

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**August 8, 2018 @ 9:00am**

In Attendance: Joe Winland, Michael Wiggins, Karen Gantt and Edie Hicks. Not in attendance: Frank Watkins and Carol Palmer.

<b>Number</b>	<b>Topic</b>
	<p><b>Approval of Minutes</b></p> <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**- presented by Edie Hicks.

—**FINANCIAL REVIEW**-Actual versus budget and variance reviewed with explanation and discussion.

—**MANOR ELECTRICAL WORK**- LED retro fit lights under canopy entrances of Manor Buildings have been completed at Manor Buildings 4955, 4905, 4855 and 4850 by Robert Askew. Robert Askew to check and report on the installation of the retrofit lights installed at 4805 and 4950. Robert Askew provided a proposal on all building stairwells and storage unit areas pricing for all baluster light replacements which was reviewed by the Manor Board. Edie to have Robert Askew provide additional details required regarding specifications and illustrations on materials information is needed. Manor Board is requiring another quote to consider this work to be completed under the 2019 budget. Edie to request a proposal from Jason Powell. She is waiting to hear back from him on when he can walk the Manor Buildings to provide a complete proposal.

—**PRESSURE WASHING**- Power washing proposals were reviewed by the Manor Board and the proposal provided by SUNSHINE WINDOW CLEANERS was approved. Edie to coordinate scheduling of the work to be done.

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- **CAPITAL PROJECTS:** Mini refresh of interior painting for Manor Building 4950 is complete. Mini refresh for Manor Building 4955 on hold until scope of work is clearly defined and workers are committed to the completion of the project. Sally from Huie Services indicated bids for the interior rehab of Manor Building 4850 and the exterior painting of Manor Building 4855 are due from the contractors on Friday August 10. She will forward all bids received to the Manor Board for review. Manor Board to have a special meeting to review bids and make a decision on the contractor next week.
- **MANOR BUSINESS:** Start of the ALLSOUTH fire sprinkler and fire alarm systems maintenance and repair, fire extinguisher maintenance and fire alarm monitoring proposal was approved by the Manor Board. ALLSOUTH timeline approved to complete the transition of the fire monitoring system by 9/15/18 which would be at the termination of the FLSA contract. FLSA to be notified of contact cancellation 8/15/18. Edie to coordinate with ALLSOUTH and the Manor Residents on the scheduling of the fire sprinkler inspection in all units 9/22-23. Remaining sprinkler heads (8) in need of repair will be included in any additional sprinklerheads needed to be repaired after the September inspection by ALLSOUTH. Fire/Water emergency procedures to be revisited with all Manor Building Representatives once ALLSOUTH is on board. A Building Representative Meeting to be scheduled thereafter to review finalized procedure.
- **EMERGENCY GATE REPAIR:** ECA completed gate repair at 4955 for compromise of gate by a repossession company retrieving vehicle of resident. Billing to be sent to the estate of the owner responsible. Also Association Attorney has sent a letter to the repossession company to seek compensation for the damage done to the garage gate.
- **PROPOSED MANOR PROJECTS 2019-** Manor Board discussed considering the following projects: Attic installation of additional insulation, replacement of all stairwell heaters with thermostats, LED re-bulbing in common area hallways and total refresh of interior 4905 and exterior of 4850.

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- **MANOR PROJECT LIST:** SERVE PRO, HUGHES ENVIRONMENT to be considered to clean dryer vents. Edie to follow up as prices are needed along with scheduling and availability. There are a total of 6 units needing work done and homeowners are to pay the fee required. This is still in process. Proposals submitted to the Manor Board for review from TIGHTLINE EXTERIORS and CASTLE CONTRACTORS for concrete work to be completed at Manor Buildings 4805 and 4950. Manor Board approved the work to be completed by CASTLE CONTRACTORS. Edie to coordinate the start of the work shortly after the approved power washing of the brick has been completed. HILL MECHANICAL to do the work for broken spout at building 4810. Unit owner 103 will allow HILL MECHANICAL to complete the work through his unit. Edie to work with the owner and HILL MECHANICAL to get the work scheduled. Carpet cleaning for Manor Buildings 4805, 4810, 4905 & 4955 first floor common area hallways to be completed August 9 by Jowers Carpet Cleaning.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. They have inspected the elevator and the State inspection is due to be completed within 30 days of the August 2018 due date and they will report to the elevator company. Edie has order an additional pair of elevator pads with accurate measurements. They are due within 2 weeks. Elevator Emergency Call Boxes in building 4905 and 4955 the “phone image” attached to the door panels are currently missing and therefore provide no insight as being emergency call boxes. Edie is to follow up with John Kennedy at Thyssenkrump for replacement attachments. “Emergency Call Box Inside and Emergency Call Box” labels to be installed in all elevators by Michael Wiggins.
- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board. Community landscape irrigation project has started on Beech Haven side of the community. Funds for materials to complete two of three areas of the community have been approved for completion by the end of 2018 with the remaining section to be completed in 2019.

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- Work to be overseen by the Olde Ivy Landscape Committee and Olde Ivy Neighbor Board. Water Billing/MTU replacement/ Water Meter Replacement Project still pending with the Olde Ivy Neighborhood. John Bennison to head up the project with the assistance of a scheduling coordinator.

—**MANOR INSURANCE COVERAGE:** Renewal process has begun for annual insurance policy. Manor Board has approved to put the policy out for bid. There are no changes to policy. No updates reported.

—**MOLD REPORTED BUILDING 4950-** Carol Palmer reports mold appearing in storage units in 4950 against the back wall of the garage. Edie to have RAYS ENGINEERING to consult on solution when they are on site.

— **WINDSTREAM BILLING AUDIT-** Joe Winland has verify all Manor phone lines and determined which lines are not working. We are and have been billed for two lines that are not working. Edie is to seek credit for those lines indicated by Joe Winland.

—**CMA reports 2 move-ins July-August 4810-101,4950-304 and closing letters for 48155-205, 4805-401 and 4955-206. Welcome baskets sent to new homeowners by Debbie Naylor of the Social Communications Committee.**

—**CMA reports leasing available.**

—**Illegal lease letter sent to owner in 4810- Owner to provide a lease for renter who is the mother in law of the owner.**

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—**GEORGIA POWER-** to repair street lantern in front of 4805.

—**MANOR BUILDING THERMOSTATS-**Joe Winland to check into the replacement of covers with tamperproof covers for thermostats in 4805 and 4950.

—**LEGAL MATTER-AON/JENSEN HUGHES-** This is an on going legal discussion. Manor Board met with with our Attorney Marvin Pastel and AON/Jensen Hughes after July Manor Board Meeting. Attorney Marvin Pastel is following up with response letters to their attorney.

— Next Manor Board Meeting Wednesday, September 19, 2018 @9:00 in the Manor Clubhouse.

**Meeting adjourned.**

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**The next Board meeting will be held Wednesday August 8, 2018 @ 9:00am at the Clubhouse.**