

**THE MANOR AT OLDE IVY  
BOARD MEETING MINUTES**

MARCH 22, 2022 4:30p

**Manor Board Meeting - March 22, 2022 Starting at 4:30 PM (Clubhouse)**

**Board present:** Joe Winland, Shirley Sharp, Jan McDavid , Debbie Henderson, Alicia Eakin

**Property Manager:** John Haynes present.

**Minutes Approved**

- February minutes approved and will be posted to the portal.

**Property Manager Transition**

- John Haynes will sadly be leaving Access Management . His last day is April 1. The company will appoint a new community manager in the near future. In the interim, Heather Martin will be the go to – alongside John – until the community manager is up to speed.

**Financials - Month Ending February, 2022**

- Dues Payments Updates
  - Some \$23,000 Past Due. Paishance emailed the owners with a late fee as the first step towards collection. The next step will be sending these to collection.
  - Notes will go out to homeowners who need to pay for sprinkler head repairs.
  - We are also not seeing Capital Contributions collected from new sales to go towards reserves. We will work with Access Management to identify missing funds and get those collected.
  - Cash Drain: We've had numerous big expenses pop up. The 4905 elevator panel being the biggest. Elevator repairs will cost \$16k+. Two locks needed to be replaced ( \$2,500 cost) Lights were activated at 4950 (\$2,300 cost).

**Property Manager's Report**

- Unit Sales Update - Building 4855, Units 203 and 401 sold)
- Leasing Update - No new leases
- Elevator Inspection Process / Timing
  - Phone Lines in OP in three building - those were fixed
- Cintas Fire Sprinkler Head Repairs - Follow up Planning
  - Hole Repairs - Done Except for building 4950 (\$11,000 cost)
  - Alarm Issues in Building 4950 - Resolved March 14, 2022
  - Fire Sprinkler Repair Work Building 4950 On March 22, 2022

**Manor Board Action**

- Roof Condition and Repairs - Report Submitted
  - Ameristar Contacted For Warranty Work and Additional Repairs
  - Some Wood and Metal Repair/Painting Work Needed

- Violation Communications - A note will be drafted/sent out to clarify any confusion from the email about items in garages/shared spaces.
- Security:
  - Update on community security cameras (finalizing contractor)
  - Change vendor codes - completed
  - Locks on Storage Closet Room - Board agreed to not proceed.
- Establish rules/regs - We do not feel anything new is needed at this time. Will stay on the agenda as a future project.
- Post monthly minutes from all Association meetings on the website - John will make sure everything is current.
- Clubhouse Use - The Neighborhood Board is still working on communications for this.

### **Neighborhood Board Activity**

- Social Committee - Activated
- Covenants Committee - Activated
- Decorations Committee - Will be part of the social committee
- Retaining Wall - Tree Cutting will begin as soon as contracts are finalized
- Fence Replacement - Quotes being solicited
- Sidewalk Repairs - Quotes being solicited

### **Vendors**

- Bartlett for HVAC Preventive Maintenance to common area systems on April 22 and 23, 2002
- The community's gas bill has spiked suddenly. Joe, others are investigating.
- Windstream - Rates going from \$149.00 per line per month to \$430 per month per line
  - Spectrum will be the replacement. They will install new phone lines in all elevators. Quote \$29.00 per line per month plus one time \$99 per line activation - Cancel Windstream
  - WiFi Cost to install at \$4,000 per elevator - TKE quote - declined consideration
- Conservice - has changed their monthly due date to 5th of each month.

### **Individual Building Maintenance Issues**

- Building 4905 Elevator Operating Panel to be replaced (\$16,000)
- Building 4810 and 4955 Stairwell Locks to Be Replaced - 4955 still needs to be changed to correct device
- Building 4810 Rodent Control **(Expest submitted quote but Access failed to act)** - Joe to validate bids of some \$8,000 to seal the building and install soffitt.
- Building 4955, unit 101 leak from unit 201
- Building 4950 Outside light activated

### **Larger Maintenance Project**

- Tree Cutting Above Retaining Wall between building 4950 and 4850. 60 trees will be removed as phase 1. The fee for tree removal is \$16,800. An expensive wooden community fence is needed to be replaced in the townhomes (Neighborhood Project)
- Meeting Adjourned at 6:10 PM

### **Board Meetings**

Next Board Meeting - **Next Board Meeting April 26, 2022 Starting at 4:30PM - Clubhouse**