



## ADAIR ESTATE HOMEOWNERS ASSOCIATION

### MINUTES – ANNUAL HOA MEETING

November 26, 2018 – 7:30 P.M.

Location: Mansion lobby

**Members Attending:** Hugh Kelley, Lainie Stoltz, Brian Mitchell, Sandra Mendel, Susan Stine, Nan and David Partlett, Melinda and Dan Marshburn, Kris and Don Gordon, Carrie Conway, Alida and Stuart Silverman.

**Landscape Committee Update:** The Landscape Committee met three times this year and twice performed a property “walk around.” Zoysia was planted on the vault area across from the Peoples’/Darian unit in September and is thriving.

A motion was made and seconded for Adair to apply for the National Wildlife Federation designation of Certified Wildlife Habitat. The HOA unanimously approved the \$20 application fee and the \$30 fee for a NWF sign which can be displayed on the property.

**Financial Update:** A Jan-Nov 2018 report of actual expenses vs. budget was presented and is attached. The Adair checking account currently totals \$40,690, and the savings account totals \$23,811 (see attached Balance Statement).

A motion was made and seconded for the HOA to create a Reserve Account which maintains a minimum balance of \$25,000 and a maximum balance not to exceed \$50,000. The motion also included adding \$4800 to reserves in 2019. The HOA approved unanimously.

Stuart agreed to send a reminder to HOA members regarding a year-end bonus for Marci Lefkoff (conciierge). Recommended amount per unit is \$100.

Carrie reviewed the proposed 2019 budget (attached) detailing specifically the Landscaping Committee items and improvements to the Guest Suite/Fitness Room (attached). The 2019 budget attachment also included the 2019 HOA fees for each unit. A motion was made and seconded to approve the budget in its entirety. The HOA voted unanimously to approve the 2019 budget.

**Election of Officers for 2019:** The following slate of officers was proposed for 2019.

President – Carrie Conway, Secretary – Kris Gordon, Treasurer – Brian Mitchell, Susan Stine, David Partlett, and Dan Marshburn.

A motion was made for the slate of officers above and seconded. The HOA unanimously approved. Stuart Silverman received a spontaneous round of applause acknowledging his dedication and contributions as board member and treasurer for the past three years.

**Georgia Film Commission:** After general discussion, HOA members present all agreed that posting Adair Estate property with the film commission would be beneficial to owners. No motion was made, and no vote was taken. Carrie will conduct further research into the registration process.