

AGENDA AND MINUTES
MANOR AT OLDE IVY
BOARD MEETING

DATE: AUGUST 21, 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.	Manager's Report <ul style="list-style-type: none"> • Financial Review • Variance Report • Legal Update • Leasing 	30 min
3.	Old Business <ul style="list-style-type: none"> • Action Items • Contracts and Cost Saving Initiatives • Building Representative Meeting 	15 min
4.	New Business <ul style="list-style-type: none"> • 4805 Problems at Entrance, Window Caulking, Bicycle • 4805 Proposal for Animal Extermination in Attic • 4810 Elevator Doors • 4850 Mattress/Box Springs in Garage • Gutter Problems • 4810 Water Pressure issue • Next Board Meeting is September 18, 2012 • Other Items 	40 min

MINUTES

ATTENDING: KARIN BALDZER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND

KEY DECISIONS	
NUMBER	
1.	Minutes of the July 25, 2012 Manor Board meeting were accepted.
2.	Manager's Report <ul style="list-style-type: none"> • Financial Review <ul style="list-style-type: none"> ○ As of 07/31/12 total uncollected assets are \$58,314.78 ○ There are special assessments and duct cleaning payments still outstanding • Variance Report <ul style="list-style-type: none"> ○ Joe and Frank met with CMA comptroller; issues were resolved ○ Only those items that affect the reserve account are capital expenses, as determined by the Manor Board ○ Mold remediation and replacement of AC in 4805 is an operating expense • Legal Update <ul style="list-style-type: none"> ○ Delinquent accounts/payments being monitored ○ Board decided to take action on one account that has not made payments ○ Units that are abandoned and/or in foreclosure represent a risk for water leaks. To mitigate this risk, the Board will take action to turn the water off in these units by sending notices and following procedures in the Manor Declaration • Leasing: There are nine on the wait list
3.	4805 Pest Problem <ul style="list-style-type: none"> • Manor Board approved Team Pest to address the pest problem in the common areas of 4805 for amount of \$3,779 (lowest bid received) • Odor problem within a unit are the responsibility of the owner
4.	Contracts and Cost Saving Initiatives: No discussion at this meeting
5.	4805 Problems at Entrance, Window Caulking, Bicycle <ul style="list-style-type: none"> • Problems at entrance will be documented by next Board meeting • Window Caulking will be done in 2014 when building will be painted • Bicycle: Building reps will send note to residents; if not removed in 10 days, CMA will remove the bicycle
6.	4810 Elevator Doors: They are scheduled to be painted on 08/22/12
7.	4850 Mattress/Box Springs in Garage: CMA removed them
8.	Gutter Problems: Fixed
9.	4810 Water Pressure issue: Pressure relief valve will be replaced
10.	Glen will include receipt(s) for parts when he submits an invoice for maintenance
11.	4950 will be painted and windows caulked in 2013; 4805, in 2014

OPEN ACTION ITEMS			
NUMBER	ITEM	OWNER	DUE DATE
1.	Send an updated special assessment and duct cleaning collection report to Joe – <i>Submitted on 08/21; will be updated and sent to Manor Board</i>	Rosemary	08/31/12
2.	Confirm list of vacant units with the building reps in order to take action to turn water off in these units	Rosemary	09/13/12
3.	Status of repairs to 4955 – <i>08/21: Rosemary will reconfirm caulk estimates</i>	Rosemary	09/13/12
4.	Evaluate structures above all entrances to the Manor buildings to determine where repairs are needed	Karin	09/13/12

5.	Check brick structure in front of 4805 for cracks	Joe or Karin	09/13/12
6.	Request 4805 Building Reps to notify residents about bicycle in stairwell; if not removed in 10 days, CMA will remove	Rosemary	09/13/12
7.	Confirm that Glen installs thermostat covers in 4805 and 4810 and gives keys to Joe Winland; obtain receipts for parts for this service	Rosemary	09/13/12
8.	Interview for replacement for Manor maintenance service	Rosemary	09/13/12
9.	4905 Garbage men not opening doors properly; Rosemary will call garbage company	Rosemary	09/13/12
10.	Provide Manor Board will draft 2013 budget by 09/13/12	Rosemary	09/13/12
OPEN ACTION ITEMS AS OF JUNE 26, 2012			
11.	Circulate communication on capital assessment for Board to review – <i>08/21: Frank will send out by week before next Manor Board meeting</i>	Frank	7/25/12
OPEN ACTION ITEMS AS OF MAY 16, 2012			
12.	Plan Building Representative Meeting (date, agenda, location) - <i>08/21: Five meeting dates between 09/24 and 10/15 will be set and building reps will choose which dates they can attend</i>	Joe	5/23/12

CLOSED ACTION ITEMS			
NUMBER	ITEM	OWNER	DUE DATE
1.	Initiate meeting with Joe, Frank, and CMA (Tom) concerning financials because reverse entries for reserve account not properly reflected in balance account – <i>Meeting took place</i>	Rosemary	08/20/12
2.	Status of repairs to 4955 – <i>08/21: Board approved to proceed</i>	Rosemary	08/20/12
3.	Confirm if mold bill and 4955 painting bills have been paid <i>07/27: Bills are paid</i>	Rosemary	08/20/12
4.	Caulking windows in 4955: See what work order was sent out for bid and whether it said all windows – <i>Caulking of windows was not specified on original request</i>	Rosemary	08/20/12
5.	Send note to building reps to verify that there is a key to the thermostat – <i>Joe Winland has the keys to the thermostats</i>	Rosemary	08/20/12
6.	Ask Glen whether there is one master key to the thermostats or one key per thermostat – <i>There are two master keys</i>	Rosemary	08/20/12
7.	Provide payments to JIT for 2011 and 2012 - <i>07/27: Paid invoice report provided to Manor Board</i>	Rosemary	08/20/12
8.	Send Joe list of people who have not paid assessment and/or dryer cleaning fee – <i>Latest list provided at Board meeting</i>	Rosemary	7/25/12
9.	Notify those who still owe assessment and/or dryer vent cleaning fee about Board decision concerning payment – <i>Reported complete at 08/21 Board meeting</i>	Rosemary	7/01/12
10.	Investigate leak near drain at 4905 – <i>Glen looked at it and didn't see leak; Rosemary to ask Glen to meet with resident. 08/21: Elevator AC condensation line</i>	Rosemary	7/25/12
11.	4850-103 gutter leak – <i>Rosemary sent company out to verify that the leak has been fixed</i>	Rosemary	7/25/12