

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

**DATE: APRIL 25, 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>

NUMBER	TOPIC	TIME
1.	Approval of minutes	05 min
2.	Financial <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Variance Report</li> <li>• Delinquent Accounts</li> <li>• Special Assessment – Status Report</li> <li>• Wieland Law Suit</li> </ul>	30 min
3.	Old Business <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Paint Proposal</li> <li>• Fire Inspection</li> </ul>	45 min
4.	New Business <ul style="list-style-type: none"> <li>• Revised Budget</li> <li>• 4805 Common HVAC Repair</li> <li>• Proof of Insurance</li> <li>• Other Items</li> </ul>	10 min
5.	Next Board Meeting is May 16, 2012	

**MINUTES**

<b>ATTENDING: KARIN BALDZER, CAROL PALMER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, AND JOE WINLAND</b>
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<b>DISCUSSION</b>	
<b>TOPIC</b>	
1.	8035 (Trash pickup): we are billed for what was specified in our contract.
2.	Recycling: The Board was under the impression that recycling should save us money. Brian (from recycling) company was not aware of savings to recycle. If something was written down, Brian will honor it. Rosemary is waiting to hear back from Leslie Murdock and Pat Lacey on this issue.
3.	Thermostats in common areas are set at 80° in summer and 65° in the winter.
4.	Mildew restoration will cost around \$40L. We cannot file to insurance because we have a mold exclusion.
5.	PaintWorks will not paint 4955 while roads are sealed (April 30 to May 4). If it rains, PaintWorks will come the next day unless it rains on Friday, in which case they will resume painting the following Monday. PaintWorks will not paint metal rails on decks.
6.	Leases: Currently, the maximum number of units that can be leased are under lease. There is one or two on the waiting list.
7.	4805 Common HVAC Repair: Rosemary reported that it is complete.
8.	Revised Budget: FHA financing requires that: <ul style="list-style-type: none"> <li>• 10% of revenue must go into the Reserve account</li> <li>• Budget is approved by the Board and/or at the annual meeting. In either case, the approval must be recorded in the minutes.</li> </ul>
9.	Landscaping and road resurfacing assessments to the Manor. The Manor Board discussed what landscaping costs are being charged to the Manor by the Neighborhood Board. The landscape company provides two quotes: one for the common area and one for the area behind the residence gates. Is the Manor assessed for landscaping the areas behind the residence gates? At issue is the fact that the Manor building footprint is smaller however we are assessed by unit, not by footprint. The Manor Board is going to investigate the criteria for landscaping and road resurfacing assessments.
10.	Satellite Dish TV: This service is not provided by the Association. The installation of satellite dishes is described in the Manor Declaration. Comcast cannot provide service in our area.

<b>KEY DECISIONS</b>	
<b>NUMBER</b>	
1.	Minutes for the March 20, 2012 Manor Board meeting were approved with corrections.
2.	2011 Special Assessment funds should be transferred to Reserves.
3.	7085 (HVAC Maintenance) does not include air handler at 4805
4.	Financial Analysis: planning to replace one HVAC per year. RPG estimate, \$5900
5.	Wieland Law Suit: Agreement has been reached. Wieland will pay us \$40K and we will have no claims after agreement is signed. Wieland will repair the brick work at 4850. There is a five-year warranty for brick settlement for all buildings. Wieland is supposed to pay us \$40K within 10 days of signing of agreement.
6.	The Manor Board decided to hold off on painting the interior common areas and caulking due to financial position at this time.
7.	2012 Revised Budget: The Manor Board accepted the 2012 revised budget.
8.	The Manor Board agreed to do FHA loans (previously, we refused to do FHA loans).
9.	The Manor Board agreed to send out a communication on the Capital Reserves.

<b>OPEN ACTION ITEMS</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Transfer 2011 Special Assessment funds to Reserves	Rosemary	5/15/12
2.	Recycling: Check previous minutes and documents to see if anything was written about recycling saving the Manor money	Lynne	5/15/12
3.	What does Gwinnett charge for inspections?	Rosemary	5/15/12
4.	Make sure that all thermostats are secured	Rosemary	5/15/12
5.	Financial Report: <ul style="list-style-type: none"> <li>• Verify that gas and electric are correct, not flipped.</li> <li>• Verify that the combined total of gas and electric are in line with our utility bills</li> </ul>	Rosemary	5/15/12
6.	Insurance: review North Ridge bills	Rosemary	5/15/12
7.	Confirm that PaintWorks will replace rotted wood.	Rosemary	5/15/12
8.	Contact cleaning lady who is leaving her business cards in buildings to stop doing so.	Rosemary	5/15/12
9.	What are the landscaping costs to the Manor for the last two years?	Karin	5/15/12
10.	Satellite Dish: Find photos of each building's roof to review what is currently installed.	Lynne	5/15/12
<b>OPEN ACTION ITEMS AS OF APRIL 25, 2012</b>			
11.	Dryer vent cleaning and Special Assessment: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Rosemary will create up-to-date report.</li> </ul>	Lynne, Rosemary	04/25/12
12.	4810: Floor by elevator on main floor damaged. Board requests more estimates.	Rosemary	04/25/12

<b>OPEN ISSUES</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Recycling: The Board was under the impression that recycling should save us money. Brian (from recycling) company was not aware of savings to recycle. If something was written down, Brian will honor it. Rosemary is waiting to hear back from Leslie Murdock and Pat Lacey on this issue.	Rosemary	5/15/12
2.	Leases to family members	Board	5/15/12

<b>CLOSED ACTION ITEMS AS OF APRIL 25, 2012</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Recycling: Contact person who set it up then call recycling company to get an explanation	Rosemary	04/25/12
2.	Line items 7065 (Elevator Contract) and 7415 (Fire Sprinkler System): check to see what was spent last year. <i>7065: \$1,015 spent in 2011; same as this year</i> <i>7415: \$7,823.37 spent in 2011. In 2011, the fire inspection resulted in a lot of issues that were not fixed in the previous two</i>	Rosemary	04/25/12

	<i>years prior to 2011. We are waiting to hear back on the results of this year's fire inspection. \$2,500 spent this year thus far.</i>		
3.	Line item 7405, Fire Alarm Repair & Maint: \$1,107 spent to date. What did they find and what did we spend last year? <i>\$1,900 in 2011</i>	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.	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
7.	Paint estimates: research the paint that is recommended in each estimate.	Frank	04/25/12
8.	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
9.	Outstanding water bill: Forward closing letters to Jerry Crow so that he can create a final bill.	Rosemary	04/25/12