

Mainstreet Community Service Association, Inc. (MCSA)

Board of Directors Meetings
Annual Members Meeting
December 1, 2016

Present: President-Rick Harris; Vice President-Sharon Dickey; Secretary-Patrice Diamond; Treasurer-Frankie Bryson; Member-At-Large-Phillip Griffith; Community Association Manager-Nadine Rivers-Johnson, Office Associate-Velvet Loyal; CMA Division Manager-Cathy Green and homeowners/residents.

Call to Order - President, Rick Harris called meeting to order at 7:30pm, and started the meeting out with an introduction of current Board members followed by a short statement from the two candidates running for open directorships. President Harris followed the introduction with a review of the agenda for homeowners/residents in attendance.

Verification of Quorum – A call was made by President Harris to verify quorum for the Annual Members meeting to proceed. Elections Chair, Laryette Kyle, confirmed a quorum for the Annual Members meeting had been met with a total of 89 present in person or by proxy – well over the 54 required for quorum in 2016 (10% of homeowners in good standing). Elections Chair Kyle, along with CMA Division Manager Green and one volunteer, from homeowners present, verified the quorum.

Presentation of 2017 Budget – President Harris, with input from Treasurer Bryson and Association Manager Rivers-Johnson, presented a review of the 2017 Proposed Budget. Projections are to collect assessments from over 80% of homeowners and contribute \$40,000 to Reserves by the end of the 2017 calendar year. A motion was made by Vice President Dickey, seconded by Secretary Diamond and passed unanimously to approve.

MCSA Capital Improvement Loan with NCB - The NCB loan for Parkside Townhomes and Disney Court has been paid down under \$60,000, with approximately 18 months remaining on the loan. A payoff will be ordered in early 2018, and the Board will consider an early payoff at that time. Repayment of the loan will save the association \$4,174/month.

Yearend Report - No management expense increase from CMA was included in the 2017 Budget. Capital improvement projects include resurfacing the Family Pool deck and the tennis courts. A total of approximately \$79,000 (82 accounts) was collected by Lazega & Johanson through pre-suit payments, consent order payment plans, judgments and garnishments. A total of \$106,490 was paid to the Association from collections of HOA Capital Advisors, LLC debt asset collections. The yearend management report was reviewed by Association Manager Rivers-Johnson with over 900 collections calls, 19 lump-sum payments, 72 in-house active payment plans, 87 ACH (auto-debit) accounts, 68 annual HOA payments, 70 homes purchased in the Association, and generation of approximately \$7900 in pool revenue and \$7500 in leasing administration income. Expenses included \$32,000 from the pool (contract, maintenance/repair, pool monitor and security); \$37,000 Reserves transfer, \$36,000 for emergency/maintenance tree removal/pruning; \$298,000 in administrative expenses; \$160,000 utilities; \$93,200 in common area maintenance/repairs; \$73,000 landscape contract; \$5100 in legal fees/retainer; \$6300 pest control/termite bond; and \$37,000 Reserves transfer.

Nomination for Board of Directors – Nominations for the Board of Directors candidates were read into the record by President Harris and ballots verified by Elections Committee Chair Kyle. At that time, the office of Vice President and Secretary were vacated by Sharon Dickey and Patrice Diamond to commence with the elections process for 2017. With 89 votes in person or by proxy, Sharon Dickey and Patrice Diamond were elected to two-year terms on the Mainstreet Community Board of Directors. With the two directorships filled, President Harris announced that the current Board would vacate their present positions and go into Executive Session to elect 2017 directors.

Question and Answer Session – Association Manager Rivers-Johnson answered budget questions posed by homeowners while the Board elected officers. A short tutorial on reading the Financials was followed by discussion on volunteer committee opportunities.

Elections Announcement of Board of Directors – After returning from Executive Session, the 2017 Board of Directors’ officers were announced as follows: President- Rick Harris; Vice President-Sharon Dickey; Secretary-Patrice Diamond; Treasurer-Frankie Bryson; and Member-At-Large – Phillip Griffith.

President Harris proceeded to open the floor up to owners concerning issues they wanted addressed. The following concerns were discussed:

1. Reduction of Clubhouse rental for compliant homeowners who wanted use of the facility for hosting functions where they did not want to use their personal residence. Association Manager Rivers-Johnson reiterated that rental fees cover the cost of excess utilities used, maintenance of Clubhouse and furniture, as well as costs associated with cleanup.
2. Vacant lot at corner of Willow Run and Rock Glen Drive. Issue has been reported to DeKalb County Enforcement for ARB compliance-related issues. Lot is currently “For Sale by Owner.”
3. Resident of Parkside Townhomes questioned high cost of sub-association fee for residents. Association Manager Rivers-Johnson gave breakdown of what services are included in sub-association fee for residents (water, landscaping, pest control/termite bond, NCB loan re-payment for capital improvements in 2006). Water bill for Parkside was approximately \$100,000 in 2016 representing an average of \$198/unit/month – well above the average single-family home cost of \$75/month. An internal plumbing audit of each resident’s property will be conducted in early 12017 to identify to identify and check for water leaks within each unit in an attempt to reduce the water bill costs to the Association.
4. Traffic speeds along Mainstreet Park Drive. A couple of residents asked about speed bumps or having a traffic study done to address the high speeds along this street and possible solutions. DeKalb County Roads & Drainage will be contacted to investigate and request the proper procedures to address this area.
5. Additional issues for 2017: Association audit review, resurfacing of pool table and piano tuning, possible re-striping Heritage Oaks Drive, signage and/or banners in community, additional trees removed.

Adjournment – A motion to adjourn was made by Secretary Diamond, seconded by Treasurer Bryson and passed unanimously. The meeting adjourned at 9:20pm.

Next meeting scheduled for Tuesday, January 17, 2017.

Minutes submitted by Secretary, Patrice Diamond
Mainstreet Community Services Association, Inc.