

Overland Cove HOA

January 8, 2019 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 Harry Tidwell to accept minutes 11/13/18 Executive Session.
 - Second by Mark Dille
 - 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 (No report)
 - Pool/Clubhouse – Gilles Beaumont (see attachment "D")
 - Facilities Maintenance – Mark Dille (see attachment "E")
 - Social Committee – No report
 - Annual/Garage Sale Budget -Cheryl Metz (see attachment "F")
 - Motion made by Gilles Beaumont to fund Annual/Garage Sale in the amount of \$200.00
 - Seconded Mark Dille
 - Passed by unanimous vote

- Board business.
 - Unfinished Business
 - Discussion of trial Guest/Visitor Parking over Holidays
 - Open input from homeowners both pro and con
 - Board is still working on solving the ongoing parking policy
 - Discussion of modifications to Apex Management contract language
 - Board should have all these issues solved by February
 - Planned New Business
 - Proposed Change to order of Open Board meetings.
 - Motion made by Mark Dille to modify the order of open board meetings to include an Open Discussion after normal board meeting is adjourned.
 - Seconded Harry Tidwell
 - Motion passed by unanimous vote

- Usage Fee for Storage Facility (tabled)
- Discussion on improving communications with homeowners
- Meeting adjourned by Jerry Vickers
- Continuation of parking issues and a need for a way that homeowners can provide input

Attachment A

President's Report

Overland Cove Annual Meeting 1/8/2019

★ General Status of HOA

The Board continues to make great progress in establishing policies and procedures for the operation of the HOA. I have had many owners comment to me that they have trust in the current Board and are encouraged by what they see happening.

Our first open Board meeting went well.

I have had positive feedback on the budget that was established, and most folks seem to understand the need to raise Patio Home Fees and are appreciative of our desire to keep dues as is.

★ Attorney Communications

I had several communications with our attorney at the request of the Board.

First, Adam was asked for advice on key sections of the proposed Apex contract. His response was shared with all the Board Members.

Second, Adam was asked for advice on restrictions concerning Antennas and Satellite Dishes. His response was shared with all the Board Members.

Third, Adam was asked for comment on the HOA's authority to manage parking on the city streets in our community. His response was shared with all the Board Members.

Fourth, Adam was asked for comment on the interpretation of the sections of the C&Rs that deal with amendments to the C&Rs. His response was shared with all the Board Members.

★ Delinquent Accounts and Liens

The good news is at the end of 2018 our delinquent accounts have been cleared up except two accounts. We also had liens against five (5) accounts, three (3) from 2017 and two (2) in 2018.

Delinquent Account #1, A widower in the community was having trouble keeping up with the big annual and quarterly payments. Apex set up a monthly payment schedule for her and she has paid her late fees from 2018 and brought her account in to balance last week.

Delinquent Account #2, This is not the first time this account has been in trouble. It seems to be a nearly constant state of affairs, a certified letter from Apex and personal emails from me have received no response. My recommendation to the Board is to turn over to the attorney if no action by 1-10-2019. On Jan 10, 2019 the balance will be \$2371.70

Lien account #1, Lien placed in Aug 2018 and owner has paid the lien plus all costs and the account is in balance. The attorney has removed the lien.

Lien Account #2, Placed in Aug 2018 and owner has not responded to Apex or the attorney. On Jan 10 this account will be \$4959.95 in arrears. My recommendation to the Board is to ask the attorney to start escalation which means the owner will be sued and their wages can be garnished since there is no mortgage on this property.

Lien Account #3,4,5 were all placed on properties in Oct 2017 right at transition from Woodland Homes to Apex. Apex never added the lien amounts to the account. This was a huge error and each owner did not see the proper balance on their account statements from Apex. This was the state of these 3 accounts when the new Board assumed control in July 2018. This has resulted in issues for each of the accounts.

Lien Account #3, amount \$4475. In late July 2018, right after the new Board assumed control I received an email from Paula Jones asking me to release the lien because the owner was trying to sell the property and that she had verified with Apex that the account was ok since the owner had scheduled an EFT for the proper amount right before their August closing. I informed Apex and Paula that the lien would not be clear until the funds were actually transferred. The funds were transferred and based on Apex records I released the lien only to find out in December Apex had never added the lien to the account resulting in a loss of \$4475.

Lien Account #4, amount \$2665. According to Apex records at the end of 2018 this account was in balance and the owner in an attempt to refinance the property has asked us to relapse the lien. When I discovered the Apex error the account was corrected and the owner and the mortgage company were notified of the proper balance. If the account is not paid in full (\$3590) by Jan 10, 2019 the account Apex will begin to enforce late fees.

Lien Account #5, amount \$2710. According to Apex records at the end of 2018 this account was in balance. I have asked Apex to correct the account and notify the owner. If account is not paid in full (\$3590) by Jan 10, 2019 we will begin to enforce late fees.

