

Mainstreet Community Services Association, Inc. (MCSA)

Board of Directors Meeting
Annual Members Meeting
December 7, 2017

Present: 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.

Called to Order - Meeting convened at 7:45pm by Vice President Dickey with all members of the board present with the exception of President Harris, having suffered a stroke and going through rehab.

Verification of Quorum – A call was made by Vice President Dickey to verify the quorum for the Annual Members meeting to proceed. Elections Committee Chair, Laryette Kyles, confirmed the meeting quorum along with CMA Division Manager Green and two homeowner volunteers with a total of 81 present or by proxy; the required quorum was 54.

Presentation of 2018 Budget – Property Manager Rivers-Johnson briefed the board and homeowners present on the 2018 proposed budget. A strong recommendation was made to raise the HOA fees by \$8.00 in 2019 to address increased costs to run day-to-day operations, utilities, and adequately replenish Association reserves for much needed capital improvement projects. Areas addressed were the Association pool, tennis courts, tree pruning, common areas, ARB, pest control, legal actions, landscaping, clubhouse repairs, insurance, utilities, CMA and Reserves. Motion to accept the 2018 proposed budget was made by Member-At-Large Griffith, seconded by Secretary Diamond and passed unanimously. Expenses and overhead were reviewed from 2017.

Yearend Report – A management expense of 3% for CMA was included in the 2018 Budget. A total of 573 accounts were addressed through legal action, of which 269 were paid in full to HOA Capital Advisors, LLC – including 2 judicial foreclosures. A total of \$7,732.33 in leasing administration fees were netted to the Association through 11/30/17 and 111 properties were addressed by the ARB Committee (of which 12 properties had fines posted to their accounts for various noncompliance issues). Clubhouse administrative staff made almost 1,000 collections calls and reported 43 properties to the DeKalb County Vacant Property Registry. A total of 51 homes sold in the community through 11/30/17. Accidents involving the front entrance occurred over 7 times resulting in approximately \$35k in insurance recoveries. Inclement weather and Hurricane Irma caused damages of \$8593, and pipeline breaks in Parkside Townhomes damages resulted in \$13k for repair costs plus \$5800 in plumbing audit costs.

Capital Improvement Loan with NCB for Parkside Townhomes and Disney Court – Association loan from 2005 has been paid down to approximately \$20K. A request for payoff will be ordered after January 2018's payment is made with a goal to pay off the balance by 1/31/18. This will save the Association over \$4000/month (\$50K per year) which will be placed in Reserves on a monthly basis for the foreseeable future. A total of six months of collectable monthly HOA fees is recommended for the Reserves account.

Nomination of Board of Directors – Nomination for three Board of Directors directorships were read into the record by Vice President Dickey. Because three candidates returned verified Petitions for Candidacy, and there were only three names on the ballots, all candidates were certified for directorships on the 2018 Board of Directors automatically. New board member Anita Williams made a brief statement of introduction before the homeowners in attendance. Because of a family emergency by both new directors Patricia Prayor and Herman Tate who were both out of town, election of officers was delayed. According to Mainstreet Community By-Laws Article 6, Section 1 the Board must hold a meeting to elect

officers within 10 days of the Annual Meeting. All three new directors will serve a two-year term. Board member Sharon Dickey welcomed the new members and expressed the Association's deepest appreciation for the work and contributions Rick Harris, Frankie Bryson and Phillip Griffith provided during their tenure on the Board of Directors.

Question & Answer Session – Board Member Sharon Dickey opened the floor up to homeowners concerning issues they wanted addressed. The following issues were discussed:

(1) Concern was expressed regarding verification of healthcare costs for Mainstreet staff and the portion being charged back to Mainstreet by CMA. Division Manager Green explained the Association chargeback process and reminded homeowners that healthcare benefits are a federal mandate. A breakdown of contribution expenses incurred by the Association are made available monthly on Financials provided to homeowners present at board meetings. (2) Break-ins within the community were also discussed. New board member Anita Williams, who is also the Crime Watch Coordinator, will be rolling out new neighborhood watch initiatives in 2018. (3) Concern regarding paving of potholes within the Parkside Townhomes community was expressed. Property Manager Rivers-Johnson explained to residents the past history of Parkside (covering what is included in the cost of their HOA fees), the water bill issue related to their commercial water meter, and the Association's efforts in working with DeKalb County Watershed Management to rectify the usage. An internal plumbing audit of each resident's property was conducted in early 2017 by Royal Flush to identify if unchecked water leaks were emanating from within units. The potholes and rapid street surface erosion resulted from the paving contractor who resurfaced Village Mainstreet as a part of the 2005 Parkside Loan Capital Improvement Renovation Project. The contractor did not resurface according to DeKalb County Code specifications which require a minimum 3" of asphalt necessary to prevent early chipping during the normal life of a resurfacing project. Only a ¾-inch layer of asphalt was applied by the contractor. A special assessment will have to be incurred by Parkside Townhome homeowners to provide the necessary funds to have the streets resurfaced properly. Pothole patches will be applied to the site of the pipeline break in early March 2018 as weather permits.

Adjourn - Motion was made to adjourn by board member Anita Williams, seconded by Sharon Dickey, and passed unanimously. The meeting adjourned at 9:37pm.

Next meeting is scheduled for Tuesday, January 16, 2018.

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