

Overland Cove HOA Annual Meeting Minutes

9/24/2019

1. Meeting Call to Order by Jerry Vickers

2. Roll Call/Quorum

- Jerry Vickers President
- Gilles Beaumont Vice President
- Harry Tidwell Treasurer
- Terry Baughman Secretary

3. Order of Business

1. HOA Board Reports

1. President see Attachment (A)
2. Treasurer Posted on Website under Financial Tab
3. Functional Area Reports
 1. Pool/Clubhouse see Attachment (B)
 2. Facilities see Attachment (C)
 3. Covenants & Restrictions see Attachment (D)
4. Grounds see Attachment (E)
5. Committee Reports
 1. Social Committee gave an update on activities (No Report)
 2. Annual Yard/Garage Sale Committee (No Report)

2. Open Discussion of Board Reports

3. Presentation by EREM on User Accounts

4. Owner Formation of Community Watch

5. Voting on Change to HOA By-Laws

1. Presentation of changes to HOA By-laws.
2. Voting by written ballot
3. Announcement of Results of Vote
 1. (Passed with (1 Against) (2 Abstained)

4. Adjournment

Comments & Questions by HOA Members to HOA Board Members

1. Discussions:
2. Landscape – edging weeding shrub pruning
3. Violations
4. Letters of notice not necessary?
5. Parking

Fees – who determines (Hoa Board)

(A)

President's Report Sept 24, 2019 Annual Meeting

It has been an eventful year since we held our first annual meeting after takeover from the Declarant in September 2019.

Our monthly Board meetings have begun to be well attended by members and we continue to encourage members to come watch as we transact business as well as have an opportunity to ask questions or direct comments to the Board. We appreciate the feedback. The Board has worked diligently to keep the members informed about what is going on in the community and what issues the Board is addressing.

Early in 2019 it became apparent to the Board that we could not continue to employ Apex as our management agent. There were several problem areas but the most pressing was in the area of bookkeeping. The treasurer and the FA leads for Finance were spending an inordinate amount of time finding and correcting misallocation of expenses and revenue. The Board asked Mark Dille to lead the effort to find another company. Executive Real Estate Management was selected, and transition started on July 1. I can't say that all went smoothly but we have successfully made the transition and are up and running.

In 2018 we organized the Board's operational responsibilities into Functional Areas. That structure has worked well this year and the FA leaders have worked hard to get on top of the issues in each functional area. In particular:

Mark and Gilles have spent many hours taking care of the maintenance of the pool clubhouse and the storage facility and common fences. They have saved the HOA a lot of money. We have made significant investment into the clubhouse and pool complex.

Harry and I have spent many hours reviewing and analyzing financial reports.

Terry has done the hard task of getting us into the consistent application of the HOA's Covenants and Restrictions.

Mark spent many hours working with an arborist in the development of a comprehensive plan to address issues with dead and dying trees.

Mark with the assistance of all the Board members has gotten our sprinkler systems under control and we have saved money by doing simple repairs ourselves. Our water bills are significantly down this year.

The Board members also spent a great deal of time focused on governing documents and compliance. We continue to develop new policies and procedures as well as modifying existing ones. This is an area that still requires more work in the coming year.

The Board spent many hours in developing the 2019-year budget and the proposed dues and fees structure for 2019 and is preparing now to develop the 2020 budget. The FA leads have worked hard to stay on budget.

One major policy change was adopted by the Board concerning delinquent accounts. Account balances are due at the first day of the first month of each calendar quarter. Accounts balances not paid by the 9th of the month are late and late fees will begin to be accessed on the 10th day. After 60 days the account will be turned over to the HOA attorney for collection.

Another significant development this year was the turnover from Woodland Homes to the Board for architectural control of home's exteriors and landscape.

We fully expect Woodland Homes will complete construction of phase 2 before the end of 2019. We are not sure when they will sell their last property.

The Board has developed a plan to address the need for adequate reserves especially for the common area. We delayed implementation until EREM was on board. We will notify homeowners of that plan and will implement the plan by the end of 2019.

