

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

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

Number	Topic
	<p>Approval of Minutes</p> <ul style="list-style-type: none">• The Board approved the minutes by email. <p>Resignation of Manor Board Member Frank Watkins-</p> <p>Replacement of Board Member Frank Watkins discussed as a replacement will be needed. Board members to suggest individuals to be considered.</p>

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—**CMA MANAGERS REPORT FROM EDIE HICKS**- presented by Edie Hicks

MANOR ELECTRICAL WORK-Installation of garage lights by ROBERT ASKEW ELECTRIC in Manor Buildings 4810, 4850, 4905, 4955 and 4950 with additional exterior lighting for 4950 and upgraded exterior light fixture for 4850 was approved. LED retro fit lights under canopy entrances of Manor Buildings 4955, 4905, 4805, 4855 and 4850 to be proposed as test installation of Manor Building 4950 has been installed and has improved lighting at entrance 4950.

GEORGIA POWER lighting proposal has been given to the NBOD BOARD for review. Request for additional lighting for side entrance of 4810 submitted by resident taken under consideration by the Manor Board and decision was made to consider possible proposals in the future.

— **MANOR GARAGE GATE MAINTENANCE**- ALLSTATE ECA proposal for gates provided for Manor Board reviewed. 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 to provided proposal from DREAM CLEAN and will request proposals from CONTRACTING UNLIMITED and an additional company for the Manor Board to review for power washing areas of the Manor Community.

—**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.
- **CAPITAL PROJECTS:** Mini refresh of interior painting for Manor Buildings 4905,4955 and 4950 proposal approved work to start in April. RFP process for the exterior painting of Manor Building 4855 and the interior refresh of 4850 to begin in June. Estimate start of project August 2018.
- **MANOR BUSINESS:** Roof shingle replacement and quality controlled oversight discuss by the Manor Board and contracts are in final stages of being completed for Manor Buildings 4810, 4805, 4850, 4905 & 4955. DIRECT TV SATELLITE DISHES will be relocated to a different area of the roof as part of the shingle replacement project with minimum interruption to residents. 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 provided fire monitoring proposals additional information is needed. Adjustment work is needed. Edie Hicks requested to set up meeting with FLSA regarding yellow & green tag status throughout all Manor Buildings. FLSA will only attend by conference call. More research and information is needed from the fire sprinkler companies.
- **OUTSTANDING WARRANTY ITEMS:** Manor Building 4805 repair of Baluster has been completed. Repair of Pediment on 4805 to be completed.
- **TRASH PICK UP PROPOSALS:** Manor Board reviewed proposals submitted by CUSTOM DISPOSAL, PILOT WASTE, WASTE MANAGEMENT, AND DIAMOND. CUSTOM DISPOSAL proposal was approved for a 2 year contract.

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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-8 units need dryer duct cleaning from the inside of their units.. Edie Hicks to send out letters to owners. ENGINEERED SOLUTIONS to evaluated the entrance to Manor Building 4805 for settling problem and submitted quote reviewed by the Manor Board. Edie Hicks to request proposal from RAY ENGINEERING for second proposal to be considered by the Manor Board.. Billing for carpet cleaning of stains on carpet in Manor Building 4810 has been paid by the homeowner. Stairwell window sash repairs have been completed by Lance Buchanan. Edie Hicks to get HILL MECHANICAL or another plumber to come out to take a second look at broken spigot at building 4810 and garage leak at 4905. Garage gate noise disturbance in 4905 to be investigated by TAYLOR SECURITY with homeowner, Joe Winland and Karen Gantt present today. FSLA sent Edie Hicks sprinkler inspection report indicating 12 residences need sprinkle head repairs. Edie to investigate further to verify and check with homeowners.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. Edie Hicks to provide Manor Board with copy of the contract for review.to look at the 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>— WATER METER EVALUATION/REPLACEMENT: Is still a work in progress. NBOD BOARD has received proposal to review water meters.</p> <p>— Manor Board asked for continued oversight to the Clubhouse WIND-STREAM phone line that has been replaced and discontinued. Edie Hicks says Chris Fabina will 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.</p>
	<p>— PET VIOLATIONS, ALLEGED ILLEGAL LEASES- Edie Hicks reports owner of unit renting to pet violator says that renter will be out of the unit by the end of April. Edie to notify owner that their renting privileges will be restored once the outstanding fine has been paid. Edie Hicks followed up on alleged illegal renter and found that the lease had been approved by Jane Beasley former CMA Manager and unit in question is not illegally leased.</p> <p>—LEGAL MATTER-AON/JENSEN HUGHES contract copies need from CMA for Joe Winland to review.</p> <p>Recent Sales in the Manor are:</p> <p>4905- Unit 102</p>

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The next Board meeting will be held Wednesday April 18, 2018 @ 9:00am at the Club-house.