

AGENDA AND MINUTES
MANOR AT OLDE IVY
BOARD MEETING

DATE: FEBRUARY 14, 2012
TIME: 7:00PM
LOCATION: OLDE IVY CLUBHOUSE

AGENDA

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

NUMBER	TOPIC	TIME
1.	Approval of minutes	05 min
2.	Financial <ul style="list-style-type: none"> • Financial Report • Delinquent Accounts • Special Assessment • Wieland Law Suit 	25 min
3.	Old Business <ul style="list-style-type: none"> • Action Items • Building Maintenance <ul style="list-style-type: none"> ○ 4805 HVAC Problem ○ Dryer Vent Cleaning ○ New Handyman ○ 4810 flooring buckling by elevator on 2nd floor ○ Controlled Access repair ○ Fire Extinguishers • Manor Board Objectives for 2012 - Confirm • Other Items 	45 min
4.	New Business <ul style="list-style-type: none"> • Water Billing and Issues • Bank Signatures • Feedback to Rosemary • Other Items 	15 min
5.	Next Board Meeting is March 20, 2012	

MINUTES

ATTENDING: KARIN BALDZER, CAROL PALMER, ROSEMARY RICCIO (CMA), AND JOE WINLAND

DISCUSSION	
TOPIC	
1.	Financial: Income/Expense Report <ul style="list-style-type: none"> • December posting error corrected <ul style="list-style-type: none"> ○ Variances need to be corrected on reports ○ Income -- actual minus budget ○ Expenses -- budget minus actual • Several high line items—Rosemary will check <ul style="list-style-type: none"> ○ 7059 elevator contract ○ 7070 building ○ 7415 fire sprinkler systems ○ 8035 utilities-trash • Several line items—no budget <ul style="list-style-type: none"> ○ 7065 elevator inspections ○ 7416 fire safety inspection ○ 7405 fire alarm repair and maintenance • Frank noted six items under budget
2.	Financial - Delinquent Accounts: Rosemary discussed updates on report. The board is proceeding with legal action on some accounts and monitoring others.
3.	Financial – Special Assessment: It is due March 1, 2012. Rosemary reported that the letters have been sent out and some payments have been received.
4.	Building Maintenance <ul style="list-style-type: none"> • 4805 HVAC is fixed. • Dryer vent cleaning is scheduled for February 17 and 18. • New handyman: Rosemary is looking at several options. We will work with our current maintenance man for the time being and keep him on task. • 4810 flooring by elevator on second floor needs to be repaired. The flooring was damaged during flooding due to a truck hitting an irrigation valve. We have an estimate for approximately \$1K. • Controlled access repair is completed. • Fire extinguishers: Maintenance has done a walk-through in preparation for inspection; all fire extinguishers are ready.
5.	Leases: The maximum number of units that can be leased, in accordance with the Manor Declaration, is leased. Owners may complete the required lease application and submit it to Rosemary, who will then place this on a waiting list.
6.	New Business <ul style="list-style-type: none"> • Water Billing Issues: Discussion deferred. • Bank Signatures: All other paperwork is ready to send to the bank. • Feedback to Rosemary: Rosemary requested feedback from the Board regarding procedures, etc.

KEY DECISIONS	
NUMBER	
1.	January 17, 2012 meeting minutes were approved. December 20, 2011 meeting minutes, as amended, were approved.
2.	Financial: Income/Expense Report: Rosemary will prepare a “variance report” for our monthly board meetings.

3.	Manor Board Objectives for 2012 were confirmed.
4.	4850: The garage door arm was reported broken at 4850. It was decided that the arm will be left off for the time being, with "caution" note posted on bulletin board.

OPEN ACTION ITEMS			
NUMBER	ITEM	OWNER	DUE DATE
1.	The following line items seemed high. Rosemary will check into them: 7059 elevator contract; 7070 building; 7415 fire sprinkler systems; 8035 utilities-trash	Rosemary Riccio	03/10/12
OPEN ACTION ITEMS FROM PREVIOUS MEETING(S)			
1.	Obtain keys from outgoing Board members	Joe Winland	01/10/12
2.	Distribute draft copy of Manor Lease Policy to Board for review.	Carol Palmer	12/31/11
3.	Send email distribution list of residents and owners to the respective building reps.	Lynne Schultz	01/10/12
4.	Send email to owners to remind them of the \$200 special assessment due March 1, 2012.	Lynne Schultz	01/31/12
5.	Ensure that The Manor has completed lease forms for units leased to family members. If they are not on file, Rosemary will contact the owner(s) to complete the lease form.	Rosemary Riccio	01/31/12
6.	Obtain an estimate of the cost to remodel, refurbish, paint, and carpet the interior of 4805, the oldest building.	Rosemary Riccio	02/07/12

CLOSED ACTION ITEMS AS OF FEBRUARY 14, 2012			
NUMBER	ITEM	OWNER	DUE DATE
1.	Add Joe Winland's signature to bank accounts; remove P. Lacey	Joe Winland	01/10/12
2.	Send email to owners in 4905 asking if someone would be willing to serve as a building rep.	Rosemary Riccio	01/10/12
3.	Research December building repairs; line item on expense report larger than expected	Rosemary Riccio	01/24/12
4.	Create notice about special assessment to be posted above mailboxes	Rosemary Riccio	01/31/12
5.	Create notice about dryer vent cleaning to be posted on the bulletin board above the mailboxes	Rosemary Riccio	01/31/12
6.	Submit news item about dryer vent cleaning to Communications for posting on the Olde Ivy web site	Lynne Schultz	01/31/12
7.	Submit items for the Neighborhood Newsletter to Joe.	Lynne Schultz Rosemary Riccio	01/19/12