

MANOR AT OLDE IVY CONDOMINIUM ASSOCIATION, INC.

MINUTES OF BOARD MEETING - FEBRUARY 15, 2011

7:00 PM, OLDE IVY CLUB HOUSE

Present: Bill Handley, Pat Lacey, Carol Palmer, Rosemary Riccio, and Lynne Schultz

1. Minutes from previous meeting: Minutes of the previous meeting held on February 8, 2011 were approved.
2. Financial Report: Adjustments to the December 2010 financial report are still in process. The Board discussed changes to the financial reports, such as creating line items for utility expenses by building, legal expenses, and one line item per contract. The Manors will pay vendors only when the hours are documented on the invoice.
3. Old Business
 - a. Fire Marshall Inspection
 - i. Inspection completed. On March 11, 2011, the Fire Marshall will revisit to ensure that issues in the report have been addressed.
 - ii. Smoke Detector Sensitivity Report: Rosemary will request estimate from Affordable Fire Protection, the company that monitors The Manors fire alarm systems.
 - b. Sprinkler Modifications: Four units will be scheduled for completion by end of March.
 - c. Inspection of Attics: This will start on February 17, 2011.
 - d. Construction Defects: Richard Capriola, our attorney, and Wieland have been in contact. Wieland requests more information on roof issues.
 - e. Leases: Three were granted leases in December 2010; one in January 2011. Four units are without tenants.
4. New Business
 - a. Collection of Arrears: The Board discussed the need for an action plan to address the collection of Home Owner Association fees that are in arrears.
 - b. Building Representatives: The Board discussed the plan for a “thank you” party for the Building Reps to be held on March 26, 2011 at the Club House. Building Representative roles and responsibilities were reviewed. We have Building Reps for 4805, 4810, 4850, 4905, and 4950. The Board will continue to look for Building Reps for 4855 and 4955.
5. Other Business: Items briefly discussed were:
 - a. Lynne Schultz is collecting copies of all long-term service and maintenance contracts.
 - b. Leslie Maddock is working on a new homeowners information booklet.
6. Next Meeting: The next meeting is scheduled for March 15, 2011.