

In Attendance: Joe Winland, Michael Wiggins, Karen Gantt, Carol Palmer 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.• Quorum established.• Meeting called to order.

—**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**- 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. Edie to provide required proposals from Mark Dover and Jason Powell to consider this work to be completed under the 2019 budget. Lance to replace ballast in 3 to 4 locations and to get back to the Manor Board when to be completed. If not able to do so Robert Askew will be asked to do the work.

—**PRESSURE WASHING**-Community power washing with SUNSHINE began 9/19/18 to be completed by 9/21/18.

- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 pending start date 10/2/18. The preparation of the exterior painting of Manor Building 4855 began 9/17/18 with power washing the building.
- **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 completed the transition of the fire monitoring system to WIFI. WIND STREAM phone lines to fire system have been cancelled. ALLSOUTH to conduct fire sprinkler inspection in all units on 9/22/18 from (9:00AM-4:00PM). HVAC replacement procedure notices to be posted in all units inspected. Fire/Water emergency procedures to be revisited with all Manor Building Representatives now that ALLSOUTH is on board. A Building Representative Meeting to be scheduled to review finalized procedures,
- **EMERGENCY GATE REPAIR:** ECA proposal for gate repair at 4905 for noise disturbing unit 204 was approved. Edie to schedule repair work to be done.
- **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. Annual Budget for 2019 to be prepared by Carol Palmer/Joe Winland for the Manor Annual Meeting.
- **WATER INTRUSION 4810:** Unit 303 sprinkler head went off during replacement of HVAC unit. Water damage was caused in units 303,203,202,103,104 and common area outside 203. Owner of unit 303 has not been able to provide insurance from installing contractor. Owner has been required to provide certification HVAC is properly installed and operational. Edie has walked the units with our insurance adjuster. Residents have moved out of units 303,203 and 104 due to damage as units will need reconstruction. Protocol for future water damage disasters: CMA to be contact and expected to be on the site as possible to assisting in coordinating efforts for all involved.

- **MANOR PROJECT LIST:** BARDI COMPANY has been selected to clean dryer vents @\$35 per vent. Edie to follow up with scheduling and availability residents. There are a total of 6 units needing work done and homeowners are to pay the fee required. CASTLE CONTRACTORS for concrete work to be completed at Manor Buildings 4805 and 4950 is scheduled to start 9/24/18. HILL MECHANICAL is scheduled to repair broken spout at building 4810 on 9/21/18 @8:00AM. Carpet cleaning for Manor Buildings 4805, 4810, 4905 & 4955 first floor common area hallways was completed 8/9/18 by Jowers Carpet Cleaning. Tamper proof thermostat covers needed. Joe Winland to follow up. Manor building 4805 common area thermostat replacement pending.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP 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. An additional pair of elevator pads have arrived. 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 were 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 started on the Beech Haven side of the community is progressing. First phase to be completed by 10/1/18 and second phase to be completed by 12/15/18.
- **WATER BILLING/MTU REPLACEMENT/WATER METER REPLACEMENT PROJECT-** John Bennison to head up the project with the assistance of Gay Watson to start project in October.
- **ANNUAL MEETING DATES:** Week of 11/11/18. Manor annual meeting 11/14/18 7:00pm. Board positions are for election; available (3).

- MANOR INSURANCE COVERAGE: TRAVELERS INSURANCE** has been bound and renewed.
- MOLD REPORTED BUILDING 4950-** Carol Palmer reports mold appearing in storage units in 4950 against the back wall of the garage. RAYS ENGINEERING has survey the site. Edie to follow up on the report from them for their recommendations.
- **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 4 move-ins August-September .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 4810/203- Owner has provided lease and Edie to ask owner to amend lease from a 2year lease to a 1 year lease before Manor Board will approve the lease.**
- Illegal lease letter notification sent to owner in 4810/303.**
- Pruning violation letter sent out to owner in 4855/305.**
- Pet violation letter sent out to owner in 4810/101.**
- Building 4855/404 water insurance claim not our issue. It is between them and 4855/304.**
- Building 4855 water leak inspection (Units 104, 203,303,403) by HILL MECHANICAL to be billed to unit 203 who was found at fault.**

—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, October 17, 2018 @9:00 in the Manor Clubhouse.

Meeting adjourned.