It has been a privilege to work this year with the current Board Members. They are hardworking, dedicated, fair, and diligent in the execution of their duties. They have spent countless hours in running the HOA and keeping our community beautiful and a desirable place to live. Their work this first year has established a solid foundation for the HOA to build upon in the future.

(B)

The challenge facing the newly elected Overland Cove HOA Board after the transition from the Declarant to the Homeowner Association was to establish a baseline for the management of all the assets owned by OC HOA. This task applied to the Clubhouse as well.

A plan was established as follows:

1. Review of all vendors' contracts
2. Order a complete inspection of all equipment located at the clubhouse complex.
3. Establish a priority list for items that needed repair or replacement.
4. Evaluate security system and electronic access card system.
5. Evaluate landscaping needs and changes.
6. Have a complete evaluation from the Fire Marshall and fixed all deficiencies to comply with the City of Huntsville fire code.
7. Develop Policy and Operating Procedures (POPs) for the following:
 - a. Clubhouse
 - b. Pool
 - c. Fitness Center

Action Taken:

1. Pool area:
 - a. Replace two grates at the deep end of the pool (federal rule compliance).
 - b. Fix all broken tiles around the pool.
 - c. Replace defective submerged pool light.
 - d. Replace sand in the pool filter.
 - e. Fix nine (9) broken umbrellas.
2. Fitness Center:
 - a. New exercise table was added to the gym that provides easy on/off access, especially for homeowner/tenants with limited physical capacity.
 - b. Rearrange the gym layout to improve flow.
 - c. Replace broken ceiling fan.
3. Security System:
 - a. Evaluate and update the clubhouse security system.
 - b. Repair all magnetic gate locking mechanism.
 - c. Upgrade access EIE System Database and populate with homeowner data information. This two-month project was accomplished without user access interruption.
 - d. Extend access card capability to the clubhouse front door.
4. HVAC System:

- a. A complete evaluation of the HVAC system was performed.
 - b. Problem with birds nesting in exhaust pipe was identified and corrected.
 - c. Major refrigerant leaks were discovered amongst other issues that significantly affected the efficiency of the HVAC unit. After studying the costs of repair versus a new Heat Pump unit, the Board opted to replace the entire system and upgrade some of the duct system in the attic. We contacted 4 HVAC services company for bids.
 - d. It was agreed to opt for a Daikin 14 Seers single stage unit with a 12-year parts and labor extended warranty and 6 year outside unit replacement.
5. Internet Service:
- a. WOW internet service was installed at the clubhouse to manage:
 - i. Security system
 - ii. Allow EREM remote access to EIE database management system
 - iii. Remote control of HVAC unit thermostat.
 - iv. Allow remote control for the clubhouse front door access so homeowner do not have to go to EREM's office to pick-up and return the clubhouse front door key.
 - v. Future "optional" use for monitoring security camera system.
 - vi. Possible use for adding free wireless channels to TV sets (e.g. Roku, Firestick etc.).
6. Landscaping:
- a. Remove overgrown cedar trees.
 - b. Remove overgrown and/or dead bushes.
 - c. Fix downspout erosion problems.
 - d. Power wash all concreted areas of the clubhouse/pool complex.
7. Lighting:
- a. Repair and upgrade the outdoor motion sensors.
 - b. Recalibrate sensors for pool area lighting so they are all synchronized.
 - c. Replace broken ceiling fans in the clubhouse and fitness center.
 - d. Upgrade clubhouse lighting inside the clubhouse with more cost effective and more powerful light bulb.
8. Refrigerator:
- a. Replace burned-out unit with a new more efficient refrigerator.
9. Parking Lot:
- a. In order to protect and increase blacktop longevity, the entire clubhouse parking lot was sealed and re-lined.
 - b. This also improved the esthetic look of the clubhouse complex and the Overland Cove subdivision.

There is still a lot of work that needs to be done in the coming year, mainly involving the clubhouse sprinkler system and landscaping.

We appreciate your patience and support in our efforts to make the clubhouse facility the most enjoyable it can be. We welcome your feedback.