Total of all major delinquent accounts and liens on Jan 10, 2019: \$14,511.65

★ Errors in Accounts at Transition from Woodland Homes to Apex

I have already reported that errors were made on the accounts that had liens on them when Apex took over the books from Woodland Homes. In my review of the Quick Book records I also found other errors, some where the HOA is owed money and some where the owner has overpaid because errors were made in the initial balances of accounts during startup by Apex. I have asked Apex to do a complete review of the Quick Book records, to correct any errors and notify any owner of the account discrepancies and why they occurred.

★ HOA By-Laws

The signed copy of the HOA By-Laws was provided by Woodland Homes attorney and has been posted on the web sites.

Attachment “B”

Treasurer’s Report

Overland Cove Board Meeting January 8, 2019

Management Apex Accounting Reports.

Management Apex will issue the 2018 Financial Report results on January 20, 2019.

Review of the Budget vs Actuals on a Cash basis report as of January 6th indicates the HOA will end 2018 in a more positive position than communicated to the Association Membership at our November Annual Meeting.

This is a result of the following actions.

- More than predicted additional member.
- Collection of Delinquent Accounts and Late Fee Income.
- Recovering of Huntsville Utilities over charges.
- Less than predicted Lawn Care cost and Townhome Maintenance expenses.

Synovus Bank Balance December 31, 2018.

Operational Account	\$ 244,077.16
Reserve Account	<u>\$ 67,214.16</u>
	\$ 311,291.32

Review of Overland Cove 2019 Budget.

Are there any recommendations for revisions to the budget?

Attachment “C”

Covenants and Restriction

January 8, 2019

Functional Lead Terry Baughman

- **Status of Violations**
- **Emphasis for January/February**
 - **Fence repairs/painting**
 - **Shutter painting**
- **Emphasis for March/April**
 - **Landscape repairs/replacement**

Attachment "D"

**Clubhouse Facility Gilles Beaumont, Lead Mark Dille, Co-Lead Functional Area Report
01/08/2019**

Clubhouse: The use of the clubhouse by home owners for private functions increased during the Holiday Seasons. We hope that it will continue to be reserved on a more frequent basis. We will be working on streamlining the rental process and key distribution to make it more convenient for residents and Management Apex. Following two separate inspections by our maintenance people, it was determined that trees alongside the clubhouse building had overgrown and were causing safety issues. Trimming the trees was not an option as the chance of survival was extremely poor. In addition, the trees were creating a path for rodents to nest into the attic and inside parts of the AC and Heating system equipment causing further safety issues. Three cedar trees were cut and removed from the clubhouse complex. Two of the cedar trees were located at each end of the building facing the pool and the third one was located near the entrance of the pool bathrooms. Outdoor lighting issues on the pool side of the clubhouse were repaired and are properly functional. Sensors were relocated to provide better lighting conditions.

Fitness Center: Extra equipment was removed from the fitness center and stored in the shed at the parking facility. Any unclaimed gym equipment will be disposed of at the annual yard/garage sale taking place in June. Proceeds from the sale will be used to maintain and upgrade exercise equipment. We will have an equipment inspection soon to evaluate future needs. We plan on buying a low-profile exercise table soon to enhance the use by our senior members who do stretching exercises. This purchase was originally approved by past HOA President, but the item was dropped off the purchase list during the transition to the current HOA management.

Pool Facility: We are currently evaluating every aspect related to the use and maintenance of the pool facility. Our goal is to cut expense by improving the pool filtration system usage. If our study is accurate, we are hopeful to reduce utility operating costs significantly in the coming years. We have scheduled a meeting with Anders Pool, the firm that maintains our pool, to discuss areas of priority where we believe costs can be curtailed by using better energy management procedures. During the off season, major maintenance will be performed to repair tiles, lighting, drain cover, and replacing the filtration sand. These repairs will be completed before the official opening of the pool in May 2019. An article about pool use and safety will be emailed to all residents prior to the opening of the pool season. We hope all residents will take the time to read this article as it has it covers several key points concerning children pool safety and life-saving tips.

Attachment "E"

OVERLAND COVE HOA

BOD UPDATE

8 Jan 19

Common Area Fencing

- SE fencing and curbing was cleaned to standard.
- Next fencing area requiring repair and painting is Northwest corner along the Binding Branch alleyway
- Pool fence will require pressure-washing in Spring

Eave Light Bulb Replacement

- Replaced 35 eave light bulbs in Dec
- Appears most residents are not aware of the eave light POP
- Several issues surround this programs effectiveness.

Vehicle/Trailer Storage Area

- All 16 spaces are assigned IAW the POP
- No residents on waiting list
- Cut large dead tree, adjusted parking spaces to accommodate requests for temporary space.

Sprinkler Maintenance/Utilities

- Reviewing water bills to determine usage and any potential leak issues.
- Working closely with ALM to identify all controllers, meters and sprinkler locations before Spring start-up.
- Affective watering in flower bed areas is being hinder by overgrown shrubbery.

Pest Control

- No known issues

Miscellaneous

- We have about 1.2 miles of common area curbing
- Provided a draft Transition POP for coordination with APEX and completion by the BOD.
- Provided Harry the Storage Area recurring maintenance cost estimates.

