

AGENDA AND MINUTES
MANOR AT OLDE IVY
BOARD MEETING

DATE: MAY 16, 2012
TIME: 7:00 PM
LOCATION: OLDE IVY CLUBHOUSE

AGENDA

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| 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">• Manager's Financial Report• Variance Report• Delinquent Accounts• Special Assessment – Status Report• Wieland Law Suit• Contracts and Cost Saving Initiatives | 40 min |
| 3. | Old Business <ul style="list-style-type: none">• Action Items• Landscaping and Road Resurfacing Assessments Issue | 15 min |
| 4. | New Business <ul style="list-style-type: none">• Building Representative Meeting• 4955 Painting• Cabinets• Lease Issue• Next Board Meeting is June 19, 2012• Other Items | 30 min |

MINUTES

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| ATTENDING: CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND |
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| DISCUSSION | |
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| TOPIC | |
| 1. | Financial: As of April 30, 2012, uncollected assessments are \$101,784.60. |
| 2. | Wieland Law Suit: Waiting on agreement of settlement language. Once agreement is reached, sign, then payment received within 10 days. Warranty on brick work for five years start at signature date. When Wieland is notified of a brick problem, it has 30 days to repair. |
| 3. | Building Representative Meeting: Plan is to present financial situation; discuss ways we might reduce costs; other questions/concerns/issues raised by Building Representatives. |
| 4. | Front Gate: Rather than dig up front area to replace faulty wiring, Georgia Power found power source close to gates and will install meter for gate. |

| KEY DECISIONS | |
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| NUMBER | |
| 1. | Minutes for April 25, 2012 Manor Board Meeting were approved. |
| 2. | Building thermostats are set at 78° (summer) and 68° (winter). |
| 3. | Switch HVAC company to RGP. RGP will charge \$900 per year. The person who originally installed the units works for RGP. |
| 4. | Building Representative Meeting: |
| 5. | Leases: The Manor Board will mail a communication to all owners to inform them that we are at the maximum number of leases, this includes family member leases; include lease form and procedure to lease a unit; and consequences of leasing a unit without going through the procedure as defined in the Manor Declaration. Follow communication with email to Owners with the same information. Providing Building Reps with copies of communication and lease application. |
| 6. | Next Manor Board meeting on June 26, 2012. |
| 7. | Capital Assessment: The Manor Board will send a communication to Owners advising them of a meeting (three optional meeting times) to review the Manor financial situation. |

| OPEN ACTION ITEMS | | | |
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| NUMBER | ITEM | OWNER | DUE DATE |
| 1. | Contracts and Cost Saving Initiatives: <ul style="list-style-type: none"> • Provide Joe a copy of each contract we have • Review start/end dates and when they go out for bid | <ul style="list-style-type: none"> • Rosemary • Joe | 6/15/12 |
| 2. | Leases: Send Lynne soft copy Lease Application. | Rosemary | 6/15/12 |
| 3. | Painting 4955: <ul style="list-style-type: none"> • Confirm paint start date • Post notices for 4955 residents about painting dates; what residents need to do to prepare; accommodations (like parking) that need to be made; and remind them to lock their doors. | Rosemary | 5/17/12 |
| 4. | Plan Building Representative Meeting (date, agenda, location) | Joe | 5/23/12 |
| 5. | Write Capital Assessment Communication | Joe and Frank | 5/25/12 |
| 6. | Determine who has keys to thermostats | Board | 6/15/12 |
| OPEN ACTION ITEMS AS OF MAY 16, 2012 | | | |
| 7. | Recycling: Check previous minutes and documents to see if anything was written about recycling saving the Manor money | Lynne | 5/15/12 |

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| 8. | Contact cleaning lady who is leaving her business cards in buildings to stop doing so. | Rosemary | 5/15/12 |
| 9. | Satellite Dish: Find photos of each building's roof to review what is currently installed. | Lynne | 5/15/12 |
| OPEN ACTION ITEMS AS OF APRIL 25, 2012 | | | |
| 10. | Dryer vent cleaning and Special Assessment: <ul style="list-style-type: none"> • Rosemary will create up-to-date report. <i>Closed 5/16/12</i> • Send email reminder to those who have not paid \$20. Check should be made out to Manor Condominium Association and sent to Atlanta address or can be added to monthly payment. | <ul style="list-style-type: none"> • Rosemary • Lynne | 04/25/12 |
| 11. | 4810: Floor by elevator on main floor damaged. Board requests more estimates. <i>5/16/12: Waiting on estimates from three companies.</i> | Rosemary | 04/25/12 |

| OPEN ISSUES | | | |
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| NUMBER | ITEM | OWNER | DUE DATE |
| 1. | | | |

| CLOSED ACTION ITEMS AS OF MAY 16, 2012 | | | |
|---|---|----------|----------|
| NUMBER | ITEM | OWNER | DUE DATE |
| 1. | Transfer 2011 Special Assessment funds to Reserves | Rosemary | 5/15/12 |
| 2. | What does Gwinnett charge for inspections? <i>\$3,500 per year</i> | Rosemary | 5/15/12 |
| 3. | Make sure that all thermostats are secured | Rosemary | 5/15/12 |
| 4. | Financial Report: <i>Corrected</i> <ul style="list-style-type: none"> • Verify that gas and electric are correct, not flipped. • Verify that the combined total of gas and electric are in line with our utility bills | Rosemary | 5/15/12 |
| 5. | Insurance: review North Ridge bills | Rosemary | 5/15/12 |
| 6. | Confirm that PaintWorks will replace rotted wood. <i>PaintWorks will replace rotted wood. If large problem is found, PaintWorks will contact Rosemary.</i> | Rosemary | 5/15/12 |
| 7. | What are the landscaping costs to the Manor for the last two years? | Karin | 5/15/12 |

| CLOSED ISSUES AS OF MAY 16, 2012 | | | |
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| 1. | Recycling: The Board was under the impression that recycling should save us money. Brian (from recycling) company was not aware of savings to recycle. If something was written down, Brian will honor it. Rosemary is waiting to hear back from Leslie Murdock and Pat Lacey on this issue. <i>Leslie has nothing in writing.)</i> | Rosemary | 5/15/12 |
| 2. | Leases to family members <i>(Please see Decisions above)</i> | Board | 5/15/12 |