

Mixson Assembly Board Meeting
February 25th, 2025 at 6:30pm. Location: 4617 Scout Aly.

1. Call to Order
 - a. Attendance/Participation: Trever Etminan, Stephen Johnson, Keegan Robbins, Brian Pecor, Larry Laroche, David Johnjevic
2. Final Motions to Amend Business
3. Review of January Meeting Minutes
 - a. Review – Minutes reviewed via email and approved online
 - b. Discussion
 - c. Questions
 - d. Motions
4. Treasurer's Report
 - a. Discussion
 - i. Reserve
 1. Balance - \$54,483.86
 2. Deposits/Withdraws - \$25,944.06 payment to GoAtlas for Phase 1 of sign project (pending)
 3. Reserve Contributions - \$5,260.88 YTD
 4. Initiation Fees – 7 homes in the pipeline, 4 of which already under contract. Projecting ~\$17k.
 - ii. Operating – \$80,291.65
 - iii. Monthly Dues Collection
 1. Emailed entire community in January re: outstanding dues, monthly payments, notice of acceleration if no payments.
 - iv. Delinquency
 1. 36 homes (12%) delinquent w/no payments YTD
 2. 50 additional properties (17%) with no February payments
 3. 3 accounts in collections from 2024 with no 2025 payments yet.
 - b. Questions
 - i. Acceleration discussion:
 1. Need to send demand letter to the 36 unpaid properties with 3/31 due date.
 2. Send David to send email to February unpaid properties, mention portal fee to encourage auto-draft setup.
 3. Once a demand letter is sent for the full amount, homeowners have 31 days to pay full remaining balance.
 4. Per David – portal is set up to only do monthly payments, not lump sum. Would require manual processing for each invoice sent. Administrative fee for Ravenel & Associates would be charged back to the homeowners as well. David suggests considering hurdles from new management company, new payment portals, etc. which are a factor in delays. Suggests that, next year, make it so that monthly payments are ONLY an option for people who set up ACH payments so that it will all be automatically.
 5. Stephen suggests sending letter to all unpaid/late accounts that their payment now requires ACH setup to continue monthly payments, must be set up by X date. If that is not received, full amount will be due by Y date, will get demand letter and be sent to collections.
 6. Include 3 accounts from collections that haven't paid in that letter. Wait to discuss 2025 collections until March meeting.
 - ii. Late Fees – Trever noticed not being added in portal. Asked David to check and verify that they're being added.
 - iii. Action items:
 1. David will send letter to all 86 residents who have not paid or are behind, noting that they are past due and must set up ACH by March 10th to start payments if they want to continue monthly payments. If they are not set up on ACH and their payments are not current, the next step will be for their annual balance will be accelerated and all accompanying late fees and administrative fees will be at their expense.

2. David will send general letter to all residents encouraging ACH setup with form attached, note benefits of it (no fees, no risk of missing payment). Will include revised budget as well.
3. David will add revised budget to Ravenel portal

c. Motions

5. Action Items

a. Compliance/Inspections Start/Update

- i. David and Larry walked the neighborhood, took notes and photos. Main issues were maintenance, dead Christmas tree in the back yard, painting needed, parking/belongings in alley, unapproved STR.
- ii. Held off on pressure washing and turf issues due to seasonality. Noted but not sending notifications until later in the year.
- iii. Several homeowners were noted parking partially or fully off their driveways, on grass or in alleys. Only sent notice to one parked prominently on grass in front yard.
- iv. Areas with unmarked trashcans in clusters left out well past 24 hour mark.
- v. A few homes where it was highly visible that the front was littered with kids toys, clutter, etc. (and clearly not because kids had just been playing with it). Will issue notices if clutter is excessive and recurring.
- vi. Will hold on most notices for now (except for more egregious ones) and send more notices out later.

