

MANOR AT OLDE IVY CONDOMINIUM ASSOCIATION, INC.

MINUTES OF BOARD MEETING – MARCH 22, 2011

7:00 PM, OLDE IVY CLUB HOUSE

Present Bill Handley, Pat Lacey, Carol Palmer, Rosemary Riccio, and Lynne Schultz; Rosemary Riccio

Minutes Minutes of the previous meeting held on February 15, 2011 were approved on March 28, 2011.

Financial

1. **Financial Report**

- a. Carol Palmer reported that hourly rates were not on the invoices as of this meeting.
- b. Rosemary Riccio will provide the Carol Palmer a hard copy of the monthly financial reports two days before the monthly Board meeting.
- c. Board requested that CMA set up line items for non-routine services and for contracts for 2010 and 2011.
- d. JIT
 - i. Do we have a contract with JIT?
 - ii. Board requests proposal for fee schedule for ad hoc services
 - iii. What services does JIT provide?

2. **Special Assessment**

- a. \$26,647 out of \$29,400 has been collected
- b. These funds should be credited to Reserves. Rosemary will move them to Reserves from Net Operating Income.

3. **2010 Financial Statement**

- a. Rosemary will ask Tom when he can provide this report.
- b. 2011 sprinkler costs should be recorded as payable in 2010

Old Business

1. **Building Reps Appreciation Social**: Details were discussed. We have reps for each building.

2. **Legal Representation**

- a. Contract with Winter Capriola Zenner, LLC (WCZ) has been executed.
- b. Board decided to transfer all cases from Weinstock & Scavo PC to WCZ.

3. **Fire Inspection**

- a. FLSA Inspection Deficiency Service contract and the FLSA Fire Alarm Inspection Deficiency contract were executed on March 22, 2011.
- b. The Fire Marshall granted Manors an extension to March 23, 2011 to complete repairs on the Fire Inspection report. The Fire Marshall can accept the contracts to correct the deficiencies and consider the work completed.

4. **Insulation**

- a. Harrington Group completed a post-work inspection.
- b. The Board requests that Harrington Group provide us a report so that we can send it to our insurance company.
- c. Inspection of open attic vents should be completed by the end of March

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5. Construction Defects (water leaks/brick work): Wieland will fix this problem.
6. Lease Permits
 - a. Four leases remain available.
 - b. Before lease is approved, the account must be current in fees and water

New Business

1. Janitorial Cleaning Program: Cleaning the stairwells is not part of our current agreement with this service. They have been cleaning the stairwells every two months. The Board decided to include cleaning the stairwells every two months and pay the service retroactive to January 1, 2011. They have cleaned the stairwells one time so far this year.
2. Trash Disposal Problems: Residents are not bagging their trash or are not securely tying the trash bags. The Board will create a sign to post listing the rules for trash disposal.
3. Portable Storage Unit: Residents wanting to load a portable storage unit must first obtain permission from the Board.
4. Dogs
 - a. Dog owners are not cleaning up after their dogs. The Board considers this an Association issue. Pat will bring this up at the next Association meeting.
 - b. Dog Barking: Rosemary will draft a letter that the building reps can send to their residents. It will remind them of the rules and that the Board will take action after three complaints.
5. Garage Fans
 - a. The garage fans are supposed to pull out the air however a resident in 4855 has smelled fumes.
 - b. CO₂ detectors are supposed to be installed on the fans. When installed, the switch cannot be used.
 - c. Rosemary will follow up to determine where the CO₂ detectors are installed and whether the fans need to be cleaned or are blocked by shrubbery.
6. Other building maintenance issues
 - a. 4905: Garage drain needs to be cleaned and drains in all buildings need to be checked.
 - b. 4905: Hardwood floors are damaged.
 - c. 4905: Main entrance door seal may need to be replaced.
 - d. 4805: Bricks in front of handicap ramp by the door are bulging.
 - e. Rosemary will follow up on these issues.

Next Meeting: The next meeting is scheduled for April 19, 2011.