

## **Olde Ivy Manor Board Meeting**

**August 28, 2019**

In attendance:

- Joe Winland, Michael Wiggins, John Holthaus, Carol Palmer, Leslie Maddock for the Board
- Edie Hicks for CMA

Meeting was called to order at 7:00 and quorum was established.

Minutes of the July 24 meeting, which were previously approved by email, were posted online.

### **FINANCIALS**

The Board reviewed the June financials. Joe noted:

- Month ending July, 2019 income statement was in line with budget. The bills (approximately \$10,000 each) for HVAC replacements have not yet been received, although the units are operational.
- YTD expenses are generally on budget.
- The biggest shortfalls from the Reserve Funds are for:
  - Interior painting in 4850 and exterior painting at 4805.
  - Allsouth for final payments for fire suppression system work.
- These expenses will be caught up by the end of the year.

### **MANAGER'S REPORT**

Edie went over her report:

- All invoices received so far have been approved and processed.
- One lease situation has not been finalized. The Board agreed that a violation letter should be sent to the owner, with fines of \$25 a day to be collected.
- Edie is waiting to hear from our attorney regarding the foreclosure process underway for one unit.
- One closing letter is processed; she is expecting several other closings soon. Closing letters now include information about the required move-in/move-out deposits.
- There are two recent move-ins; others have been coordinated with elevator pads, gates, etc.
- Edie got quotes for common area carpet cleaning in 4805, 4810, 4850, 4855 and 4950. She recommends that we use Citrus Fresh. They use better quality, safer chemicals. Carpet cleaning will be deferred until after October 1, 2019 when Silverleaf Property Management is in place.
- Elevator maintenance:
  - Thyssen-Krupp completed all elevator repairs.

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- Edie noted that both Bagby and Otis are ready to provide quotes for elevator maintenance. The Board agreed to wait for Silverleaf to coordinate this.
- Edie spoke with several Cobb County elevator inspectors who are willing to conduct long-overdue inspections, but suggested that they wait a couple of weeks until the road work is complete. Cobb County elevator inspections are between two and five years overdue.

### **RESERVE PLAN**

- Joe and John have been reviewing a Draft Reserve Plan with Kelvin of Ray Engineering. The Board agreed to meet next Tuesday at 3:00 for Board members to review the draft study.
- Information needed for future Reserve planing includes:
  - What projects were completed
  - How much it costs
  - Life-span of the work

### **BUILDING REFRESH/REFURBISH PROJECTS**

- Building refurbishment projects for 4905 and 4855 are mostly complete.
- Raveled carpeting 4850 and 4810—Huie is working with the contractors to replace/fix.

### **MAINTENANCE PROJECTS**

- Repair of the water damage in 4805, unit 203 is complete.
- Downspout repair work is complete. John said that the vender did an excellent job.
- John will check the cause of the rotted wood identified by the inspector for 4805 with binoculars to try to determine the problem origin.
- John got two quotes for the flat roof repair project, but they were too different to be acceptable. He will rewalk the roofs with the vendors.
- John cleared out the sludge from all of the roof drains. This should be done regularly. Will be added to the Maintenance schedule.
- John will call Travis at Bartlett HVAC to get estimates for likely replacement schedules for additional common area HVAC units. Also, three thermostats need to be replaced.
- The HVAC vendor Bartlett recommended that all AC repairs/replacements include the addition of rubber insulation on the roof line sets. This inexpensive insulation will lower AC costs and strain on the units.
- The LED/CFL conversion project is complete. E. Sam Jones will submit the paperwork to Georgia Power for credit.
- Testing of emergency lights to verify compliance with Fire Marshall requirements:

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- Lance replaced many batteries and some units, and completed 30-second testing of all units.
- A annual test with the power off for 90 minutes is also required. John will do this with Lance next week.
- Brick work for 4850—The Board agreed to wait for Silverleaf to coordinate this.
- Spot painting: John has purchased a paint cabinet to be stored in a third-floor trash room. Paint cans from any common area refurbishment or repair project will be stocked and labeled, so that Lance can do touch-up painting every six months. If the first test of the cabinet is successful, John will coordinate buying installing and stocking them for each building.
- We need to determine the paint color that was used for the building 4805 unit doors and was damaged during the interior refresh project.
- John completed replacing the door handles for all trash rooms. New smoke detectors have been installed, but John recommends switching to heat detectors.
- John noted that leaf blowing the garage floors blew out some fire alarms. He recommends purchasing a shop vac and using that instead of leaf blowers.
- John will test and replace new combination locks on exterior side building doors where they have failed.
- John has changed failed exterior lights with CFL bulbs. He noted that several light units need to be replaced at \$170 each. He will work with Lance on this up to a limit of \$500.
- Development of the annual maintenance schedule is pretty much complete. John and Joe will review this with Lance.

### **BUILDING REPS**

Since Mike is leaving the Board, Joe will coordinate as needed with the building reps.

### **NEW BOARD MEMBERS NEEDED**

The Board will have two open positions this fall, since Mike is moving and Carol's term is up. Leslie would like to continue Karen's term.

The Board expressed its appreciation to Mike Wiggins for all of his hard work while serving on the Board.

Next meeting is September 25 at 7:00 PM