

Overland Cove HOA

November 13, 2018 Minutes

- Meeting Called to order by President Jerry Vickers

- Roll Call by Secretary Terry Baughman
 1. Jerry Vickers President
 2. Harry Tidwell Treasurer
 3. Mark Dille Board Member
 4. Terry Baughman Secretary
 5. Gilles Beaumont Vice President

- Motion made by Gilles Beaumont to accept minutes 11/08/18 Executive Session.
 - Seconded by Terry Baughman
 - Passed by unanimous vote

- Reports and comments from Board members.
 - President's Reports (see attachment "A")
 - Treasure's Reports (see attachment "B")

- Functional Area Reports.
 - Covenants and Restrictions – Terry Baughman (see attachment "C")
 - Grounds and Maintenance – Jerry Vickers (see attachment "D")
 - Pool/Clubhouse – Gilles Beaumont (see attachment "E")
 - Facilities Maintenance – Mark Dille (see attachment "F")

- Board business.
 - Planned New Business
 - Definition of Common Trees.
 - Motion made by Jerry Vickers that tree maintenance and replacement of the trees planted between the sidewalk and curb be the responsibility of the HOA.
 - Seconded Terry Baughman
 - Motion passed by unanimous vote
 - Proposal for Community Yard Sale. (see attachment "G")
 - Motion made by Jerry Vickers to charter a committee to plan and execute an annual yard/garage sale
 - Seconded by Mark Dille
 - Motion passed by unanimous vote

- Meeting adjourned by Jerry Vickers

Attachment A

President's Report Overland Cove Annual Meeting 11/13/2018

★ General Status of HOA

In general I am very pleased with the progress we have made since assuming control in July. All Board members seem to have gotten control of their functional area and things seem to be getting better in all areas. Thanks to the Board members for all the hard work especially in getting the 2019 budget done on time. I think we have a good, solid budget for next year.

★ Meeting with Bachman's

I met with the Bachman's concerning Laura Beene's placement of antenna. I informed them that the Board could do nothing since she was in compliance with C&R's. I asked if they would be willing to fund the cost of approximately \$50 to have AT&T move the antenna. They were not amenable and I certainly understand but it left me with no offer to Ms. Beene. I advised them I would attempt to meet with Ms. Beene but I have not done so.

★ Meeting with Bill Houghton

Terry and I met with Bill Houghton last week and informed him that the criteria for membership in the HOA is property ownership and since he has not closed on 1046 Crescent Falls that his vote at the HOA Annual meeting held last week was invalid and that he could not use the Storage Facility for his vehicles. He understood and we agreed to refund his prorated dues that he paid through Woodland Homes in June. Shawn Kent from Apex was asked to change the ownership in the records back to Ditina Corp. and to bill Woodland Homes for the past HOA dues.

★ Status of Apex

Apex processes and procedures are still a major concern for me personally since they are an integral part of the team. We have fixed many of the most glaring problems we had with 2017 and 2018 accounts but I am still finding mistakes in their accounting entries for 2018. We have their proposed contract for 2019 in hand and will review in detail and make our own list of requirements at an executive Board meeting on 11/15/2018.

Attachment “B”

Overland Cove HOA

BOD

November 13, 2019

Management Apex Accounting System

- Implemented changes in the Accounting Report format to represent past HOA reports.
- Developed with Management Apex a Quarterly HOA Property Statement that clearly reports year to date transactions and financial health of the Association.

2019 Association Budget, Dues and Fees

- Proposed 2019 Budget was reviewed and approved by the BOD in a closed session November 8, 2018.
- Association Dues and Fee structure for 2019 was approved.
 - Annual Dues for each Association Member will be \$600.
 - Annual Maintenance Fee for Patio Homes will be \$1,232 per year.
 - Annual Maintenance Fee for Townhomes will be \$1,300 per year.
- A Letter to Overland Cove Homeowners communicating dues and fee changes will be sent by email and U.S. Postal Service to all homeowners by Management Apex before the end of November.
- A document listing services provided by the Dues and Maintenance Fees has been written and will be posted to the Management Apex on line Document section.

Attachment "C"

HOA Board Meeting

November 13, 2018

Website Update

- **Site is ready to go**
- **Need Critique from Board**

Status Of Covenant Violations

- **Only one expiring on 11/19/2018**

Process Of Remedy for Non-Compliance

- **Working on letter to Homeowner**

Section 1 Owners Maintenance Responsibility

Paragraph 3

In the event that the Board determines that (a) any Owner or designee of the Owner (as defined below) has failed or refused to discharge properly his or her obligations with regard to the maintenance, repair or replacement of items for which he or she is responsible hereunder; or (b) that the need for maintenance, repair, or replacement, which is the responsibility of the Association hereunder, is caused through the willful or negligent act of an Owner, his or her family, guests, lessees, invitees, or designee then, the Association may perform the repair, replacement or maintenance and shall, except in the event of any emergency situation, give the Owner or designee written notice of the Association's intent to provide such necessary maintenance, repair, or replacement, at the Owner's or the Owner's designee's sole cost and expense. The notice shall set forth with reasonable particularity the maintenance, repairs, or replacement deemed necessary. The Owner or his or her designee shall have ten (10) days within which to complete such maintenance, repair, or replacement, or, if such maintenance, repair, or replacement is not capable of completion within a ten (10) day period, to commence such work which shall be completed within a reasonable time. If any Owner does not comply with the provisions hereof, the Association may provide any such maintenance, repair, or replacement at Owner's sole cost and expense, and all costs shall be treated as a specific assessment against the Owner and the property owned by the Owner.

