

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

**DATE: JANUARY 17, 2012**  
**TIME: 7:00PM**  
**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>

<b>NUMBER</b>	<b>TOPIC</b>	<b>TIME</b>
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>• Wieland Law Suit</li> <li>• Reserve Report</li> </ul>	25 min
3.	Old Business <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Lease Policy</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>○ Painting Contract Extension</li> <li>○ New Handyman</li> </ul> </li> <li>• Building Rep for 4905</li> <li>• Other Items</li> </ul>	45 min
4.	New Business <ul style="list-style-type: none"> <li>• Manor Board Objectives for 2012</li> <li>• Other Items</li> </ul>	15 min
5.	Next Board Meeting is February 21, 2012	

## MINUTES

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

### DISCUSSION

TOPIC	
1.	

### KEY DECISIONS

NUMBER	DECISION
1.	The <b>minutes</b> of the December 20, 2011 Board meeting were approved as read.
2.	<b>Financial Report:</b> The 2011 year-end report, produced by CMA, was not ready for this meeting; it takes longer to produce the year-end report. A preliminary report was presented. We are showing a year-end net loss of approximately \$4,500. Joe requested the year-end financial reports for the last five years in order to study the net loss/profit, total income, and total expenses.
3.	<b>Special Assessment:</b> The request for an assessment of \$200 for the year 2011 has been sent out. This amount is due on March 1, 2012. A study of the Reserve Report, the historical year-end statements, the 2012 budget and other documents such as the Reserve Study for the Master Association will be used as input to a decision concerning future assessment requests.
4.	<b>Delinquent Accounts:</b> The Board is proceeding with legal action on a number of delinquent accounts and is closely monitoring the others.
5.	<b>Wieland Lawsuit:</b> Our attorneys have moved to the discovery phase and have requested depositions from Wieland.
6.	<b>Reserve Report:</b> A subcommittee will study the Reserve Report, created in 2009, to determine what the capital reserves need to be for the next five years. Members of this subcommittee are Kay Cleveland, Liz Whelan, Frank Watkins, and Joe Winland.
7.	<b>Lease Policy:</b> This is still in draft form. Leases to family members were discussed. These are handled the same way any other lease is processed. We have reached the maximum number of leases, 25% or 37 units, in accordance with the Declaration. This number includes leases to family members.
8.	<b>Building Maintenance - 4805 Railing Replacement:</b> Completed for around \$600. Vinyl was used
9.	<b>Building Maintenance – Dryer Vent Cleaning:</b> Proposed dates for cleaning the dryer vents are Thursday and Friday, February 16 and 17; and Tuesday and Wednesday, February 21 and 22. Sign up sheets will be posted above the mail boxes; owners and/or residents can select a time for the inside dryer vent to be cleaned.
10.	<b>Building Maintenance – Painting:</b> The scaffolding company about holding the price quoted to us until spring. The painting company requested that we narrow the time frame for painting the exterior to a two or three week time period. The Board decided the time frame will be the first three weeks in May. The painter agreed to a price break for painting two buildings instead of one this year.
11.	<b>Building Maintenance – New Handyman:</b> Rosemary is currently interviewing a candidate as a handyman for The Manor.
12.	<b>Other Items – Fire Marshall Inspection:</b> In preparation for the March Fire Marshal Inspection, Rosemary reported that repairs are being done in advance of this inspection and the repairs will be completed prior to the inspection.
13.	<b>Other Items – Newsletter:</b> Joe will submit content for the Neighborhood newsletter. The Board will provide Joe with a list of highlights from the last quarter.

14.	<p><b>Manor Board Objectives for 2012:</b> The Board decided upon the following objectives for 2012:</p> <ol style="list-style-type: none"> <li>a. Gain a full understanding of the capital reserve requirements for the years ahead and prepare a well developed communications on the findings for circulation to the Manor home owners. Assessment amounts or dues level will come from the capital reserve financial review.</li> <li>b. Bring the Wieland law suit to a conclusion.</li> <li>c. One building, 4955, exterior should be painted, caulked, and repaired; 4950 will also be considered, depending on the results of the capital reserve financial review.</li> <li>d. Develop a building interior refresh plan to include what should be accomplished under what time frame.</li> <li>e. Develop a cleaning plan for common areas in conjunction with the Neighborhood Association.</li> <li>f. A more in-depth study of the Manor recurring expenses and determine if any cost savings initiatives are possible.</li> <li>g. Determine roles and responsibilities of the Building Representatives and meet with them quarterly.</li> </ol>
15.	<b>February Board Meeting</b> will be held on Tuesday, February 14.

<b>OPEN ACTION ITEMS</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
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.	Distribute draft copy of Manor Lease Policy to Board for review.	Carol Palmer	12/31/11
4.	Send email to owners in 4905 asking if someone would be willing to serve as a building rep.	Rosemary Riccio	01/10/12
5.	Send email distribution list of residents and owners to the respective building reps	Lynne Schultz	01/10/12
6.	Research December building repairs; line item on expense report larger than expected	Rosemary Riccio	01/24/12
7.	Send email to owners to remind them of the \$200 special assessment due March 1, 2012	Lynne Schultz	01/31/12
8.	Create notice about special assessment to be posted above mailboxes	Rosemary Riccio	01/31/12
9.	Ensure that The Manor has completed lease forms units leased to family members. If they are not on file, Rosemary will contact the owner(s) to complete the lease form.	Rosemary Riccio	01/31/12
10.	Create notice about dryer vent cleaning to be posted on the bulletin board above the mailboxes	Rosemary Riccio	01/31/12
11.	Submit news item about dryer vent cleaning to Communications for posting on the Olde Ivy web site	Lynne Schultz	01/31/12
12.	Submit items for the Neighborhood Newsletter to Joe.	Lynne Schultz Rosemary Riccio	01/19/12
13.	Obtain an estimate of the cost to remodel, refurbish, paint, and carpet the interior of 4805, the oldest building.	Rosemary Riccio	02/07/12

<b>CLOSED ACTION ITEMS AS OF JANUARY 17, 2012</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Write the Annual General Meeting minutes. <i>The Board decided to post the report Pat Lacey presented at the Annual Meeting on the web site.</i>	Pat Lacey	01/10/12
2.	Contact Pat Lacey about status of Annual General Meeting Minutes	Lynne Schultz	01/10/12
3.	Manor Board Objectives: distribute via email for Board review	Joe Winland	12/07/11
4.	Send copy of Reserve Report to the Board	Lynne Schultz	01/10/12
5.	Study Reserve Report in preparation for January Board meeting	Board	01/10/12
6.	Prepare a letter for \$600 special assessment for 2012 for Board to review which will then be sent to homeowners for a vote. <i>Canceled. A 2012 special assessment TBD, dependent upon study of the Reserve Report and other financial data.</i>	Joe Winland	01/15/12
7.	Draft letter for 2011 special assessment of \$200	Rosemary Riccio	01/10/12
8.	Send results of discussion about delinquent accounts to our attorneys	Rosemary Riccio	01/10/12
9.	Building Access Codes Report: Complete analysis and delete unused, unidentified codes. <i>This has been done; the codes have been scrubbed. The Manor is in very good shape.</i>	Rosemary Riccio	01/10/12
10.	Send letter to residents to inform them of fire alarm test	Rosemary Riccio	01/10/12
11.	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