

Brandon Mill Farms Condominium Association, Inc.
Annual Meeting (2011)

Saturday, March 12, 2011 (10:30 am)
Brandon Mill Farms Clubhouse
Atlanta, GA 30350

A G E N D A

1. Verification of Quorum 10:30 am
(Registration from 10:00-10:30am)
2. Call to Order
3. President's Comments
 - a. Introductions
 - b. Annual Meeting Minutes (2010)
 - c. Meeting Agenda Overview
 - d. Financial Overview
4. Voting
 - a. Election of Directors
5. Officer Reports
 - a. 2010 Projects (old business)
 - b. 2011 Planned Projects (new business)
6. Open Floor
 - a. Water Conservation Program –updates from Phase I
 - b. Delinquency report
 - c. Discuss alternate methods for collections assistance
8. Adjourn 12:30 pm

**Brandon Mill Farms Condominium Association, Inc.
2010 Annual Meeting Minutes**

Minutes for the Brandon Mill Farms Condominium Association's 2010 Annual Meeting:

When: Saturday, March 13, 2010
Time: Registration at 10:00 AM
Meeting started promptly at 10:30AM
Where: BMF Clubhouse
Notice Date: Feb 19, 2010

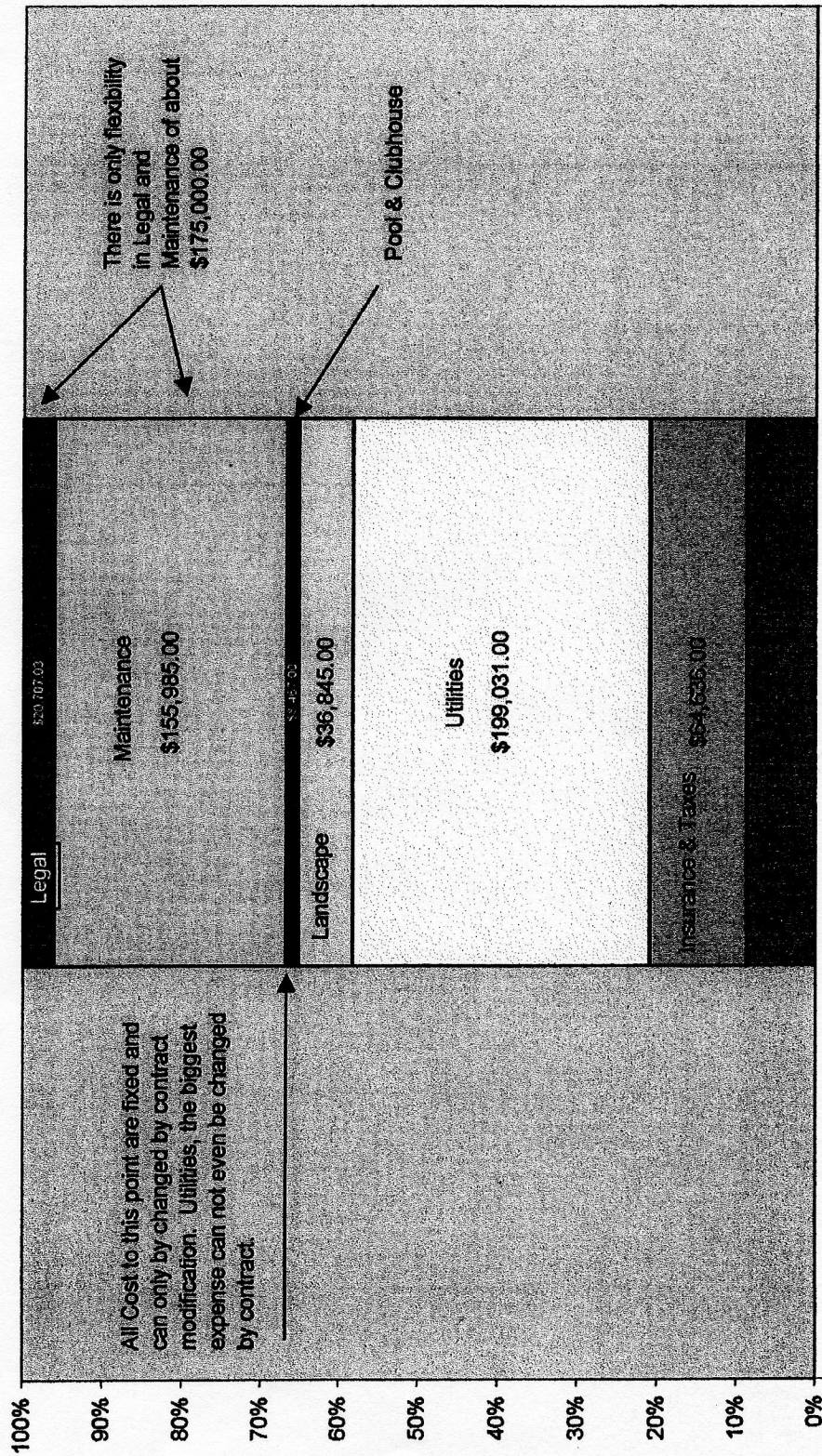
- Verification of Quorum: 37 ineligible to vote. $246 - 37 = 209$. $209 \times 33.333 = 69.666$ (70). Quorum requirement is 70. 50 homeowners attended and there were 24 proxies (total: 74). Quorum met.
- Call to Order: Pres Marwan Elissa called the meeting to order at 10:30. Minutes from the 2009 were provided and approved.
- Officer Reports: Marwan Elissa made introductions and then briefed the audience on past and current financial matters. He also discussed water conservation measures and a general state of affairs (see attached reports). David Montague, Abacus Property Management, addressed the upcoming chimney pan rehab project and presented an overview on recurring contracts and how board decisions are made. Sheila Levy, Abacus Property Management, presented an overview on collection issues and discussed new FHA guidelines and their impact on sales.
- The following Board of Directors were voted into 2-year terms in 2009 (they will be up for re-election in 2011):
 1. Marwan Elissa
 2. Emily Pike
 3. David Woodworth
- The following Board of Directors were up for re-election in 2010 (two open seats):
 1. Whitney Bass
 2. Vacant
- The following individuals requested to be on the 2010 ballot and/or were nominated from the floor:
 1. Whitney Bass
 2. Robert Ondrey
 3. Donna Preucil
 4. George Barr
 5. Jim St. Clair