Attachment “D”

Overland Cove HOA BOD Meeting 11/13/2018

Lawn Maintenance Functional Area Report (Jerry Vickers)

Since the HOA annual meeting things have been going smoothly. Number of complaints are down at least on the community message board.

We contracted with ALM to clear area behind the common fence on Binding Branch Alley bordering drainage pond. They have added this to Common Areas for maintenance next year. Cost was \$495 for initial clean up. The area can now be mowed to maintain.

We are now in our fall-winter season where ALM will pick up leaves trash and debris on a bi-weekly basis.

Landscape Costs for 2019 will remain the same on a per home basis.

Attachment “E”

OVERLAND COVE HOA **Clubhouse Facility Report** **13 November 2019**

Clubhouse

- A Fire Marshal inspection was requested.
- Following the inspection, all items listed in the Fire Marshal’s report were promptly repaired or updated.
- The clubhouse is compliant with the Huntsville FD’s fire code.
- Capacity limit is still limited to 35 persons.
- The HVAC system was thoroughly inspected. Needed maintenance and repair will begin in early 2019.
- We are evaluating the needed update of the current Access Card system.

Pool Facility

- The pool is in the Off-season period.
- No swimming allowed.
- One pool maintenance a month.
- Pool repair and maintenance will start in late winter.
- Pool pump and filter room was cleaned and fitted with better storage capabilities.

Fitness Center

- Extra equipment has been removed from the facility.
- For limited time, residents can still claim their personal equipment by contacting Gilles Beaumont, the BOD Facility Lead, at 251-605-9432 or by email gxbeaumont@gmail.com

Miscellaneous

- Bids were requested for several maintenance projects.

Attachment “F”

OVERLAND COVE HOA

BOD

13 November 2019

Common Area Fencing

- Obtain cleaning and painting contractor estimates
- Budgeted a cyclical repair, clean and paint program
- SE fencing being cleaned this month

Eave Light Bulb Replacement

- Published POP
- 27 bulbs burnt-out
- 15 residents' lights were completely off
- Sending email to all residents above replacement procedures

Vehicle/Trailer Storage Area

- All 16 spaces are assigned IAW the POP
- Two residents on waiting list
- Have requests for temporary storage

Sprinkler Maintenance/Utilities

- Dealt with several leaks/damaged line this Fall
- Working closely with ALM to identify all controllers, meters and sprinkler locations before Spring start-up
- Reviewing water settings and rain sensors

Pest Control

- Contract renewed
- No issues

Miscellaneous

- Providing common area curbing information; linear feet and condition

Attachment “F”

Overland Cove HOA Community Yard/Garage Sale Committee Charter

The Committee is established by the Overland Cove HOA Board and reports to the HOA Board.

1. Committee Responsibilities

1. Plan and Execute a Annual Community Yard/Garage Sale

1. The Committee is chartered to plan and execute an annual community yard/garage sale occurring on the 2nd Saturday of June between the hours of 7 am and 12 pm.

2. Policy Guidance

1. All communication from the Committee to Association Members will adhere to the Overland Cove Policy for HOA Board Communication to Homeowners and must be approved by the Board.
2. The committee will be allowed a waiver to the current covenant restriction concerning signage and be allowed to place a single banner on the common property of the clubhouse during the hours of the community yard/garage sale.
 1. No other signs will be permitted in the community.
3. The conduct of the sale will be limited to the alleys behind houses with the exception of the garden homes on Binding Branch that have no alley.
 1. Parking on any grass is not permitted.
 2. If necessary, homeowners will be allowed to temporarily park their vehicles on the street the night before the sale until the end of the sale.
4. Any waivers to these policies must be approved by the Board.

3. Committee Composition

1. The Board will appoint an Association member to chair the Committee.
2. The Committee Chair can recruit other Association Members to serve on the committee.
3. There are no terms of service for members of the committee.
4. In the event the appointed chair vacates their position the Board will appoint a new chair.

4. Committee Organization

1. The Committee can organize in whatever manner they deem necessary to accomplish their responsibilities.

5. Funding

1. Each budget year the Committee will provide a budget submission to the Board to cover the following authorized expenses: Huntsville Times advertising and the banner.
2. The Committee will submit expense reports with receipts and invoices to the Board for approval and payment.

6. Reporting

1. The Committee will submit reports to the Board as they deem necessary or when requested by the Board.