

Olde Ivy Manor Board Meeting August 25, 2020

In attendance:

- Joe Winland, Shirley Sharp, Leslie Maddock for the Board. Debbie Henderson was unable to attend.
- Brittany Pinto-Williams for Silverleaf

Meeting was called to order at 4:30 PM via conference call and a quorum was established.

The minutes of the previous meeting were approved by email, and posted on oldeivy.org.

Financials

Joe reported that our cash position continues to be good. Payments for the ongoing capital projects are all covered, and will start soon.

Outstanding Dues

Approximately \$26,000 in dues is still outstanding. Brittany has letters out to all owners in arrears, and some owners are in the legal claim process.

Brittany noted that there is considerable delay in court activity because of COVID 19.

Budget Planning

Joe indicated that the Board must complete planning for the Manor 2021 budget by the September meeting. The goal is to strive for no increase next year, although we will not know until the budget is finalized.

We expect to refresh the exteriors of 4955 and 4950, and likely some common area HVAC units in 2021.

We would like to build up some reserves for upcoming big projects such as the flat roof replacement.

Manager's Report

Brittany will be on-site twice weekly by appointment only starting in September. She will send out a notice to all owners and look into a sign or notice for the Clubhouse door.

Brittany has also developed a one-page information sheet for owners regarding whom to notify in the event of emergencies or building (or other) issues.

Unit Sales and Leasing Management

Three units were sold in August. Several others are listed for sale.

Brittany has communicated extensively with the owner of the unit with the dog violation. The Board recommends that the tenant's lease not be renewed unless the dog is gone. Brittany will notify RMS not to complete any renewal paperwork until the Board approves. In the event that the lease is renewed and the dog remains, the owner will be fined \$25 each day of violation.

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Insurance

The Board voted to switch from Travelers to Bouvier Insurance for more coverage and lower rates. Travelers increased their proposed rate substantially from last year.

Fire System Maintenance

The Board voted to contract with Cintas rather than ALLSOUTH for fire system maintenance. The Cintas bid was \$3,000 less. Brittany has worked with Cintas before and found them very helpful, particularly with the forms required for the Cobb County Fire Marshall.

She will schedule annual inspections with Cintas for October. Their workers will clean any dusty sprinkler heads as they inspect each unit. Any painted-over sprinkler heads will be replaced separately at the owner's expense.

Cintas also has a contractor who is qualified to repair problems with fire doors.

Capital Refresh Projects

Work is underway for exterior work on 4850 and 4905; interior work for 4950 will start shortly.

Building Rep Meeting

Joe has scheduled a meeting of building reps for September 3.

Gutter Issues

The Board discussed gutter cleaning and repairs and agreed that, for the time being, Brittany will take care of any immediate problems. The Board will look into thorough Manor-wide gutter and downspout cleaning/repair for next year, probably in March.

Brittany will get some quotes before the budget meeting.

Individual Unit Issues

Shirley reported that the carpeting in one room of one unit was damaged during the recent patio pressure-washing project. Joe will follow up with P3 and Huie, and then settle with the owner as appropriate.

Brittany is having several contractors evaluate the problems in the storage units in 4950 that are leaking and moldy.

Windstream Alternatives

Brittany has researched options and concluded that our best option is to change from Windstream to Spectrum cellular boxes for all garage gates/elevators in the Manor. She has a quote for that. She is in the process of getting another quote for the Neighborhood gates/pool lines. It may make sense to coordinate all installations at one time.

The cellular boxes cost \$900 each. We will need 12. The monthly cost will go down to \$30, from \$2000 monthly for Windstream.

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Building Codes/Fobs

Brittany will complete this project in early September.

Gas Fireplace Maintenance

Brittany is getting bids from several vendors to conduct maintenance and cleaning of Manor fireplaces to be handled in the same way that the very successful dryer vent-cleaning project.

New Owner Communications

Debbie and Leslie developed a one-page general information sheet to send to new Manor owners. Brittany has also made it available to realtors, who have found it helpful.

Annual Meeting

Joe and Brittany have started planning for a virtual Annual Meeting to be held in early November. This will likely be conducted by conference call. Before the meeting, Brittany will send out proxies, the budget, etc.

The next meeting is **Tuesday, September 22 at 4:30 PM.**