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- Election Results: Whitney Bass was re-elected with the highest votes, and Bob Ondrey and Jim St. Clair tied with the second most votes. Jim stepped aside to allow Bob to take the fifth seat but will serve as an alternate and attend BOD Meetings. Whitney Bass and Bob Ondrey were elected to two-year terms (their terms expire in 2012).
- New Business:
 1. Better communications to homeowners
 2. Water conservation (leak at 2500)
- Open Floor:
 1. Voting procedures
 2. Collections
- Meeting adjourned at 1:10PM.

David Montague
CAM, Brandon Mill Farms Condo Assn
March 17, 2010

2010 Actual Assessment Expenses Per Category Based on Check Runs



Actuals 2010

Budget for 2011
And
Previous 4 Years Actual
Versus Budget

	2011 Year		2010 Year		Difference	2009 Year		2008 Year	
	Budget	Actual	Budget	Actual		Actual	Budget	Actual	Budget
Balance Start of Year	\$304,317.00	\$236,091.00	\$236,091.00			\$207,428.00	\$207,428.00	\$218,194.00	\$207,428.00
Balance End of Year		\$304,317.00				\$236,091.00		\$207,428.00	
Assessment Income	\$551,088.00	\$507,792.84	\$551,088.00		-\$43,295.16	\$526,927.00	\$551,088.00	\$506,597.00	\$535,176.00
Other Income	\$15,450.00	\$31,036.00	\$15,500.00		\$15,536.00	\$12,464.00	\$15,000.00	\$0.00	\$0.00
Special Assessment Income	\$90,000.00	\$90,641.59	\$98,705.52		-\$8,063.93	\$47,712.00	\$45,903.00	\$0.00	\$0.00
Regular Income	\$607,038.00	\$629,470.43	\$665,293.52		-\$35,823.09	\$587,103.00	\$611,991.00	\$506,597.00	\$535,176.00
Administration	\$63,366.00	\$66,798.44	\$65,326.00		\$1,472.44	\$71,499.00	\$66,576.00	\$75,266.00	\$57,040.00
Taxes & Insurance	\$64,670.00	\$64,666.00	\$70,050.00		-\$5,384.00	\$55,727.00	\$67,050.00	\$65,388.00	\$65,750.00
Utilities	\$206,940.00	\$196,053.19	\$219,000.00		-\$22,946.81	\$177,572.00	\$108,000.00	\$84,455.00	\$146,000.00
Landscape	\$50,200.00	\$43,193.91	\$55,200.00		-\$12,006.09	\$75,752.00	\$66,200.00	\$54,404.00	\$65,100.00
Pool	\$8,285.00	\$8,981.72	\$8,200.00		\$781.72	\$6,892.00	\$7,900.00	\$6,700.00	\$7,850.00
Maintenance	\$122,325.00	\$154,401.33	\$124,500.00		\$29,901.33	\$164,598.00	\$133,000.00	\$169,736.00	\$128,000.00
Clubhouse & Others	\$1,200.00	\$0.00	\$1,500.00		-\$1,500.00	\$0.00	\$2,500.00	\$0.00	\$8,000.00
Total Expenses	\$516,986.00	\$534,094.59	\$543,776.00		-\$9,681.41	\$552,040.00	\$451,226.00	\$455,949.00	\$477,740.00
SA Project Expenses	\$142,000.00	\$27,150.00	\$73,000.00		-\$45,850.00	\$6,400.00	\$121,862.00	\$60,414.00	\$73,000.00
Total Expenditures + SA	\$658,986.00	\$561,244.59	\$616,776.00		-\$55,531.41	\$558,440.00	\$573,088.00	\$516,363.00	\$550,740.00
Income Minus Total Exp.	-\$51,948.00	\$68,225.84	\$48,517.52		\$19,708.32	\$28,663.00	\$38,903.00	-\$9,766.00	-\$15,564.00
Balance Start of Year	\$304,317.00	\$236,091.00	\$236,091.00		\$0.00	\$207,428.00	\$207,428.00	\$218,194.00	\$207,428.00
Calculated Bal. End of Year	\$252,369.00	\$304,316.84	\$284,608.52		\$19,708.32	\$236,091.00	\$246,331.00	\$208,428.00	\$191,864.00
Expected Delinquencies	\$51,000.00								
Expected Bal. End of Year	\$201,369.00								

