

Meeting of the Board of Directors of the Ivey Park Homeowners Association, Inc.

December 17, 2016 – Common Area Pavilion

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Directors in Attendance:

Shawn Lancaster – President

Paige Lindgren – Treasurer

Amanda Scherbel- Secretary

Agenda:

1. Opening Introduction of New Directors
2. Current Business (items to be approved/rejected on an item-by-item basis)
 - **(Approve/Reject):** Minutes from Annual Meeting
 - Items related to Architectural Control Committee (ACC)
 - **(Approve/Reject):** Rule 2.03 - Approval to revise and clarify standard public guidelines for neighbors to reference in order to reduce conflicts and confusion
 - Actual standards to be approved at later meeting with neighborhood input
 - **(Approve/Reject):** Rule 2.04 - Given size and HOA participation of neighborhood, as well as to reduce duplicity and bureaucracy, approve a rule stating that all Board members are also ACC members and all ACC members must be Board members
 - **(Approve/Reject):** Rule 2.05 - In order to allow for expedited approval of requests, allow ACC to approve, without public meeting, any requests approved by ACC unanimously.
 - For any requests not approved unanimously, a meeting of the neighborhood will be called as soon as possible to allow for neighborhood input and a public vote.
 - **(Approve/Reject):** Rule 2.06 - Approve rule that any denial issued by the ACC can be appealed, triggering a second meeting of the Board, and subsequently overridden by a 2/3 vote of Lot Owners present at such meeting.
 - **Neighbor Comments**
 - Financial Resolutions
 - **(Approve/Reject):** 2017 Annual budget (attached as an addendum to this document). Key expenditures included to be approved later in this document
 - **(Approve/Reject):** In order to allow the HOA to provide better information and operate more efficiently, approval to allow Treasurer to determine and engage a new financial institution provided they offer the following services
 - Free checking to nonprofits
 - Open on Saturdays
 - Online Banking
 - Ability to have dual signor on account
 - Debit Card
 - In order to ensure transparency in transactions, approval to create controls surrounding the handling of cash
 - **(Approve/Reject):** Rule 3.07 - Board approval once annually for all recurring transactions and third party service providers engaged (Meeting with seven day notice required)
 - **(Approve/Reject):** Rule 3.08 - Board approval on a case-by-case basis of nonrecurring transactions of less than \$1000 can be approved by consent of President and both signors(managerial/executive activity, no meeting needed)
 - **(Approve/Reject):** Rule 3.09 - Board approval on a case-by-case basis of nonrecurring transactions in excess of \$1000 can be approved by consent of President and both signors at a meeting of the Board, with seven days' notice of meeting given.
 - **(Approve/Reject):** Rule 3.11 - President maintains check register and performs monthly reconciliation of accounts. Access to cash limited to Treasurer. This is provided to the Board members for approval monthly (managerial/executive activity, no meeting needed)
 - **Neighbor Comments**

- Approval to create controls surrounding the preparation of financial statements
 - **(Approve/Reject):** Rule 3.01 - Fiscal Year End to be presumed as 12/31 unless information becomes known to the board to the contrary.
 - **(Approve/Reject):** Rule 3.02 - President and Treasurer to draft comparative financial statements to be provided to neighbors upon demand quarterly (statements as of 12/31, 3/31, 6/30, & 9/30)
 - **(Approve/Reject):** Rule 3.03 - Presentation of the following required:
 - Statement of Financial Position - Current Period End and at least Last two years' Year End balances
 - Statement of Activity - Current YTD, Prior YTD, Current YTD vs. CY Budget
 - Statement of Cash Flows – Current YTD and Prior YTD
 - **(Approve/Reject):** Rule 3.04 - President and Treasurer to complete, certify, and make available financials to neighborhood no later than 45 days after quarter-end (i.e Financials Due May 15th for March 31st QE)
 - **(Approve/Reject):** Rule 3.05 - Certification must include assertion that the “President and Treasurer certify that these financial statements are true and accurate in all material respects” and signature of President and Treasurer
 - **(Approve/Reject):** Rule 3.06 - Board must approve release of Financials
- Misc. Corporate items:
 - **(Approve/Reject):** Authorization for President to update the Registered Agent, CEO, CFO, and Secretary of the IVEY PARK HOMEOWNERS ASSOCIATION, INC to David S Lancaster, David S Lancaster, Paige Lindgren, and Amanda Scherbel, respectively
 - **(Approve/Reject):** Authorization of President to request copies of Ivey Park Articles of Incorporation and Company Bylaws (if available) from the Secretary of State.
 - **(Approve/Reject):** Authorization to reimburse the President for any costs paid directly to the Secretary of State related to the above items (SOS accepts only credit cards).
 - **(Approve/Reject):** Reimbursement to President of \$19.06 related to office supplies purchase by President for meeting signage.
 - **(Approve/Reject):** Preparation and filing of current and back IRS Form 1120-H and GA DOR Form 600 to claim tax-exempt status as a homeowners' association.
- **Neighbor Comments**
- Resolutions related to dues
 - **(Approve/Reject):** Approve current year dues to be the same as prior year dues of \$100 and affirm due date of such dues
 - **(Approve/Reject):** Approve resolution to contact homeowners overdue for 2016 homeowners and provide opportunity to become current or provide evidence of payment of dues.
 - **(Approve/Reject):** Approve resolution to submit, on a case-by-case basis, to attorney and for collections any accounts not brought current by due date of 2017 dues.
 - **Neighbor Comments**
- Resolutions related to quality of life
 - Lawn Care Services –
 - **(Approve/Reject):** Discussion and Approval of 2017 lawn care services contract
 - **(Approve/Reject):** Approval of additional request of lawn care service provider to remove old dirt, sawdust, mulch, etc... from swing area and replace with new sawdust
 - **Neighbor Comments**
 - **(Approve/Reject):** Resolution to authorize bid for repair of common area play center
 - HOA to obtain no less than three but no more than five bids from licensed contractors qualified to perform such work
 - Contract to be approved at later meeting, allowing for neighbor input
 - **Neighbor Comments**
 - **(Approve/Reject):** Resolution to authorize bid for repair of mailboxes
 - HOA to obtain no less than three but no more than five bids from licensed contractors qualified to perform such work
 - Contract to be approved at later meeting, allowing for neighbor input
 - **Neighbor Comments**
 - **(Approve/Reject):** Rule 2.01 - In order to leverage existing resources, and conserve the resources of the HOA, recommend Board approach matters that are believed to be City of

Kennesaw code violations through direct complaint with City if unable to resolve quickly with resident versus pursuit of resolution through HOA legal channels. Since these are potential violations of City Ordinance violations, individuals may report City code violations directly to the City without prior notification.

- **(Approve/Reject):** Approval for purchase of new notification signage that allows for notification of both standard and annual meetings, as well as upcoming dates (such as dues deadline)
- **Neighbor Comments**

- Legal Services

- **(Approve/Reject):** Dismissal of Michael Rome as Council – Mr. Rome has asserted he was not engaged as such although the neighborhood possesses evidence to the contrary. The HOA has requested funds remitted to him be returned to the HOA since he does not wish to provide legal services to the HOA.
- **(Approve/Reject):** Authorization for Paige Lindgren to identify new counsel to be approved at next meeting.

3. Additional Neighbor Comments and Recommendations

4. Closing