

AGENDA AND MINUTES
MANOR AT OLDE IVY
BOARD MEETING

DATE: NOVEMBER 15, 2011
TIME: 7:00PM
LOCATION: OLDE IVY CLUBHOUSE

AGENDA

PURPOSE: MONTHLY BOARD MEETING
INVITED: PAT LACEY, CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND

NUMBER	TOPIC	TIME
1.	Approval of minutes for the September 20, 2011 and October 11, 2011 Board meetings	
2.	New Board <ul style="list-style-type: none"> • Introductions and selection of Officers • Subcommittees <ul style="list-style-type: none"> ○ Delinquent Accounts ○ Wieland Law Suit 	
3.	Financial <ul style="list-style-type: none"> • Financial Report • Delinquent Accounts • Monthly Foreclosure Report 	
4.	Old Business <ul style="list-style-type: none"> • Annual General Meeting (AGM) <ul style="list-style-type: none"> ○ Assessment Payment Plan ○ Distribution of Documents to Owners via Email • Building Maintenance <ul style="list-style-type: none"> ○ Building Access Codes Report ○ Dryer Vent Cleaning ○ Garage Access Repairs ○ Garage Fan Repair ○ Painting Contract ○ Scaffolding Estimate ○ Building Paint Schedule ○ Caulk Windows Estimate ○ Satellite Dish Inventory ○ Storage issues ○ FLSA Winterization Maintenance • Lease Requests/Lease Renewals • Wieland Law Suit • Master Insurance Policy Quotes • Other Items 	
5.	New Business <ul style="list-style-type: none"> • 4805 Railing Replacement • Water Line Break • Other Items 	

NUMBER	TOPIC	TIME
6.	Next Board Meeting	

MINUTES

ATTENDING: PAT LACEY, CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND

DISCUSSION	
TOPIC	
1.	Financial: The financial report was reviewed. The Delinquent Accounts balance is approximately \$77,000. Wieland Law Suit: We are waiting for response on our final offer. Wieland asked for an extension.
2.	AGM: Rosemary reported on the number of ballots she received thus far. Ballots are due November 22, 2011; she will go into the office on November 22 to pick up the ballots and send the results to the Board members.
3.	Building Attic Vents: Glen shut the vents.
4.	Dryer Vent Cleaning: The Board has contracted with a company to clean the dryer vents in all the units. This service will cost no more than \$20 per unit to be paid by the Owner.
5.	Leases: We have reached the maximum number of leases (37 units). Standard hardship clauses for death of the owner; owner relocated out-of-state; and owner temporarily transferred out-of-state.

KEY DECISIONS	
NUMBER	DECISION
1.	The minutes of the September 15, 2011 Board meeting were approved with one change. The minutes of the October 18, 2011 Board meeting were approved as read.
2.	<p>New Board: Frank Watkins and Joe Winland were elected at the Annual General Meeting. The Board members chose their offices as follows:</p> <ul style="list-style-type: none"> • President: Joe Winland • Vice President: TBD • Secretary: Lynne Schultz • Treasurer: Frank Watkins • Member-at-Large: Carol Palmer <p>Two subcommittees and members were approved:</p> <ul style="list-style-type: none"> • Delinquent Accounts Subcommittee members: Pat Lacey, Joe Winland • Wieland Law Suit: Pat Lacey, Joe Winland <p>Manor Board representatives to Neighborhood Association were selected:</p> <ul style="list-style-type: none"> • Carol Palmer • Lynne Schultz • Joe Winland
3.	AGM - Assessment Payment Plan: A payment plan of four payments of \$200 each to be completed in the 2012 calendar year was approved.
4.	AGM - Distribution of Documents via email: The building reps in the rest of the buildings should send out a soft copy of the handouts to the owners in their building.
5.	Building Maintenance - Painting: 4955 is to be painted next, followed by 4950. Defer painting 4955 until after pollen season (mid to late April). See if vendors will honor their current contract price and see if they will give us a discount if we ask them to paint 4950.
6.	Building Maintenance - Caulking: Association will pay for caulking windows in all buildings

7.	Building Maintenance - Storage Issues: Some owners are storing items in the hallway of the storage room and in their parking spaces. Bicycles and motorcycles are allowed to be stored in parking spaces.
8.	Other - Manor Board Objectives for 2012: Board will prioritize objectives and review at next Board meeting.

OPEN ACTION ITEMS			
NUMBER	ITEM	OWNER	DUE DATE
1.	Update minutes and send to Communications to post on website	Lynne Schultz	11/25/11
2.	Select Vice President	Joe Winland	12/07/11
3.	Obtain keys from outgoing Board members	Joe Winland	12/07/11
4.	Verify access to CMA/Manors web site	Rosemary Riccio	12/07/11
5.	Send CMA web information to new Board members	Rosemary Riccio	12/07/11
6.	Analyze delinquent accounts to remove excessive late fees	Pat Lacey	12/07/11
7.	Add Joe Winland's signature to bank accounts; remove P. Lacey	Joe Winland	12/07/11
8.	Write the Annual General Meeting minutes	Pat Lacey	12/07/11
9.	Send owner email addresses to the building reps	Lynne Schultz	11/21/11
10.	Send results of Special Assessment ballots to Board members	Rosemary Riccio	11/23/11
11.	Ask Glen when he normally turns on the heaters in the stairwells	Rosemary Riccio	12/07/11
12.	Ask Glen to put knobs back on the stairwell heaters	Rosemary Riccio	12/07/11
13.	Work with vendor to schedule blocks of time to clean dryer vents	Rosemary Riccio	12/07/11
14.	Contact paint vendors (see Discussion #4 above)	Rosemary Riccio	12/07/11
15.	Send caulking quotes to Frank and Joe	Rosemary Riccio	12/07/11
16.	Obtain satellite dish research from Bill Handley	Lynne Schultz	12/07/11
17.	Insurance Renewal: Draft letter to insurance company to inform them of what we have done to avoid leaks.	Pat Lacey	12/07/11
18.	Check with FLSA to find out about opening drain pipes in their half-year inspection	Rosemary Riccio	12/07/11
19.	Draft a Manor Lease Policy	Carol Palmer	12/07/11
20.	Follow up with Building Reps on Storage Issues reporting	Lynne Schultz	12/07/11
21.	Manor Board Objectives: distribute via email for Board review	Joe Winland	12/07/11
22.	Next Board meeting on December 13?	Lynne Schultz	11/26/11

NEXT MEETING	
1.	Scheduled for December 20 th . Board wants to change to December 13 th .