

MANOR AT OLDE IVY CONDOMINIUM ASSOCIATION, INC.
MINUTES OF BOARD MEETING – SEPTEMBER 15, 2011
7:30 PM, OLDE IVY CLUB HOUSE

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

Minutes: Minutes of the previous meeting held August 16, 2011 were approved as read.

Financial

1. **Monthly Financial Report:** The monthly financial report was reviewed.
2. **Special Assessment:** At the Manor Annual General Meeting in November 2010, it was reported that we would have an assessment of \$200 in 2010 however to restore our capital reserve, a total of \$1,000 would be needed. A deficit in our capital reserve has a negative impact for potential buyers. The Board approved a motion to request for an \$800 assessment and to provide Manor owners the option of paying it all at once or contacting CMA to create a payment plan. According to the Manor Declaration, this will require an affirmative vote by the majority of the Manor owners. The Board will direct CMA to send a letter to Manor owners, the first week of October 2011 and no later than October 7, 2011 to vote on the assessment. The ballots will be due November 1, 2011.

Old Business

1. **Wieland Repairs to 4805:** The repair is in progress.
2. **Gate and Building Access:** Rosemary provided a list of the codes that should no longer be in use. The Board requests a report to determine if any of these codes are still being used.
3. **Cleaning Dryer Vents:** The Board approved the proposal obtained by Rosemary to clean the each Manor unit's dryer vent. Clogged vents are a potential fire hazard and an insurance concern. The cost is \$17 per dryer vent to be billed to the home owner. Rosemary will inform the owners of this decision and schedule the work to be done.
4. **Lease Requests:** CMA received two lease requests this month. The maximum number of units that can be leased is 37. Approval is pending the latest report on how many units are currently leased.
5. **4855 Garage Exhaust Fan:** The Board approved the installation of a new sensor for the garage fan. The sensors control when the fans go on. They are not supposed to be operated with an on/off switch.
6. **Painting the buildings:** The Board has received estimates to repaint building 4955 and to caulk the windows on all the buildings. The estimates are currently under review.
7. **Wieland:** We are still negotiating a settlement with Wieland for payment on damages from the sprinklers.

New Business

1. **2012 Budget:** Plans to prepare the 2012 budget were discussed. The Board requests that Rosemary provide the CMA input to the budget by the first week of October. The 2012 budget will be presented at the 2011 Manor Annual General Meeting.
2. **2011 Manor Annual General Meeting:** This meeting will be held on Tuesday, November 8, 2011. This year two new Board members will be elected.
3. **Instructions on how to access your HOA account:** Home owners can access their own HOA account in the CMA system. We will put instructions on how to access this information on the Olde Ivy web site.

Next Meeting: The next Manor Board meeting is scheduled for October 18, 2011.