process of being voted and returned to our property manager.

### **Motion to Adjourn:**

Jim Baxter then made a motion to adjourn at 8:25pm CST and Rob Fish was a second. The motion passed and the meeting adjourned.

There being no further business to come before the Board, the meeting was adjourned at 8:25pm CST.

Date: 9-17-2019

Joe Clark

Joe Clark – IMHA Vice-President