(C)

HOA Board's accomplishments since July 2018: Functional Area- Facilities

1. Wrote Policy and Operating Procedures (POPs) for the following:
 - a. Eave light replacement program
 - b. Storage Area parking

2. Wrote a Charter for an Irrigation Control Committee to support the Townhomes/Common Areas.

3. Actions:

- a. Cleaned the common fencing in the southeast corner of OC.
- b. Painted common area fences in pool area and northwest corner of OC.
- c. Improved Storage Area with tree removal and foliage clearing, replacement of gravel, 50 % of lot, marked permanent parking spaces, and repaired gate.
- d. Met with all support contractor/vendors to review/update support contracts. **Cost Savings**
- e. Trimmed all trees IAW with City published standards. **Cost Savings**
- f. Had an arborist provide assessment for all trees in OC. (350)
- g. Established a budget line for all service support actions.
- h. Made significant improvements to the TH/CA irrigation systems and water usage. **Cost Savings**
- i. Improved common area fence line maintenance, clearing brush/weeds.
- j. Established a volunteer program to save funding for support services. **Cost Savings**
 - fence painting
 - irrigation adjustments/repairs
 - tree trimming
 - foliage clearing
- k. Assisted the FA-Pool/Clubhouse Lead with several improvement projects.
- l. Drafted a Transition POP for HOA/MGT Company/Homeowner use.
- m. Led the effort to find a replacement Management Company.

4. The BOD's efforts were focused on Homeowner and OC HOA governing regulations compliance. We put structure to all processes and worked very hard to properly organize all our Functional Areas. We tried very hard to effectively communicate to all homeowners, still a challenge today for many reasons. The BOD saved the HOA several thousands of dollars of operating expenses and achieved cost avoidance in several areas. They dedicated a tremendous amount of our hours in the execution of their mission.

5. The BOD is a hard-working, dedicated group that made a significant contribution to the OC Community.

(D)

- As your secretary I am responsible for keeping records of meetings and notifications of meetings required by By-Laws.
- Also keep all the minutes of meetings and have custody of all records and books of the HOA.
- Created and update on a regular basis the Overland Cove Website. All Information and documents are posted on the website overlandcovehoa.com.
- My responsibilities besides Board secretary are to enforce the Covenants and Restrictions.
- Working with our new management company on performing bi-weekly community assessments to set guidelines for inspections.
- Summary of Erem Inspections for August and September
 - July 18 - Total violations 17 (9%)

- August 2 – Total Violation 47 (27%)
 - September 13 – Total Violations 27 (15%)
- Along with my co-lead Harry Tidwell we have developed and updated HOA's Policy and Procedures for defining fines and notifications of violations. (copies of all policy and procedures are on our website as well as Erem's website)
 - Our purpose is to be fair and reasonable in enforcing Covenants and restrictions.
 - It is not our intent to collect fines but to encourage compliance by homeowners.
 - Most unpopular policy to enforce is parking and it is only violation that has incurred fines. 35 notices sent out and 7 fines imposed
 - October/November focus will be a continuation of shutter/fence/mailboxes!

(E)

ALM Performance:

Early on had issues with keeping crews fully manned. They employ many Mexicans with work visas. They had problems getting visas but finally got in all straightened out in early June. Since then work has been good overall, some issues with weeds in beds but it is an ongoing challenge to keep up with weeds.

Dead and dying trees:

We had a licensed arborist perform a study of all our trees. Wrong trees planted in the wrong place in the wrong way. Biggest problem are the mulch and dirt volcanoes. ALM will try to remediate mulch/dirt volcanoes around trees. They will use an "air" shovel which blows dirt away without digging. Then they will prune/remove roots that are exposed. They will recommend best time to do this.

ALM will plant 2-3" trees to replace trees in community in Jan-Feb 2020. They will use arborist's guidance on how to plant. We will leave stumps in place where too hard or dangerous to dig put. They will grind down stump where necessary and place sod. New trees will be planted closest to old tree holes as possible.

Woodland Homes has been contacted to see if they will give us the funds and let us replace trees in phase 2.

New Policies:

HOA Dues and Fees POP explains what expenses we cover with our fees and dues.

HOA Policy for Landscape, Trees, and Irrigation Systems explains in detail about what the maintenance fees cover regarding grounds maintenance.