

AGENDA AND MINUTES
MANOR AT OLDE IVY
BOARD MEETING

DATE: MARCH 20, 2012
TIME: 7:00PM
LOCATION: OLDE IVY CLUBHOUSE

AGENDA

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

NUMBER	TOPIC	TIME
1.	Approval of minutes	05 min
2.	Financial <ul style="list-style-type: none"> • Financial Report <ul style="list-style-type: none"> ○ Line Items that seemed high last month ○ Line Items not budgeted • Variance Report • Delinquent Accounts • Special Assessment – Status Report • Wieland Law Suit 	30 min
3.	Old Business <ul style="list-style-type: none"> • Action Items • Bank Signatures • Building Maintenance <ul style="list-style-type: none"> ○ 4850 – 103 Mold ○ 4810 Floor – fixed? ○ 4955 – Outdoor Light Issue ○ Fire Marshall Inspection ○ Missing Pendant ○ Painting/Caulking this year • Leases • Other Items 	45 min
4.	New Business <ul style="list-style-type: none"> • Water Billing • Other Items 	10 min
5.	Next Board Meeting is April 17, 2012	

MINUTES

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

DISCUSSION	
TOPIC	
1.	Financial: Income/Expense Report <ul style="list-style-type: none"> • Line item 8035: recycling is supposed to save us money but currently it is not. Rosemary will contact person who set it up then call recycling company to get an explanation. • Line items 7065 and 7416 not budgeted. Spent \$1,015 and \$1749.33, respectively, to date. Rosemary will check to see what was spent last year.
2.	Financial: Fannie Mae is owner of 4805-404 and has not paid the water bill since 2010. Owes over \$2K in water bills. Neighborhood Board is trying to get Fannie Mae to pay the water bill.
3.	Capital Reserve: Analysis ongoing. Looking at long-term goals and want to determine where dues need to be and where assessments need to be long-term. One objective is to schedule exterior and interior maintenance and caulking. This will be determined after the analysis is complete.

KEY DECISIONS	
NUMBER	
1.	February 14, 2012 meeting minutes were approved.
2.	Rosemary will prepare a consolidated report and bank statement reconciliation report each month.
3.	Rosemary will provide a physical copy of the bank statement and check register for each month.
4.	Rosemary Riccio will forward closing letters to Jerry Crow so that he can create a final water bill.

OPEN ACTION ITEMS			
NUMBER	ITEM	OWNER	DUE DATE
1.	Recycling: Contact person who set it up then call recycling company to get an explanation	Rosemary	04/25/12
2.	Line items 7065 and 7416: check to see what was spent last year	Rosemary	04/25/12
3.	Line item 7405, FLSA annual inspection. \$1,107 spent to date. What did they find and what did we spend last year?	Rosemary	04/25/12
4.	Provide a consolidated report and bank statement reconciliation report for March.	Rosemary	04/25/12
5.	Provide a physical copy of the bank statement and check register for March	Rosemary	04/25/12
6.	Dryer vent cleaning: send email reminder to those who have not paid \$20. Check should be made out to Manor Condominium Association and sent to Atlanta address or can be added to monthly payment.	Lynne	04/25/12

7.	4810: Floor by elevator on main floor damaged. Board requests more estimates.	Rosemary	04/25/12
8.	4955: Outside light that bothers people who live behind it. Check the light and replace with one that resolves the problem. Cost is \$70.	Rosemary	04/25/12
9.	Paint estimates: research the paint that is recommended in each estimate.	Frank	04/25/12
10.	Go back to two companies that provided estimates for painting 4955 to verify that estimate includes caulk, wood repair/replace, etc. Request best and final offer to paint 4955	Rosemary	04/25/12
11.	Outstanding water bill: Forward closing letters to Jerry Crow so that he can create a final bill.	Rosemary	04/25/12

CLOSED ACTION ITEMS AS OF MARCH 20, 2012			
NUMBER	ITEM	OWNER	DUE DATE
1.	The following line items seemed high. Rosemary will check into them: 7059 elevator contract; 7070 building; 7415 fire sprinkler systems; 8035 utilities-trash	Rosemary	03/10/12
2.	Obtain keys from outgoing Board members	Joe	01/10/12
3.	Distribute draft copy of Manor Lease Policy to Board for review. <i>No change to current lease agreement. Owner who allows family members to live in unit is considered a lease and is counted in the total number of allowed leases.</i>	Carol	12/31/11
4.	Send email distribution list of residents and owners to the respective building reps.	Lynne	01/10/12
5.	Send email to owners to remind them of the \$200 special assessment due March 1, 2012.	Lynne	01/31/12
6.	Ensure that The Manor has completed lease forms for units leased to family members. If they are not on file, Rosemary will contact the owner(s) to complete the lease form.	Rosemary	01/31/12
7.	Obtain an estimate of the cost to remodel, refurbish, paint, and carpet the interior of 4805, the oldest building.	Rosemary	02/07/12