2011 BUDGET

2011 BUDGET

	<u>2011</u>	<u>2010</u>	<u>PERMONTH</u>	<u>PER UNIT</u>
POOL:				
POOL CONTRACT	\$4,500	\$5,000	\$375	\$1.52
POOL REPAIRS	\$2,100	\$2,000	\$175	\$0.71
POOL PERMIT	\$360	\$350	\$30	\$0.12
POOL SUPPLIES	\$510	\$250	\$43	\$0.17
POOL TELEPHONE	\$815	\$600	\$68	\$0.28
TOTAL POOL:	\$8,285	\$8,200	\$690	\$2.81
CLUBHOUSE AND REC:				
TENNIS COURT MAINTENANCE	\$600	\$1,000	\$50	\$0.20
CLUBHOUSE MAINTENANCE	\$600	\$500	\$50	\$0.20
TOTAL CLUBHOUSE:	\$1,200	\$1,500	\$100	\$0.41
MAINTENANCE & SERVICES:				
GENERAL MAINT. AND REPAIR	\$40,000	\$40,000	\$3,333	\$13.55
ELECTRICAL REPAIRS	\$1,200	\$2,500	\$100	\$0.41
ENGINEERING SERVICES	\$450	\$1,000	\$38	\$0.15
FENCING	\$500	\$500	\$42	\$0.17
FIRE SYSTEMS	\$675	\$0	\$56	\$0.23
GUTTER CLEANING	\$7,500	\$9,000	\$625	\$2.54
JANATORIAL/PORTER	\$28,800	\$25,000	\$2,400	\$9.76
PAINTING	\$3,000	\$0	\$250	\$1.02
PEST CONTROL	\$1,200	\$3,000	\$100	\$0.41
PRESSURE WASH	\$6,000	\$7,500	\$500	\$2.03
PLUMBING	\$12,000	\$16,000	\$1,000	\$4.07
ROOFING	\$18,000	\$18,000	\$1,500	\$6.10
SUPPLIES	\$3,000	\$2,000	\$250	\$1.02
TOTAL MAINTENANCE:	\$122,325	\$124,500	\$10,194	\$41.44
TOTAL OPERATING EXPENSES:	\$516,986	\$543,776	\$43,082	\$175.13
TOTAL INCOME:	\$566,538	\$566,588	\$47,212	\$191.92
NET INCOME/LOSS	\$49,552	\$22,812	\$4,129	\$16.79
	<u>2011</u>	<u>2010</u>	<u>PERMONTH</u>	<u>PER UNIT</u>
RESERVE INCOME:				
FROM NET OPERATING	\$49,552	\$22,812	\$4,129	\$16.79
SPECIAL ASSESSMENT INCOME	\$90,000	\$98,706	\$7,500	\$30.49
TOTAL RESERVE INCOME:	\$139,552	\$121,518	\$11,629	\$47.27
RESERVE INCOME	\$139,552	\$121,518	\$11,629	\$47.27
ESTIMATED BAD DEBT	\$49,500	\$46,561	\$4,125	\$16.77
NET INCOME/LOSS	\$90,052	\$74,957	\$7,504	\$30.51

BRANDON MILL FARMS

2010 PROJECTS (completed)

A Decks & Gazebos

- Deck Stain 1300, Gazebo/repair (\$700)
- Gazebo @ 23/2400 Bldg (\$500)
- Rear Deck 1900, Repair/Stain (\$275)
- Gazebo 1700, Repair/Stain (\$525)

B Clubhouse

- Deck/Stairs (\$2450)
- Sheetrock (\$900)
- Pressure Wash/ Stain Deck (\$900)
- Windows (\$425)

C Plumbing

- Hydrant Repair @ 2500 (\$1001)
- 1600 Plumbing (\$879)
- Camera Inspections (\$2200)
- 2500 Plumbing (\$806) Hole from repair (\$950)
- 3 Way STOP – Plumbing (\$1580)
- 3 Way STOP – Concrete (\$3100)

D Chimney

- Pan Project (\$25K)
- Stucco Repair after Chimney Pan (\$4552)

E Pool

- Re-Seal Deck (\$1800)
- Pump Repair (\$1250)

F Exterior Bldg Repair

- Winter Gutter Clean (\$3000) Spring (\$3000)
- Handrails/Breezeways (\$1595)
- 1200 Foundation Repairs (\$600)
- 1800 Void – Front (\$450) Side (\$1320)

G Landscaping

- Winter Pine straw (\$4749)
- Hardscape- Rear 2200 (\$2150)
- Seasonal Color –May- (\$1520)
- Trees Cut –16/21/2200 (\$1500)

H Aesthetics

- Fence Repairs 2200 (\$1025)
- Pressure Washing Buildings (\$7500)
- Pet Stations (5) (\$1256) Install (\$200) Bags (\$184)
- Pest/Rodent (\$450)

I Association Repairs

- Flashing/Wall Cavity Repair- 1800 (\$8000),
- Wall Cavity Repair 1500 (\$2930)
- Flashing 1500- Investigate (\$200), Repair (\$700)

J Roof

- Maintenance (\$13,090) * \$600 credit per building – See list below

K Water Saver Kits

- Phase 1 – (\$4100)

2011 Roof Project

Roof – Repairs consist of: Decking, Roofing, Fascia, Soffit, Re-Sealing Skylight(s)

