

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

**DATE: JULY 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>• Manager's Report</li> <li>• Variance Report</li> <li>• Delinquent Accounts</li> <li>• Wieland Law Suit</li> <li>• Contracts and Cost Saving Initiatives</li> </ul>	40 min
3.	Old Business <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Building Representative Meeting</li> <li>• 4955 Painting</li> <li>• Cabinets</li> </ul>	15 min
4.	New Business <ul style="list-style-type: none"> <li>• Lease Requests</li> <li>• Recycling Charges</li> <li>• Satellite Dish Inventory / Comcast Letter</li> <li>• Next Board Meeting is July17, 2012</li> <li>• Other Items</li> </ul>	30 min

**MINUTES**

<b>ATTENDING: KARIN BALDZER, ROSEMARY RICCIO (CMA), LYNNE SCHULTZ, AND JOE WINLAND</b>
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KEY DECISIONS	
NUMBER	
1.	Minutes from the June 26, 2012 Board meeting were approved.
2.	Wieland brick repair is completed

3.	Request to lease; permit issued which is valid for 90 days. If unit is not leased in 90 days, the permit expires. If unit is leased, the permit is closed and lease is executed. If lease is renewed, owner submits copy of renewal. If current tenant leaves and owner would like a new tenant, owner has to submit a new lease request.
4.	The thermostats are monitored and set by the Board. Thermostats should not be changed. If anyone sees someone tampering with the thermostat, should report to Rosemary.
5.	Next Board meeting is July 25, 2012.

<b>OPEN ACTION ITEMS</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	Initiate meeting with Joe, Frank, and CMA (Tom) concerning financials because reverse entries for reserve account not properly reflected in balance account	Rosemary	08/20/12
2.	Status of repairs to 4955	Rosemary	08/20/12
3.	Confirm if mold bill and 4955 painting bills have been paid	Rosemary	08/20/12
4.	Caulking windows in 4955: See what work order was sent out for bid and whether it said all windows	Rosemary	08/20/12
5.	Send note to building reps to verify that there is a key to the thermostat.	Rosemary	08/20/12
6.	Ask Glen whether there is one master key to the thermostats or one key per thermostat	Rosemary	08/20/12
7.	Provide payments to JIT for 2011 and 2012	Rosemary	08/20/12
<b>OPEN ACTION ITEMS AS OF JUNE 26, 2012</b>			
8.	Send Joe list of people who have not paid assessment and/or dryer cleaning fee – <i>Deadline August 10 then late fee</i>	Rosemary	7/25/12
9.	Notify those who still owe assessment and/or dryer vent cleaning fee about Board decision concerning payment.	Rosemary	7/01/12
10.	Circulate communication on capital assessment for Board to review	Frank	7/25/12
11.	Investigate leak near drain at 4905 – <i>Glen looked at it and didn't see leak; Rosemary to ask Glen to meet with resident</i>	Rosemary	7/25/12
12.	4850-103 gutter leak – <i>07/25: Follow up with Glen</i>	Rosemary	7/25/12
<b>OPEN ACTION ITEMS AS OF MAY 16, 2012</b>			
13.	Plan Building Representative Meeting (date, agenda, location) <i>06/26: Early September. Will set five dates and the Building Reps can choose the date they want to attend.</i>	Joe	5/23/12

<b>CLOSED ACTION ITEMS AS OF JUNE 26, 2012</b>			
<b>NUMBER</b>	<b>ITEM</b>	<b>OWNER</b>	<b>DUE DATE</b>
1.	\$18K short in HOA fees - investigate	Rosemary	7/25/12
2.	Recycling reimbursement: when will it start? – <i>07/15: July bill did include correction (credit) for recycling discount from start to current date</i>	Rosemary	7/25/12
3.	Draft a letter about TV options – <i>In new owner's manual</i>	Joe with Leslie	7/25/12
4.	4950 Elevator door spasming	Rosemary	7/25/12

5.	Painting 4955: <ul style="list-style-type: none"> <li>• Confirm paint start date</li> <li>• Post notices for 4955 residents about painting dates; what residents need to do to prepare; accommodations (like parking) that need to be made; and remind them to lock their doors.</li> </ul>	Rosemary	5/17/12
6.	Determine who has keys to thermostats <i>06/26: There are two different boxes in the buildings. One is easy to get in and one is a clear cover.07/25: Cancelled</i>	Board	6/15/12
7.	4810: Floor by elevator on main floor damaged. Board requests more estimates. <i>05/16: Waiting on estimates from three companies. 06/26: Not comfortable knowing what a good bid should be. Will contact Keifer.07/25: fixed.</i>	Rosemary	04/25/12