

Minutes  
Manor at Olde Ivy Board Meeting  
January 25, 2017@ 10:00am

In Attendance: Joe Winland, Karen Gantt, Teresa Waters, Frank Watkins, Michael Wiggins and Dotty Bonds

Number	Topic
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li data-bbox="422 636 1133 674">• The Board approved the minutes of the last meeting</li></ul>

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**New Sprinkler System**

- Amber and Ed Knopick, the Engineer from Jensen Hughes re-inspected the dry pipe installation work performed by Amber to ensure that all corrections were completed. Additional needed corrections to the system were found and will be formally reported by Knopick.
- Amber settlement still pending completed work.
- FSLA to complete inspection of all units in the Manor to check sprinkler heads Saturday January 28th and Sunday January 29th. Ceiling work and other Amber related punch list to be checked during inspection. Locksmith to be on site Sunday for service if needed to gain access to units if owners have not provided access in their absence.
- Dotty to set up meeting for building representatives to review fire safety with FSLA..
- Michael Wiggins to meet with Debbie Naylor to create duty description for the building representatives.
- Elevator preventative maintenance contract to be reviewed regarding annual inspections.
- Request for windows replacement for 4955 unit 202 reviewed and approved by the board.
- Garage gate issue building 4805 damaged vehicle of owner in unit 101. Board agreed to pay for the damage.
- Gutter cleaning estimate from Grey Contracting and Window Genie reviewed and board agreed on the quote provided by Window Genie.
- Building keys to be identified by Dotty during weekend inspection of sprinkler heads.

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**Report from Dotty**

- Financials reviewed.
- Annual \$200 Assessment Payment Notice has been processed and will be mailed to residents by next week.
- Incident in 4950 unit 302 from condensation from sprinkler head. board reviewed the damage and the repair and will offer to pay 1/2 of the repair cost.
- Dotty inquired regarding deodorizer system for garbage bin area. Property Manager was quoted \$4000. Board agreed we will need to seek alternative to keep this area smelling fresher. Dotty to follow up.
- Capital Projects for 2017 discussed for the exterior painting for 4810 and the interior refurbish of 4855. Board to further discuss the start of the projects and the extent of work to be done.
- Roof leak reported in 4905 unit 406 repairs to be completed.
- Hill Mechanical inspection of duct work in 4955, 4905, 4810 and 4855 and repair in buildings discussed and approved by the board.
- Mike Wiggins to contact Debbie Naylor Building Representative Coordinator to create guidelines and responsibilities for the building representatives in the Manor. Key lockbox combinations to be changed.
- Dotty to coordinate with Lance to identify the list of places that should have keys for each building in the Manor and get an itemized tag system in place in each building before the next board meeting.
- Dotty to get information from carpet repair con to address fraying carpet areas.
- Board discussed the cost of the replacement of faulty water meters and agreed to for replacements.
- Dotty to get information from cleaning service regarding shampooing common areas hallways.
- Dotty to get information on cost of service contract for maintenance of garage gates verses service call maintenance as currently provided.

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	<p><b>Leasing</b></p> <ul style="list-style-type: none"><li>• 32 Permits issued/6 Available.</li></ul>
	<p><b>Legal</b></p> <ul style="list-style-type: none"><li>• Attorney is still handling the settlement with Amber.</li></ul>
	<p><b>Closings</b> <b>none reported for December 2016</b></p>

The next Board meeting will be held Wednesday February15, 2017 @ 10:00am