

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**April 24, 2019 @ 7:00pm**

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

Absent: Carol Palmer

<b>Num-ber</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><li>• Quorum established.</li><li>• Meeting called to order.</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. Collection and late letters to be sent to residents by Edie Hicks.

- **MANOR BUSINESS: ALLSOUTH** fire sprinkler head replacement and repair initiated in February completed with the exception of repair of the break line between units 102 & 302 Manor Building 4950. Also to be scheduled by ALLSOUTH Manor Building 4810 unit 204 and 4850 unit 305 for sprinkled head inspection/repair. Invoices will be sent out to residents for actual repairs completed by ALLSOUTH. The outside fire line at Manor Building 4950 has been repaired as confirmed by Tony Planas. ALLSOUTH to provide proposal for replacement of smoke detectors in all garage trash rooms to heat detectors.
- **CUSTOM DISPOSAL/ GARAGE GARBAGE ROOMS**  
Manor Buildings trash rooms, except 4955 and 4950 have been power washed and interior doors painted. Once the final retrofitted dumpster has been returned to building 4950, buildings 4955 and 4950 will be power washed and doors painted. 12-inch Steel Shields will be welded to the “strike zones” on the trash room doors to reduce further damage and will complete the project.

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 is nearly completed. The tiles the remaining stairwell have been installed. Final inspection to be scheduled. With both Manor Building 4850 and 4855 for exterior painting that has been completed per HUIE SERVICES. Final selections of materials for Capital Project renovation of Manor Buildings 4905 and 4955 to be completed by May 1. Summary of submitted bids were reviewed and discussed by the Manor Board and there will be a final decision soon. Dormer repair bids for Manor Buildings 4850, 4905, 4955 & 4950 submitted by Huie Services are being reviewed by the Manor Board. Edie Hicks to follow up on 2 additional bids for the Manor Board to review.
- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** John Holthaus reports he will continue his investigation of the condition of the flat roofs for all Manor Buildings. MGI to provide inspection report to John Holthaus. Manor Building 4950 garage trash room leak to be investigated and the Manor Board to have a meeting with Hill Mechanical.
- **WATER ISSUE-**Manor Building 4850/102 cracked brick in building suspected of interior leak reported. Edie Hicks to follow up with expected bids for the repair for the Manor Board to consider.
- **WATER DAMAGE- MANOR BUILDING 4810/INSURANCE CLAIM-** Affected units 203 work is complete, 303 completed work unconfirmed and Edie Hicks to follow up. Unit 104 repair work completed. Manor Building 4805 units 203 & 104 affected by water damage from 303 plumbing work has been resolved.

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- **MANOR PROJECT LIST:** BARDI COMPANY has been selected to clean dryer vents @\$35 per vent. Edie info residents to have their dryer ducts cleaned as she has not been successful in scheduling the work. There are a total of 6 units needing work done and homeowners are to pay the fee required. Manor Board approved proposal from BARTLETT A/C TO replace HILL MECHANICAL for HVAC Preventative Maintenance for all Manor Building common areas. Condensed fan motor to be replaced in Manor Building 4905 by BARLETT.
  
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP ELEVATOR state inspection was 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. Edie Hicks to follow up. THYSSENKRUMP ELEVATOR technicians to complete repairs needed as result of walk through with Mike Wiggins and Edie Hicks by May 10th. Edie to obtain proposals for elevator contracts from Bagby and Otis Elevator Companies.

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**NEW MANOR BUSINESS:**

- PAINT REPAIR MANOR BUILDING 4805** for damage done by HVAC contractor for unit 405 to trash room door and to repaint door at unit 203. Edie Hicks to follow up.
- RESERVE STUDY REPORT** to be completed by RAY ENGINEERING as approved by the Manor Board, Edie Hicks to notify Kelvin Garmon.
- EXHAUST FAN MOTOR/BELTS-** Proposals needed at Manor Buildings 4810, 4805 & 4950 proposal for exhaust fan motor or belt to be followed up by John Holthaus.
- LED INTERIOR LIGHT** presented by John Holthaus to be summarized with update for estimate to have all Manor Buildings interior lighting to be updated as Manor Building 4850 has been completed. Savings reduction with the replacement of property bulbs with LED bulbs was approved by the Manor Board. Manor Building 4850 has been completed as a test building. All common area hallways, stairwells, trash rooms, electrical room and elevator were included. Motion detectors installed in all trash chute rooms. Installation has been completed with the exception of the bulbs for ballast lights. John Holthaus will follow up on those bulbs. John Holthaus to provide additional information on the **GEORGIA POWER REBATE**.
- **TRAVELERS INSURANCE SUPPLEMENT-**Manor Board approved downspout replacements by TOWER ROOFING on hold. Insurance supplement to be submitted to Travelers Insurance regarding the gutters and downspouts as part of the roof shingle replacement by Michael Hines of BALDPATES who did the inspection report which showed hail damage.
- **PREVENTATIVE MAINTENANCE** list for all Manor Buildings still under review by the Manor Board.

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**-MOVE INAND MOVE OUT PROCEDURES- The Manor Board approved a \$500 deposit be adopted due to the frequency of the violators. Resolution of the Moving Deposit and Regulation was reviewed by the Manor Board and was signed by the Manor Board. Edie Hicks to mail new resolution to residents.**

**—CMA reports 5sale/move-ins for April.**

**—CMA reports leasing available.**

**— The Next Manor Board Meeting to Wednesday, May 22, 2019 @7:00pm in the Manor Clubhouse.**

**Meeting adjourned.**