

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**December 19, 2018 @ 9:00am**

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

Number	Topic
	<p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>• The Board approved the minutes by email.</li> <li>• Quorum established.</li> <li>• Meeting called to order.</li> </ul>
	<p>—<b>2019 MANOR BOARD OFFICERS ESTABLISHED</b>- Joe Winland, President: Mike Wiggins, Vice President: Karen Gantt, Secretary: Carol Palmer, Treasurer: John Holthaus, Member-At-Large.</p> <p>—<b>CMA MANAGERS REPORT FROM EDIE HICKS</b>- presented by Edie Hicks.</p> <p>—<b>FINANCIAL REVIEW</b>-Actual versus budget and variance reviewed with explanation and discussion.</p> <p>—<b>MANOR ELECTRICAL WORK</b>- 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 Hicks to have Robert Askew provide additional details required regarding specifications and illustrations on materials. Edie Hicks received an additional quote from GEORGIA LIGHTSCAPES and needs to follow up with the specification of materials to be used. Per Edie Hicks Chris Fabina to arrange GEORGIA POWER free lighting audit at all Manor Buildings with John Holthaus to investigate replacement of bulbs with LED bulbs.</p>

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 is nearly completed. The tile in one stairwell to be installed and two sections of carpet to be replaced then there will be a final inspection. The exterior repair/painting of Manor Building 4855 is nearly completed. There has been a punch list of items to be taken care of prior to final inspection.
- **MANOR BUSINESS:** Start of the ALLSOUTH fire sprinkler head replacement and repair is underway and is being scheduled with residents. ALLSOUTH winterization of the dry fire system has been completed. 2019 Manor dues increase notices and coupons to be sent out by CMA shortly reflecting the 3% Manor increase and the \$10 Neighborhood monthly increase per unit. Fire/Water emergency procedures protocol were revisited with Manor Building Representatives at the Manor Building Representatives meeting in December with the Manor Board. Questions were answered in reviewing information and procedures.
- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** Roof bladder repair completed at Manor Building 4850. Roof leak repair Manor Building 4805 affecting unit 405 has been repaired and interior repair of unit to be scheduled for completion in January. AMERISTAR has repaired all roof leaks under warranty. Stairwell floor leak addressed by Lance Buchanan at Manor Building 4810. Running water from trash room in Manor Building 4950 due to clogged drain repaired by HILL MECHANICAL. Water intrusion in the common area on second floor of Manor Building 4905 inspected by HILL MECHANICAL. They discovered dishwasher in unit 205 was leaking and owner has agreed to replace dishwasher. Carpet cleaning of the common area outside 205/4905 approved by the Manor Board. John Holthaus to obtain quotes for bladder replacement on all Manor Building roofs and walkway mats for the bladder roofs.

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- **DISTURBING NOISE 4855/102-** disturbing noise reported. John Holthaus will assist in discovering the cause of the disturbance with the resident.
- **WATER DAMAGE 4810/INSURANCE CLAIM-** All affected units and common area have received insurance payments for repairs from Travelers Insurance. Work has begun in several units. Edie Hicks is waiting on quotes from EPIC, P-3 PAINTING AND PARKER YOUNG for the repair of the common area.
- **MANOR PROJECT LIST:** BARDI COMPANY has been selected to clean dryer vents @\$35 per vent. Edie to follow up with scheduling and availability of residents after January 1st. There are a total of 6 units needing work done and homeowners are to pay the fee required. Manor Board approved CUSTOM DISPOSAL to repair garbage room doors and replace trash containers with ones that have been cleaned by power washing in all Manor Buildings in January for \$100 per building. Edie Hicks to send out bids to BGC, TOWER and AMERISTAR for gutter cleaning of all Manor Buildings. Edie Hicks to follow up on quotes and equipment specifications of stairwell heaters. Mini refresh Manor Building 4955 review has been done by Karen Gantt and Mike Wiggins who will meet with John and Dolores to review so proposal can be submitted. Joe Winland to follow up with Dolores Mathers regarding window cleaning in Manor Building stairwells.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP State inspection was due to be completed within 30 days of the August 2018 due date. Edie Hicks has submitted the required state form to request elevators inspections as now required by the state of Georgia. They are months behind due to new construction in the area. Elevator Emergency Call Boxes in building 4905 and 4955 “phone image” attached to the door panels are currently missing and therefore provide no insight as being emergency call boxes. Edie has requested the symbols.

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- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board. Neighborhood MTU/Replacements for the Manors phase one and two have been completed 36 of 34 units have been replaced by technician and overseen by John Bennison.
- **ILLEGAL LEASE VIOLATIONS-** Edie Hicks to follow up owners providing legal leases for Manor Building units 203 and 303.

**-LEGAL MATTER-AON/JENSEN HUGHES- There has been a settlement reached with AON/JENSEN HUGHES. They will provide the Manor with a maintenance plan to be used for the dry fire sprinkler system, Attorney Marvin Pastel to follow up.**

**-RESERVE STUDY - Approved by the Manor Board to be conducted during 2019 by Engineering.**

**—CMA reports 3 move-ins for November/ December.**

**—CMA reports leasing available.**

**— The Next Manor Board Meeting to Wednesday, January 23, 2018 @9:00pm in the Manor Clubhouse.**

**Meeting adjourned.**

**The next Board meeting will be held Wednesday December 23, 2018 @ 7:00pm at the Clubhouse.**