

Minutes  
Manor at Olde Ivy Board Meeting  
February 15, 2017@ 10:00am

In Attendance: Michael Wiggins, Karen Gantt, Teresa Waters, Frank Watkins, and Dotty Bonds

Number	Topic
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li data-bbox="422 636 1133 674">• The Board approved the minutes of the last meeting</li></ul>

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**New Sprinkler System**

- Amber and Ed Knopick, the Engineer from Jensen Hughes re-inspected the dry pipe installation work performed by Amber to ensure that all corrections were completed. Board reviewed report from Knopick of deficiencies. Attorney Marvin Pastel has sent the report to Amber and we are waiting for a response from Amber. as to how they will address issues.
- Financials not available for reviewed. Dotty to inquire about getting financials to us 2 days before our meetings.
- Annual \$200 Assessment Payment Notice was processed and mailed out to residents end of last month.
- Incident in 4950 unit 302 from condensation from sprinkler head. board reviewed the damage and the repair and will offer to pay 1/2 of the repair cost. The resident accepted the offer.
- Dotty inquired regarding deodorizer system for garbage bin area with Lance. Board agreed to have Lance provide information on units that dispense deodorizer.
- Dotty to email Lance to access why the door to the garbage shoot on third floor of 4810 is scraping and damaging the floor tile.
- Capital Projects for 2017 discussed for exterior painting for 4810 and interior refurbish of 4855. Board to further discuss the start of the projects and the extent of work to be done.
- FSLA inspection update: homeowners will be responsible for the ceiling repair & replacement of sprinkler heads that had paint or debris on them. Awaiting quotes for repair.
- Elevator Preventive Maintenance Contract reviewed and Dotty to provide report of maintenance to the board to further discuss terms of the contract.
- Fraying carpet in main areas: Delores to address with glue and she will take care of cleaning marble at entrances to units where needed. Delores to provide in writing areas she is responsible for cleaning in all buildings. Board will review and confirm. Also Delores proposed for consideration that all contractors wear “booties” when entering buildings.
- Dotty to provide quote from Occupied Renovations to have carpet sections re-glued and installed properly i.e building 4805 entrance.
- Board reviewed quote for carpet cleaning for each floor \$100. Board voted to have carpet on main floor of each building cleaned annually and other floors every 2 years. Main entrance level to be cleaned Spring 2017 after pollen subsides remaining floors cleaned Fall 2017 excluding 4855.

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**Report from Dotty**

—Draft of Building Representatives Duties submitted to board for review by Mike Wiggins after meeting with Deb Naylor. Board discussed need for additional or replacement of existing building reps and training for FSLA and garage gate operation. Building rep term to be 2 years as rep and 2 years as back-up rep..Joe winland suggested that rep be considered for extending term if mutually agreeable. Board discussed transition of existing reps and proposed that Debbie speak directly with reps in question to discuss proposed and accepted duties and responsibilities going forward in order to reach an understanding of reason for the need to transition. Offer back-up rep position to help with transition.If unable to identify a replacement for the rep being transitioned consider posting position in building for new rep or email blast within specific building.

—Dotty to confirm further quotes from Mad Hatter or other company for cleaning dryer ducts for each unit as perviously done \$20 per unit.

—Board approved Kitchen Update 4805 unit 306.

—Lance to report number of shutters to be replaced.

— Board proposed settlement \$690 for car damage from 4805 gate accept by unit 101.

— 4805 car damage from gate to Wiley /Abelman unit 2 quotes for repair to be provided by owner of vehicle. Mike Wiggins requested Dotty to provide illustrations of gate arms and costs that may be available from vendor for consideration. Also, Joe Winland asked Lance to evaluate gate arms available in 4950 garage. Awaiting response from Lance.

—Mike Wiggins to provide proposal for gate extension arms due to gate incidents.

—Gate noise at 4950 to be inspected.

—Paint touchup for buildings discussed not to be done as matching paint would be a challenge unless recently refurbished with paint provided.

—Olde Ivy Community Board reported to have the water meter issue \$2 charge on Apex Bill back to each board to charge each homeowner as the homeowner would be responsible for their own water meter.

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	<p>—Emergency box keys in the garage area have been tagged for garage gate and electrical/mechanical room. All other non-identified keys in Emergency Box are to be removed by Lance and placed in clear plastic bag and kept in electrical room and marked non-identified keys.</p> <p>—Dotty to further evaluate garage gate service contract proposal verses actual costs incurred in 2016.</p> <p>—No invoice received, as of meeting for approved repairs to duct work in building 4955 ,4905, 4810 and 4855.</p> <p>—Dotty reported that garage gate and entrance door issues at 4955 have been identified and corrected.</p> <p>—After investigation by Lance and further follow-up by Joe Winland the owner in 4955 has been advised that the old HVAC unit left on roof must be removed by contractor or HOA will have removed and owner billed.</p>
	<p><b>Legal</b></p> <ul style="list-style-type: none"><li>• Attorney is still handling the settlement with Amber.</li></ul> <p>32 permits issued/6 available</p>
	<p><b>Closings</b> <b>none reported for January 2017</b></p>

The next Board meeting will be held Wednesday March 15, 2017 @ 10:00am