**Manor Board Meeting**

**December 12, 2023**

**4:30 PM**

**October 2023 Minutes Approved and Posted to the Access Management website.**

**Election of Manor Board Officers: Debbie Henderson (Vice President), Alicia Eakin (Secretary), and Shirley Sharp (at-large) newly elected to two year terms. Tommy Williams (Treasurer) and Joe Winland (President) one year term remaining.**

**Appointments to the Neighborhood Board - Tommy Williams and Joe Winland voted to serve again on the Neighborhood board.**

**Financials - Month Ending October and November, 2023**

* Current Cash positions - we are behind $240,000 compared to the planned $16,000. Most of that is the new insurance plan.
	+ 4850 remaining insurance payments - D’Ari is working on making final payments pending smoothing out some issues with two contractors from 4850.
	+ Currently there are $20,000 in unpaid dues from 4 units. Some have been served and are in the waiting period. Others are in process of being served to collect those past dues and all associated fees.
	+ Roof repairs over budget
	+ Legal fees are over budget but that’s primarily due to collection efforts (see above). That money will be recaptured during the lawsuit process.
* Assessment Payment minimum of $88,200 in December, 2023 (more potentially given number that will pay the full $2,400 special assessment in December).

**Property Manager’s Report**

* Unit Sales Update - No unit sold in October and November, 2023. One unit pending in December.
* For rent unit 205, building 4955 and building 4950, unit 105. New tenant in unit 206 of building 4955.
* Building 4850 unit repair status including common area - all work is slated to be completed by end of January.
* Fire Sprinkler Head Inspection Completed - 3 homes were not able to be completed on second attempt so they’ll try again during repairs the week of 12/18.
* Three and five year fire sprinkler system testing underway as is the draining and sucking of the attic sprinkler system piping.
* Additional Insurance Broker Contacts
	+ Insurance Office of America (Bo Shaw) - will look to get new quote January/February.
	+ MDP Insurance (Nico Patterson) - currently reviewing the case. Awaiting more information.
	+ USI (Sandy Christian) - they are eager to work with us and reviewing the case. Awaiting more information.
	+ Bouvier - a potential for another insurance proposal

**Insurance Committee Formed:**  Rosemary Trudeau, Chair, Anne Humann, Jake Foss, Joe Winland and D’Ari Butler. First meeting held on December 5, 2023. Kurt Lillie with Bouvier Insurance in attendance at the meeting.

 **Board Action**

* Annual meeting feedback
* Unit Written Maintenance Standards - to be distributed,
* Find a replacement for 4855 building representatives. Joyce Yaari stepping down
* Schedule a building representative meeting for January. 2024.

**Neighborhood Board Activity**

* + No November, 2023 Neighborhood board meeting - only annual meeting
	+ Landscaping committee - walked the property to discuss bushes that will be reduced around the community. A communication will go out to the neighborhood to explain what changes will be made and when.
	+ Next Neighborhood Board meeting set for December 19, 2023.
		- New Board to be formed
		- Election of Neighborhood board officers
		- Old and new business

**Individual Building Projects**

* 4850 Unit 103 - Portico has been repaired. Some welding remains to be done.
* 4855 front door lock - repairs completed.

**Board Meetings**

Next Board Meeting January 23, 2024 Starting at 4:30PM - Clubhouse