- 1400 – Complete * (\$23K)
- 1800 – Complete * (\$25K)
- 1900 – Complete * (\$21K)
- 2400 – Complete * Total pending > Cost to date (\$23K)
- 1500 – Complete * Total pending > Cost to date (\$20k)

Brandon Mill Farms Delinquencies Comparison Feb. 2010 to Feb. 2011

	<u>2/28/10</u>	<u>2/28/11</u>	Change
Over 30 days past due assessments	8,840.45	8,601.61	-238.84
Over 60 days past due assessments	7,115.28	6,220.90	-894.38
Over 90 days past due assessments	98,333.28	108,878.12*	+10,544.84*

*Included in this new balance over 90 days are (5) foreclosure units with a total debt owed of \$4,214.49 (owed by the Lenders)

	<u>2/28/10</u>	<u>2/28/11</u>	Change
Over 30 days past due special assess	949.52	953.38	+3.86
Over 60 days past due special assess	935.45	3760.52	+2,825.07
Over 90 days past due special assess	43,771.10	30,203.60**	-13,567.50**

**Includes +\$2,928.48 of accelerated special assessments for calculating judgment amounts (accelerating adds the entire balance of the remaining special for that unit to the unit account).

	<u>2/28/10</u>	<u>2/28/11</u>	Change
Total delinquency (over 30, 60 & 90 days)	168,395.53	168,885.07	+489.54
-Includes monthly assessments, regular assessments, late fees, interest, NSF fees, work orders & attorney fees THERE WAS NO DEFICIT FOR THESE 12 MONTHS THAT CAUSED OUR TOTAL DELINQUENCIES TO SIGNIFICANTLY INCREASE. For these current economic times that is good news.			

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What you CANNOT tell from these numbers due to increases from the TOP 5 (+16,154.45 from Feb. 2010 to Feb. 2011) and new delinquent accounts...

For the 12 month period of 2/28/10-2/28/11 Weissman & Nowack collected \$32,178.39 (that number is separate from smaller collections simultaneously being worked at our office)

5 accounts previously not paying are now in active repayment plans; \$31,701.77 of the current delinquency total is now on a repayment plan (paying current dues and additional monthly payments towards past due totals)

	<u>2/28/10</u>	<u>2/28/11</u>	
Delinquency rates (over 30+ days)	19.5%	15.447%	-
4.053%			
--8 of these are between 30-60 days past due (2 of these will be paid by May further reducing the %)			

#1	19,414.68	Pending rent garnishment with newly obtained information
#2	15,586.07	Court date next week for final judgment
#3	14,610.36	Owner has attorney working with WNCW-in contact
#4	14,065.22	Pending hearing date from Fulton County
#5	12,458.66	Recent payment plan declined by Assn – terms not acceptable
	\$76,134.99	
#6	11,047.72	Active payment plan began in 2010
#7	9965.38	Default motion filed on consent order
#8	7844.92	Unable to locate owner
#9	7104.38	Active payment plan began 2011
#10	5657.28	pending foreclosure
	\$41,619.68	
TOTAL TOP		
10	\$117,754.67	

Movement has been made on many accounts. Many other smaller accounts were brought current along with the \$32k collected by WNCW. However at the same time accounts that were previously current have been added to the delinquent list. Just looking at the overall figures does not truly depict what gains we have made.

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Our next plan of action:

- Amending the Association documents to allow the Assn to suspend parking privileges for delinquent units (either via towing or booting) – can also include the ability to shut off water to a unit (will discuss briefly)

Requirement for amendment:

- 2/3 of the entire voting membership (164 units) must approve the amendment

The process:

- Have WNCW write the amendment and a voting instrument (ballot)
- Either set a special meeting for the vote or mail out the amendment and ballot (TBD)
- Voting period time (TBD)

If approved:

- Mail out vehicle registration forms to each unit allowing for 30 days to return the registration that would then define each vehicle to a unit; we can also implement a decal system (TBD)
- A system can be put in place for “guest cars” for any extended period

The benefits:

- We do NOT have to file a suit for the towing/booting – immediate attention
- Ability to park at the property will hinder both owners and renters; causing immediate attention