

# Adair HOA Board Meeting Minutes

## Sunday, Oct 22, 2023

Attending: All Board members were in attendance.

### **A. Adair Financial Review - Brian**

- a. YTD Financials & Budget status – Mitchell reported on the current YTD (as of 10/21/23) Budget vs Actual. Note:
  - i. Revenues: HOA received a decent amount of “other” revenue, from Yard Sale (roughly \$2,000); revenue from rodent assessment in mansion, which was paid in 2022 but reimbursed from a Mansion Special Assessment in 2023. Marshburn asked if that mansion revenue should be allocated to Mansion. Casey/Mitchell clarified that the HOA paid for the exterminator bill in 2022, and the Mansion assessment was paying back their 85% proportion. So, no, it was an offsetting transaction.
    1. Mitchell reported that expected revenue by year’s end could exceed projections. He will have further details as the year concludes.
  - ii. Expenses:
    1. Water – Question: What is the HOA’s responsibility?
      - a. Sewer line @ Warren Manor is defined as Limited Common Element, per Condo Docs. Expense would be shared between the two Unit Owners.
      - b. There was a huge spike in water bill in October. Need to watch Nov bill; Mitchell will read the meter and see if the meter was read incorrectly.
    2. Landscape – Mitchell is projecting approximately \$600 overbudget by year’s end. However, there is additional money remaining in budget for items not expected to be charged.
      - a. Mitchell will work up the actual numbers for the Board.
- b. ACH credentials for HOA payment deposits
  - i. Casey asked if we could publish to the Unit Owners the necessary details for ACH submittals of HOA payments. This would be more efficient, plus potentially limit future check fraud. Casey & Mitchell will both look at ACH fees. May have to require Unit Owners to cover the fee for the HOA, if such a fee would be incurred by the HOA.

### **B. 2024 Annual Meeting / Board Composition**

- a. Need new Landscape Chair in 2024 – Sandra would like to step back.
  - i. Tabled for now. Sandra requests a co-chair.
  - ii. Lou suggested we have “zone czars,” who take some responsibility for certain areas.
  - iii. Issue is that there’s too much management for one person.

- iv. ACTION: Notify all Unit Owners at Annual Meeting that we need more help.
- b. Set date for Annual Meeting in December
  - i. Select Nominating Committee; announce at Annual Meeting
  - ii. Nominating three Board members for two-year terms; two Board members for 1-year term. Thereafter, each successive Board member is elected for 2-year term.
  - iii. **Motion: Set Date of Annual Meeting as Saturday Dec 2 @ 3:00 PM. (Approved)**
  - iv. ACTION: Casey will contact Alida and Meg to be on Nominating Committee, request that they send email asking for further nominations.

### **C. Landscape Committee Update – Sandra**

- a. Year-end Landscape Priorities
  - i. Bouté – Sandra would like to proceed with the last 2<sup>nd</sup> half of their \$4,000 proposed tree work (cutting, pruning, etc.).
  - ii. Fescue grass at front lawn (Ponce / Springdale) – Already completed, \$700.
  - iii. Dead limb at Marshburn house over courtyard – awaiting line-item proposal for limbing and trees.
- b. 2024 Landscape Budget Options
  - i. Choosing landscape provider for 2024 – Sandra’s proposals
    - 1. I.M. Maintenance Proposal: \$6,500 below Crabapple’s quote for 2024. Built-in 3% annual increase each of next 2 years. Casey and Mitchell have both reviewed the contract and confirm that it appears to cover all items from Crabapple, plus includes several items Crabapple would have charged extra for.
    - 2. Questions raised about I.M. Maintenance:
      - a. Workman’s Comp and Liability?
        - i. Sandra confirmed and has received proof of insurance coverage.
      - b. Does he know he’s going to get a 1099?
        - i. Sandra has received his 1099 form.
  - ii. Potential Add for 2024 Budget: Power washing all concrete drives and walks.
    - 1. Brian and Lou both said that the driveways might be unnecessary work and expense. However the sidewalks could be done. Mitchell said that renting a proper rotary concrete power wash machine is only about \$50/day (Home Depot), and that the work could be done by Adair volunteers over a single weekend.
    - 2. Action: Table for now and revisit in 2024.

### **D. Concierge Update – Notes from Annika**

- a. Status of water sealing at threshold under her door?
  - i. Lou will take care of this. It’s a simple solution.
- b. Additional towels in guest suite

- i. Casey will take care of getting some new towels.
- c. Wi-Fi is weak throughout apartment
  - i. Casey will handle setting up a wifi mesh network to serve common areas and apartment.
- d. Lights on driveway at Ponce. Residents can't see Annika when moving garbage cans.
  - i. This is a bigger issue, as it involves getting power across the concrete driveway at some point. It's being looked into.
  - ii. Mitchell pointed out that now that GA Power has fixed street lights across Ponce, there may be a need for only four lights on middle driveways, instead of six or eight.

**E. Social**

- a. Fall Courtyard Party – Sun Oct 22 @ 5:00 pm. Expecting 15-18 attendees.

**F. Other Business**

- a. None was raised.

MEETING ADJOURNED: APPX 4:50 PM