

**AGENDA AND MINUTES**  
**MANOR AT OLDE IVY**  
**BOARD MEETING**

**DATE: DECEMBER 20, 2011**  
**TIME: 7:00 PM**  
**LOCATION: OLDE IVY CLUBHOUSE**

**AGENDA**

<b>PURPOSE: MONTHLY BOARD MEETING</b>
<b>INVITED: KARIN BALDZER, CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND</b>

NUMBER	TOPIC	TIME
1.	Approval of minutes	05 min
2.	Financial <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Special Assessment</li> <li>• Delinquent Accounts</li> <li>• Monthly Foreclosure Report</li> <li>• Wieland Law Suit</li> </ul>	25 min
3.	Old Business <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Building Maintenance               <ul style="list-style-type: none"> <li>○ 4805 Railing Replacement</li> <li>○ 4850 (102 &amp; 103) Leak</li> <li>○ Building Access Codes Report</li> <li>○ Dryer Vent Cleaning</li> <li>○ Garage Access Repairs</li> <li>○ Garbage Chute, Vents</li> <li>○ Painting Contract</li> <li>○ Satellite Dish Inventory, Research</li> <li>○ Storage issues</li> </ul> </li> <li>• Building Rep for 4905</li> <li>• Insurance Policy and Rate</li> </ul> Other Items	45 min
4.	New Business <ul style="list-style-type: none"> <li>• Manor Board Objectives for 2012</li> <li>• Lease Policy</li> <li>• Other Items</li> </ul>	15 min
5.	Next Board Meeting is January 17, 2012	

## MINUTES

**ATTENDING: KARIN BALDZER, CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, FRANK WATKINS, AND JOE WINLAND**

### DISCUSSION

TOPIC	
1.	

### KEY DECISIONS

NUMBER	DECISION
1.	The <b>minutes</b> of the November 15, 2011 Board meeting were approved as read.
2.	<b>Financial Report:</b> Joe asked Frank to report on December's monthly non-recurring expenses vs. receiving at the next month's Board meeting. Delinquent accounts were discussed. The Board canceled the monthly foreclosure report.
3.	<b>Reserve Report:</b> Board will study prior to January 2012 Board meeting.
4.	<b>Special Assessment:</b> The Special Assessment did not pass. The Board agreed to request a \$200 assessment for 2011, due March 1, 2012. During the first quarter of 2012, the Board will request a \$600 assessment for 2012.
5.	<b>Building Maintenance - 4805 Railing Replacement:</b> Rosemary was authorized to get this job done.
6.	<b>Building Maintenance – Dryer Vent Cleaning:</b> This will be mandatory. If residents unavailable during the scheduled time, they should leave a key with the neighbor. If not available, only the outside vent will be cleaned. The payment of \$20 will be due February 1, 2012.
7.	<b>Building Maintenance – Painting:</b> Rosemary is waiting to hear back from the scaffolding company about holding the price quoted to us until spring. We will make a decision at the next Board meeting.
8.	<b>Building Maintenance – Satellite Dish Inventory, Research:</b> We do not have a contract with a company. There are to be no individual satellite dishes installed on the roof. Owners are to follow the requirements stated in the Manor Declaration.
9.	<b>Building Maintenance – Storage Issues:</b> A letter was sent to the homeowners and residents stating that storing bicycles, strollers, wheel chairs, and motorcycles in parking spaces was fine as long as the vehicle does not extend out beyond the parking space.
10.	<b>Insurance:</b> The Board voted to accept the reduced rates.
11.	<b>Manor Board Objectives for 2012:</b> Board will submit recommendations to Joe who will compile and redistribute via email to the Board for feedback.
12.	Lynne will be the Board liaison to the Communications Committee.
13.	The Manor Board confirmed Karin Baldzer as Vice President for 2012 and 2013.

### OPEN ACTION ITEMS

NUMBER	ITEM	OWNER	DUE DATE
1.	Obtain keys from outgoing Board members	Joe Winland	01/10/12
2.	Add Joe Winland's signature to bank accounts; remove P. Lacey	Joe Winland	01/10/12
3.	Write the Annual General Meeting minutes	Pat Lacey	01/10/12
4.	Contact Pat Lacey about status of Annual General Meeting Minutes	Lynne Schultz	01/10/12
5.	Distribute draft copy of Manor Lease Policy to Board for review.	Carol Palmer	12/31/11
6.	Manor Board Objectives: distribute via email for Board review	Joe Winland	12/07/11
7.	Send copy of Reserve Report to the Board	Lynne Schultz	01/10/12
8.	Study Reserve Report in preparation for January Board meeting	Board	01/10/12

9.	Prepare a letter for \$600 special assessment for 2012 for Board to review which will then be sent to homeowners for a vote	Joe Winland	01/15/12
10.	Draft letter for 2011 special assessment of \$200	Rosemary Riccio	01/10/12
11.	Send results of discussion about delinquent accounts to our attorneys	Rosemary Riccio	01/10/12
12.	Building Access Codes Report: Complete analysis and delete unused, unidentified codes	Rosemary Riccio	01/10/12
13.	Send email to owners in 4905 asking if someone would be willing to serve as a building rep.		01/10/12
14.	Send letter to residents to inform them of fire alarm test	Rosemary Riccio	01/10/12
15.	Send email distribution list of residents and owners to the respective building reps	Lynne Schultz	01/10/12
16.	Board members are to send list of Board 2012 Objectives to Joe. Include what can be accomplished, what cannot be accomplished, and what should be accomplished.	Board	12/31/11

**CLOSED ACTION ITEMS AS OF DECEMBER 20, 2011**

<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Update minutes and send to Communications to post on website	Lynne Schultz	11/25/11
2.	Select Vice President	Joe Winland	12/07/11
3.	Verify access to CMA/Manors web site	Rosemary Riccio	12/07/11
4.	Send CMA web information to new Board members	Rosemary Riccio	12/07/11
5.	Analyze delinquent accounts to remove excessive late fees	Pat Lacey	12/07/11
6.	Send owner email addresses to the building reps	Lynne Schultz	11/21/11
7.	Send results of Special Assessment ballots to Board members	Rosemary Riccio	11/23/11
8.	Ask Glen when he normally turns on the heaters in the stairwells. <i>This is done and he also closed the attic vents.</i>	Rosemary Riccio	12/07/11
9.	Ask Glen to put knobs back on the stairwell heaters. <i>There are no knobs.</i>	Rosemary Riccio	12/07/11
10.	Work with vendor to schedule blocks of time to clean dryer vents	Rosemary Riccio	12/07/11
11.	Contact paint vendors (see Discussion #4 above)	Rosemary Riccio	12/07/11
12.	Send caulking quotes to Frank and Joe	Rosemary Riccio	12/07/11
13.	Obtain satellite dish research from Bill Handley	Lynne Schultz	12/07/11
14.	Insurance Renewal: Draft letter to insurance company to inform them of what we have done to avoid leaks.	Rosemary Riccio	12/07/11
15.	Check with FLSA to find out about opening drain pipes in their half-year inspection. - <i>Scheduled for January 29<sup>th</sup> and 30<sup>th</sup>.</i>	Rosemary Riccio	12/07/11
16.	Draft a Manor Lease Policy	Carol Palmer	12/07/11
17.	Follow up with Building Reps on Storage Issues reporting	Lynne Schultz	12/07/11
18.	Manor Board Objectives: distribute via email for Board review	Joe Winland	12/07/11
19.	Next Board meeting on December 13?	Lynne Schultz	11/26/11

**NEXT MEETING**

1.	Scheduled for January 17, 2012.
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