

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**February 21, 2018 @ 9:00am**

In Attendance: Joe Winland (by phone) Michael Wiggins, Carol Palmer, Karen Gantt and Edie Hicks. Absent: Frank Watkins.

<b>Number</b>	<b>Topic</b>
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• The Board approved the minutes by email.</li></ul>

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—**CMA MANAGERS REPORT FROM EDIE HICKS-** P-3 all invoices approved and paid for painting of exterior of Manor Building 4810 and interior refurbish of Manor Building 4855. A reimbursement of \$1300 to Chris Fabina for 6 door closures. Delinquent accounts settlements have received a positive response and owners are paying delinquencies.

**MANOR ELECTRICAL WORK- GEORGIA POWER** proposed to add additional pole lights at both buildings and offered a proposal for changing existing community lanterns to LED and related costs for the change. Further clarification was requested for the proposal received. Manor Board also indicated that the lighting proposal is the ultimate decision of the Neighborhood Board and the Manor Board's involvement was to determine the options available to entrance needed lighting at 4950 and 4850 compared to others being considered. **ROBERT ASKEW ELECTRICAL** provided an updated bid for replacement LED fixtures in 5 Manor garages. Proposal reviewed by the Manor Board and he will need to submit the product specifications. Additional exterior lighting for Manor Building 4950 and exterior replacement LED fixture for Manor Building 4850 proposal was reviewed and approved by the Manor Board pending the product specifications from the electrician.

— **MANOR GARAGE GATE MAINTENANCE-** ALLSTATE ECA proposal for gates provided for Manor Board to review. Additional information (annual billing charge, service agreement and battery back up check) and products specification along with specific scope of work is needed. **TAYLOR SECURITY** proposal to include the same specifications as ALLSTATE ECA.

—**POWER WASHING-** Edie Hicks has contacted Dean Posey and Dream Clean for proposal for power washing areas of the Manor Community. Edie Hicks and Joe Winland to walk the property for scope of work for all quotes. —

—**MANOR PROJECT/ACTION LIST-** This list is to be submitted to the Manor Board every other week for review and updates. Items completed will be removed. List has been reviewed and updated.

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- **FINANCIAL REVIEW:** Actual versus budget and variance reviewed with explanation and discussion. Carol Palmer now has access to the Manor online financial activity.
- **CAPITAL PROJECTS:** Edie Hicks to locate contract for AON/JENSEN HUGHES for Manor Board to review. Manor Board to meet with Traveler Insurance Company for roof insurance claims. Manor Board to meet with AMERISTAR ROOFING regarding roof replacements.
- **MANOR BUSINESS: (ROOF INSURANCE CLAIM) TRAVELERS INSURANCE** has agreed to pay for all roof replacements on all Manor Buildings pending no issues estimated at \$275,0000 with a \$10,000 deductible. Edie Hicks provided Travelers Insurance with repair invoices done after the inspection.. Dry Pipe Sprinkler System was successfully monitored by ALLSOUTH during freezing temperatures. ALL SOUTH to provide dry pipe modifications from Lawrence Murray. ALL SOUTH and CHIEF to provide fire monitoring proposals. Adjustment work is needed. Edie Hicks should have both next week. Edie Hicks to set up meeting with FLSA regarding yellow & green tag status throughout all Manor Buildings. Edie Hicks to seek out proposals for fire alarm monitoring and fire sprinkler systems inspections and fire extinguishers with ALLSOUTH and CHIEF. Edie Hicks contacted the Cobb County Fire Marshall to find out should or when sprinkler inspection is to occur in 2018 and if every sprinkler head in all units need to be inspected. Edie Hicks was told by the Cobb County Fire Marshall that they do NOT monitor the inspection of fire sprinkler heads in milt-tenant buildings. More research and information is need from the Fire Sprinkler Companies.
- **OUTSTANDING WARRANTY ITEMS:** for Manor Building 4810/4805 have been followed up and approved for completion of replacement of Pediment and Baluster at building 4805. Review of work orders done during the initial refresh still need to be discussed.

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- **STATUS/OUTSTANDING ITEMS:** . Chris/ Fabina and Edie Hicks to audit phone billing for call boxes (7), fire alarm monitoring phone lines (11) and (7) phone lines for elevators. Joe Winland suggested that if Chris Fabina is unable to complete the phone audit that the information gathered to date be turned over to the Manor Board for completion or other considerations.
- **MANOR PROJECT LIST:** MAD HATTER-9 units need dryer duct cleaning from the inside of their units.. Edie Hicks to try to set up work to be done on a Saturday. Homeowners to pay for this expense with MAD HATTER. Mike Wiggins has ordered a LED light to be installed by Lance as a test for improvement for all Manor Building entrances. Touch-up paint and wall repair to be completed for Manor Buildings 4805 and 4810. ENGINEERED SOLUTIONS to evaluate the entrance to Manor Building 4805 for settling problem (scheduled for 3/3/18). Billing for carpet cleaning to go to homeowner in Manor Building 4810 unit 305 when received by CMA from JOWERS CARPET CLEANING. Contact was made for owner of unit 306 Manor Building 4955 to reach out to owner in 206 regarding chemical fumes due to floor finishing. Stairwell window sash repair to be done by Lance Buchanon added to the to do list. Edie Hicks to get HILL MECHANICAL or another plumber to come out to take a second look at broken spout at building 4810.
- **ELEVATOR CONTRACT/INSPECTION:** An elevator maintenance proposal was received from BAGBY during the Manor Board meeting and discussion was deferred until all maintenance proposals are received. THYSSENKRUMP PLATINUM PREMIER Service Agreement presented to the Manor Board for review at the October meeting. We still need the a proposal from them, Otis (to come next week ) and American Elevators. The current elevator contract expired January 1, 2018. Edie Hicks to check if the contact has an auto renew clause. . Bids to include timing of preventative maintenance, scope of work and should elevator breakdown outside normal business hours repair to be included in the contract.

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	<p>— <b>WATER METER EVALUATION/REPLACEMENT:</b> Is still a work in progress. NBOD BOARD has received proposal to review water meters.</p> <p>— <b>Manor Board asked for continued oversight to the Clubhouse phone line that has been replaced and discontinued. Edie Hicks and Chris Fabina are to continue billing audit to secure credit for the time period that the phone line was not operational. This phone line was included on the Manor Billing and is to be credited.</b></p>
	<p>—<b>LEASING/UNIT SALE UPDATE:</b> Edie Hicks provided updated list of renters. The Manor Board reviewed the list and one was not included. Edie Hicks to verify if this renter is illegally renting. Sarah Mc Ghee from CMA was not available to attend this meeting to discuss the leasing program. She will be in attendance at next month's meeting..</p> <p>— <b>PET VIOLATIONS, ALLEGED ILLEGAL LEASES-</b> Edie Hicks to follow up with violator for pet violations and stress the fines that will be charged to the owner of the unit. Letters and follow up for alleged illegal renters in 2 buildings will be done by Edie Hicks.</p> <p><b>Recent Sales in the Manor are:</b></p> <p><b>4855-402</b> <b>4805-205</b></p> <p>—<b>Manor Board requested Edie Hicks to also submit contact information to Mike Zeck in order for the Community Directory to be updated.</b></p>

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**The next Board meeting will be held Wednesday March 21, 2018 @ 9:00am at the Club-house.**