b. Mixson Row Absorption

- i. Notice to Residents – has been sent
- ii. Updated budget – has been sent
- iii. Assessment Start Status – has started for March
- iv. Other Items – Row Dues will go to \$0 on March 1. Board has communicated with nearly all Row residents. All utilities have been transferred to Assembly. Backflows dealt with as well. David is looking into difference in amount for termite bonds.

c. Landscaping and Arborist

- i. Arborist- Update/Bid – have bid from Eric for heartwood tree care, mold treatment for infected crape myrtles. \$1,000 for all trees in the neighborhood. Motion to approve passed.
- ii. Tree survey – Eric surveyed every old growth tree in the neighborhood. Do have 7 trees that got a C- or D grade. Most on or near homeowner lots, creating risk. Need to look at removal for some as they were identified as hazard trees. Will then need to look at plans to replace them with other plantings. Board will need to make decisions on which pose biggest risk to houses and prioritize those via our easement.
- iii. Property Brothers- Update/Bid – irrigation startup and zone repairs, \$2,500 (repairs and node + rotary head additions to newer section under oak, plus repairs to oak by Indy and Summey). Discovered 3 homes with backflows + irrigation, but water is billed to homeowners. Association will manage turning those on and repairing them, but homeowners will be responsible for water. Seasonal startup will be March, that cost was already included in shutoff bid. Motion passed.
- iv. Courtyard replacement/redo (sod under and around oak tree at Summey and Social) plus 3 trident maples in the area by parking lot near Salon Largo. 1 grancy greybeard fringe tree. Planter and courtyard at front (cleaning beds, amending soil, extensive plantings). Planting is slated for mid-March. Total bid is \$15,660. Would be from reserve or capital contribution from last year. Motion passed.

d. Streetscape Project

- i. Zone 1 – snow + freeze delayed completion. Waiting on 5 remaining signs to be added.
- ii. Zones 2-4 – Phase 2 (near Paradiso entrance) – the scope has expanded significantly. May delay that zone, will continue to work through neighborhood. GoAtlas sent initial bids for Phases 3 and 4. Includes crosswalk on Finn, 3-way stop for safety, making Louisa one-way. Phase 4 will be approx. \$15-20k. Won't start for another 3 months or so. Motion to do Phase 4 next passed. Towards end of year, will proceed with next section (probably around \$28k). Phase 2 will be last, will likely split in two due to complexity of parking signs and other elements. Stephen will let the board know when budget allows for moving forward with next phase.

- e. Insurance Claim Social Aly at Summey St. (4403 Social) – Workers caused damage to cobblestone road. Taylor estimated \$30-40k to fully replace it. Insurance is offering \$15k, which would go into reserve. We can bid Taylor for spot repair on worst areas, resetting lifted stone and sealing it down, raise up low areas to reduce puddling, improve appearance.

- f. Insurance Claim Newmans Aly at Social Aly (4499 Summey) – Additional damage to cobblestone alley from 3-wheeled lifts delivering scaffolding. David is working on getting that quote from that insurance company. An adjacent homeowner has video of damage being caused.
 - g. Merch Sales Update – David checked and l’On just sold merch for a couple annual meetings. No helpful guidance. 2 options.
 - i. Secretary will reach out to other nonprofits/HOAs to see how they’ve done it.
 6. Legal Recommendations/Follow up – Sean doesn’t have much capacity currently, holding on these for now.
 - a. Resolutions 6-9 for 2025 Filing- Paused
 - b. Deed Audit/Chain of Title Issues- Paused
 7. ARB request reviews
 - a. Fence request – 3-4’ by road stockade fence (similar to others in neighborhood), but 6’ by alley. Neighbor near that property has one that was approved as a variance by the developer.
 - i. Trever proposed possible approach for how we could create a standard for variances. Stephen countered with the challenge of how vague the variance would have to be, no way to enforce consistently or fairly for all properties. Keegan agreed with this concern. David will follow up with them reiterating requirements based on docs.
 8. Next Meeting Date and Time - TBD
 9. Adjournment – Meeting adjourned at 8:40pm