

Olde Ivy Manor Board Meeting

November 19, 2019

In attendance:

- Joe Winland, John Holthaus, Debbie Henderson. Shirley Sharp, Leslie Maddock for the Board
- Brittany Pinto-Williams for Silverleaf

Meeting was called to order at 4:00 PM and quorum was established.

The Board approved minutes of the previous meeting by email.

Board Members

Shirley Sharp was elected to the Board at the recent Annual Meeting. Debbie Henderson was appointed to the Board during this meeting.

The new Board positions are:

- President, Joe Winland
- Vice President, Shirley Sharp
- Treasurer, Debbie Henderson
- Secretary, Leslie Maddock
- Member-at-Large, John Holthaus

Financials

Joe urged Board members to familiarize themselves with the Silverleaf portal, where comprehensive financial information, including the status of all invoices is posted.

Managers Report

- Brittany noted that the transition from CMA is complete.
- Brittany has control over the gate reset process and has weeded out the inappropriate holds leftover from CMA.
- Brittany noted that approximately 30 households are in arrears for their dues. She has worked with many residents to walk them through setting up autopay on the Silverleaf portal. Silverleaf did not charge late fees for October but did starting with November. Brittany will put notices on the doors of residents who still owe their dues.
- The Board expects to get the financials back into balance by the end of the year, as residents pay their back dues.
- Brittany paid the initial insurance premium of \$24,000.
- All major bills have been paid with the exception of Moda and ALLSOUTH.
- John noted that our YTD electric bills as \$8,000 lower than in the past because of the replacement of light bulbs and thermostats. Georgia Power will issue a rebate for approximately \$3,000 within the next 90 days. John will check with Georgia Power to make sure that this is in the works.

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Leasing Management

RMS has completed its audit of leased properties and found 12 that are compliant and 11 that are apparently in violation (without a Board-issued permit). They will follow up with the owners to determine the actual status. This process takes about 50 days.

Legal Issues

Legal processes are in place for the owners of two units. One has received a court judgment; the court is determining assets and possibilities for wage garnishment for payment of back dues to The Manor, along with legal and court fees.

The Board discussed an issue of improper use of the handicap space in a Manor garage and agreed to send a letter to the owner using the space. Shortly after the meeting, Joe discussed the situation with the owner, who agreed to park in her own space again.

Conservice

Brittany has made progress with Conservice over water billing issues. They found numerous billing errors for Manor residents and will attempt to fix them.

Fire Safety Issues

- Joe met with the Fire Marshall, who was helpful. She stressed that it is critical that the Manor make sure that ALLSOUTH or any other contractor working on the fire safety systems has the proper licenses. Cobb County has some unique requirements that contractors must follow. (ALLSOUTH does have the correct licenses.)
- The fire hydrant testing is complete.
- ALLSOUTH will return on December 7 to service/replace sprinkler heads, as previously identified. Brittany will email affected residents a week before.
- Some common areas still need work, particularly the fire doors. They passed the inspection and the buildings are safe, but John says that they still need work in order to close all of the gaps.
- All winterization is complete. ALLSOUTH will return in February (historically our coldest month) to double check the systems. If extremely cold weather is predicted along with high winds for any period, Joe will have the systems shut down, and we will employ a fire watch service.

Individual Building Issues

- Foundation leak 4810—Gibbs will look into the problem with a sprinkler head.
- Cracked brick 4850—Brittany is working on bids for this.
- Garage door adjustment 4955—Brittany will recall the repair contractor.

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- Roof leak 4950—The roofer will start work on all roofs Monday.
- Unit 306 at building 4950 will need the dining room ceiling painted.

Larger Maintenance Projects

- Fire suppression system leaks in 4855 have been fixed. The unit will require patching and repainting—Brittany will coordinate. What was reported as a fire suppression system issue at building 4905 turned out to be a drain design concern at the building entrance.
- Fall preventive maintenance has been completed for all common area HVAC systems.
- The roofer will start work on all flat roofs Monday. The areas have been surveyed and leaks identified.
- Combination lock repairs and installations on side/garage doors will be completed shortly.
- Paint cabinets have all been installed.
- Building numbers—John is looking into various options for building number identification. (Redundant identification on both buildings and curbs would be good!)

Elevator Contract

After the meeting, Joe checked with Marvin who said that the service contract is pretty airtight. He suggested that we identify our specific concerns and complaints, which will give us something to discuss with Thyssen-Krupp.

Brittany will ensure that we do not have an auto-renew contract again.

Pet Waste

Joe will draft a letter to all Manor owners regarding the problems of dog waste left untended both inside and outside of Manor buildings. He will mention that if the problem continues we will employ a DNA matching service.

Next Meetings

The next meeting is Tuesday, December 17 at 4:00 PM.

An additional meeting is scheduled for:

- Tuesday, January 21, 2020 at 4:00 PM.

After that, meetings will go back to the fourth Tuesday of each month at 7:00 PM.