

Avocet BOD Meeting Agenda –January 20, 2016

Time and Place: 7:00-9:00 p.m. Club House

Members present: Jeanne Aulbach, Armand Palla, Ardie Sudduth, Harry Frazer (by conference call); Jay Lazega from L & J Legal Counsel.

1) Call To Order

2) Past Due Review

- Need report that lists name and address sorted by amount owed descending without breakout so single page. Only past due accounts with a total shown at the bottom. *(Submitted in this format to BOD by management company—done)*
- Past dues clearing up. CMA working on collections. Late fees have been reinstated.
- POA has already filed suit against homeowner and collected judgment. CMA ledgers may still need to be adjusted. Payment made for year, but short one month. Now 2 months past due. Still need to reconcile with L&J?
- Homeowner in settlement sent lien warning letter. Finally paid in full.
- Homeowner in collection with ledger balance of \$8616.26. No legal fees posted since 4/30. Info on L&J web site now shows the account was probably not collectable but they continued to pursue. Recon requested. *(Met with legal counsel regarding this case and others —after discussion it was decided that Avocet HOA will retain the law firm on contingency. The legal firm will review billing and payment to reconcile differences that exist at the time of this meeting. The legal firm agreed to send updates to the Avocet BOD and management company regarding billing and collections on the Monday prior to the BOD meeting.)*
- Have one other homeowner with balance over \$300. Need to send lien warning letter.

3) Financial Review

- Current results. Where are we at today? How did we do in 2015?
- Accounting issues
 - Aquatic Concepts was double paid for September invoice. Payments reversed but not done until January 2016. Needs to be back dated to 2015 for proper accounting.
 - Check for \$5 was cut to CMA for Susan Chu. Should be reversed? No authorization for this payment.
 - GA Power payments still not classified. Description needs to include account number for tracking.
 - L&J annual retainer overpayment credited back in in December.
 - CMA agreed to accrue expense for retaining wall replacement in 2015. This has not been done yet. Critical for budget. *(Decided to put into the 2016 budget)*
 - Need to work together to ensure good descriptions for transaction to go forward.

4) Violations Review

- Letters to go out this week, including letter for parking issue on Avocet Drive and early morning barking dog.
- Need to determine what current violations warrant the legal letter.
- Code violation filed on home with filthy pool and plywood back door. City is working with homeowner to correct. Still need to send legal letter on other maintenance issues.

5) Social

- Memorial Day party. *(Discussed the need to replace the old grill with a new one.)*

6) 2015/2016 Capital Projects

- 2015 –Replace and extend retaining walls and pool drain along wall. Quote from Drainage Solutions accepted. Work to begin mid to late February: \$37,500. Includes \$3,800 for issues with homeowner draining to pool area, \$3,800 to extend wall into playground, \$10,350 for drain in front of wall, \$19,720 for retaining wall, and \$450 to clean and add river rock to existing drains. Will discount \$2,300 of done at same time, so net cost \$35,200. Homeowner will pay some of the cost. Net without homeowner improvements \$31,400. Strip drain 120'. No upfront payment.

