

**AGENDA AND MINUTES**  
**MANOR AT OLDE IVY**  
**BOARD MEETING**

**DATE: JUNE 26, 2012**  
**TIME: 7:00PM**  
**LOCATION: CAROL PALMER RESIDENCE**  
**4950 IVY RIDGE DR SE, UNIT 306**

**AGENDA**

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

NUMBER	TOPIC	TIME
1.	Approval of minutes	05 min
2.	Financial <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Variance Report</li> <li>• Delinquent Accounts</li> <li>• Wieland Law Suit</li> <li>• Contracts and Cost Saving Initiatives</li> </ul>	40 min
3.	Old Business <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Building Representative Meeting</li> <li>• 4955 Painting</li> <li>• Cabinets</li> </ul>	15 min
4.	New Business <ul style="list-style-type: none"> <li>• Lease Requests</li> <li>• Recycling Charges</li> <li>• Satellite Dish Inventory / Comcast Letter</li> <li>• Next Board Meeting is July17, 2012</li> <li>• Other Items</li> </ul>	30 min

**MINUTES**

<b>ATTENDING: CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND</b>
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<b>DISCUSSION</b>	
<b>TOPIC</b>	
1.	Financial report will be sent on June 27, 2012.
2.	Received Wieland settlement payment. The five-year warrant starts from settlement date. They are to commence work within 30 days, primarily on building 4855.
3.	Contract savings by switching HVAC maintenance contract.
4.	Direct TV dishes were originally installed with option for each resident to connect; owner to call Direct TV. Direct TV is responsible for maintaining equipment; there is a phone number for multi-dwelling building services. If residents has a problem with Direct TV inside their units, they have to pay to get problem fixed (the same as with cable).
5.	Next Board meeting is July 25, 2012.

<b>KEY DECISIONS</b>	
<b>NUMBER</b>	
1.	Minutes from the May 16, 2012 Board meeting were approved.
2.	4955 painting finished. Did not see them wash or caulk windows. PaintWorks provided a proposal on fascia and trim repairs for approximately \$5,000. Proposal will be held until status of current job agreed upon.
3.	Deadline for paying for assessment and dryer vent cleaning has passed. The Board has not charged late fees. As of August 1, the Board will assess payment status. Those who still owe either or both of these will be assessed a late fee and gate and pool access will be revoked until payment is received.
4.	The Board will hold owner meetings in October.
5.	Board approved the replacement of thermostat covers: \$25 per cover; \$30 to remove old and install new per unit; nine units total.
6.	Add the following criteria to the definition of a hardship lease: <ul style="list-style-type: none"> <li>• Owner attempted to sell unit with realtor for six months</li> <li>• Death of owner and unit is being administered by his or her estate</li> <li>• Owner takes a leave of absence or temporarily relocates and intends to return and reside in unit</li> </ul>

<b>OPEN ACTION ITEMS</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	\$18K short in HOA fees - investigate	Rosemary	7/25/12
2.	Recycling reimbursement: when will it start?	Rosemary	7/25/12
3.	Send Joe list of people who have not paid assessment and/or dryer cleaning fee	Rosemary	7/25/12
4.	Notify those who still owe assessment and/or dryer vent cleaning fee about Board decision concerning payment.	Rosemary	7/01/12
5.	Circulate communication on capital assessment for Board to review	Frank	7/25/12
6.	Draft a letter about TV options	Joe with Leslie	7/25/12
7.	Investigate leak near drain at 4905	Rosemary	7/25/12
8.	4950 Elevator door spasming	Rosemary	7/25/12
9.	4850-103 gutter leak	Rosemary	7/25/12

<b>OPEN ACTION ITEMS AS OF MAY 16, 2012</b>			
10.	Painting 4955: <ul style="list-style-type: none"> <li>• Confirm paint start date</li> <li>• 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.</li> </ul>	Rosemary	5/17/12
11.	Plan Building Representative Meeting (date, agenda, location) <i>06/26: Early September. Will set five dates and the Building Reps can choose the date they want to attend.</i>	Joe	5/23/12
12.	Determine who has keys to thermostats <i>06/26: There are two different boxes in the buildings. One is easy to get in and one is a clear cover.</i>	Board	6/15/12
<b>OPEN ACTION ITEMS AS OF APRIL 25, 2012</b>			
13.	4810: Floor by elevator on main floor damaged. Board requests more estimates. <i>5/16/: Waiting on estimates from three companies. 06/26: Not comfortable knowing what a good bid should be. Will contact Keifer.</i>	Rosemary	04/25/12

<b>CLOSED ACTION ITEMS AS OF JUNE 26, 2012</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Contracts and Cost Saving Initiatives: <ul style="list-style-type: none"> <li>• Provide Joe a copy of each contract we have</li> <li>• Review start/end dates and when they go out for bid</li> </ul>	<ul style="list-style-type: none"> <li>• Rosemary</li> <li>• Joe</li> </ul>	6/15/12
2.	Leases: Send Lynne soft copy Lease Application.	Rosemary	6/15/12
3.	Communication Write Capital Assessment – <i>Draft complete. Essentially, we have to either raise the HOA fees each year for the next few years or pay a one-time assessment (over \$200).</i>	Joe and Frank	5/25/12
4.	Recycling: Check previous minutes and documents to see if anything was written about recycling saving the Manor money	Lynne	5/15/12
5.	Contact cleaning lady who is leaving her business cards in buildings to stop doing so.	Rosemary	5/15/12
6.	Satellite Dish: Find photos of each building's roof to review what is currently installed.	Lynne	5/15/12
7.	Dryer vent cleaning and Special Assessment: <ul style="list-style-type: none"> <li>• Rosemary will create up-to-date report. <i>Closed 5/16/12</i></li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Rosemary</li> <li>• Lynne</li> </ul>	04/25/12