- 2015 – Golden – replaced pump room doors with stronger doors opening outward - \$2,500. Booked in January, need to backdate to December when approved.
- 2016 – Getting quote from Drainage Solutions for detention pond maintenance. Pond needs to be dredged. Headwalls along amenities drive and under Avocet Drive need to be checked. Looks like at least one headwall missing. Also need to redo area around outlet structure. Flooding has eroded the bank badly. May need to add a secondary opening above the main on the outlet structure to handle times when the pond is overloaded. *(Also discussed the need for the pond on Marsh Hawk to be evaluated to ensure it is draining properly).*
- 2016 – Ed Castro quote of \$3,971 for landscaping in playground area accepted. Work will be done after retaining wall installation and new irrigation added. Half of quote paid as down payment.
- 2016 – Additional irrigation in playground.
- 2016 – Pool Quotes. Ken states pool does need to be resurfaced. Schedule for spring before opening. Will need to interview providers to ensure the scope of work in order to make an informed decision.
 - Water Logic
 1. Resurface main pool \$17,640
 2. Resurface kiddie pool \$ 2,880
 3. Water bubblers kiddie pool \$ 2,844
 4. Skimmer covers to code \$ 210
 5. Main drain to code \$ 230—price relies on work done when resurface is done.
 - Sweetwater – requires ½ for deposit
 1. Skimmer covers to code \$ 390
 2. Main drain to code \$ 940 – may be more if original drains not installed properly.
 3. Resurface kiddie pool \$ 3,302 to 4,017 depending on surface
 4. Resurface main pool \$18,096 to 27,980 depending on surface
 - SwimAtlanta – requires ½ for deposit
 1. Resurface both pools \$17,600
 2. Replace waterline tile \$ 6,020
- 2016 - Look at additional landscaping projects. Ed Castro recommends upgrading landscaping over next 3 – 5 years in small projects. Will set up landscape plan. Revitalize Landscape Committee? Ralph Huie will recommend some project as well in the CRA.
- 2016 - Need to look at additional sod in areas not yet done. Review next spring.
- 2016 – Tennis.
 1. Crack repair for Court # 3 (lower courts)
 2. Wind Screen on Court # 4 is sagging, need it refastened.
 3. Scoreboard on Court # 4 is broken, we likely need a new one
 4. A few of our trash cans that hang on the net post are broken and need to be replaced as well as the ball holders they hang from
(Discussed need to repair lights on tennis courts. Will call Court Makers to examine/repair as needed. BOD approved payment for Court nets)
- 2016 - Need new pool umbrellas and tables. Maybe more chairs. *The need for new tables, chairs, and lounge chairs discussed. Armand will begin process of looking into needs, potential suppliers, and costs)*
- 2016 - Golden
 1. Replace 50 gallon water heater \$950.00
 2. Replace water fountain. Requires realigning pipes. Can save if do both water heater and fountain at the same time.
 - a. Fountain \$4,300
 - b. Bottle Filler \$4,800
- Future - Accruing funds in separate reserve account for possible mailbox project.
- Future - Use of the area behind courts for walking trail

- Future - Estimate from David Jones of Balanced Repairs to extend irrigation system down Lou Ivey to Apremont Entry, approximately \$2,300. Do when landscape3 project for that area is implemented.

Old Business

- Still need to clean out pump room. Small community project? Ken doing some reorganization.
- Secret Garden –Additional cleanup required – do with walking trails?
- Need to organize committee to work on POA Act. Floyd Dickens has agreed to lead effort.
- Problems – 2 homes on Pomarine. Seems to be quiet for now.
- Discussion of improvements in AP process.
- ATG installed security camera, \$4,582. Down payment of 50% done. Comcast installing wifi at entry, installation \$199 and monthly payment will be \$82.90. Need to add cabinet for the equipment, \$400. *(Expenditures approved. Discussed costs for reviewing the security camera data when a break-in or other event occurs in the subdivision. If the detective determines the police will use the information, the HOA will pay for the review).*
- Still waiting for CRA report. Promised initially for November. When can we get it?

7) New Business

- Clubhouse application of Johnny Grip will be \$245. Has this been done? *(Application completed. BOD will ask cleaning person to document supplies needed)*
- New Christmas decorations at entry – purchase, installation and removal, Southern Accents outdoor Lighting \$900. May want to add more garland on lower wall next year. Next year cost will only be installation and take down, unless purchase additional garland for lower wall. Booked in January, need to backdate to December when approved.
- Golden replaced broken window in clubhouse hallway - \$75.
- New nets installed on lower courts and 5 squeegee rollers replaced - \$744.73. *(payment approved)*
- New towel dispenser in ladies room to replace broken dispenser - \$29.69.
- Winter pine straw application - \$2,400 for 400 bales. Looked a little scant last time. Add 50 bales for an additional \$300? *(BOD approved additional bales and payment)*

8) Next meeting will be February 17th. May need to change week.

9) Adjourn