

Minutes  
Manor at Olde Ivy Board Meeting  
March 15 @ 10:00am

In Attendance: Joe Winland, Michael Wiggins, Frank Watkins, Dotty Bonds and Hollie Battle.

Number	Topic
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• The Board approved the minutes by email.</li></ul>

Minutes  
Manor at Olde Ivy Board Meeting  
March 15 @ 10:00am

**Financial Review**

- BOARD AUTHORIZED CMA : to transfer funds to reserves for January and February. Other line items discussed were Building Repair and Maintenance; Fire Safety Inspection: Gate Maintenance & Repair. Delinquent fees were discussed and solutions proposed to CMA for actions to remedy.
  
- CMA PROPERTY MANAGEMENT CHANGES : Dotty will be leaving CMA to care for her mother full time effective Tuesday, March 21. Acting Association Manager during the transition will be Hollie Battle. Jane Beasley is the proposed Association Manager to replace Dotty Bonds. Jane is a qualified candidate with 20 years' experience. CMA presented a Management Option for consideration based upon recommendations from Dotty Bonds experience with the association and CMA. All Olde Ivy Boards are to collectively discuss the Management Option and determine what would best support our existing structure and needs going forward. With the proposed option, all association monthly fees would increase based upon the schedule provided by CMA. CMA to report back regarding the proposed fee allocation for the Condominium Association which was not provided during the discussion. Manor proposed monthly increase for the management option presented would be 28% from \$2,276.25 to \$2,913.60.
  
- AMBER SETTLEMENT: Board has agreed that Amber has fulfilled their required obligation and has asked CMA to :
  - — Obtain the final Jensen Hughes Final Inspection invoice which will be split between Amber and the Manor HOA.
  - — Insure the final settlement amount is correct with the Jensen Hughes half invoice factored.
  - — Validate with our attorney Marvin Pastel that the settlement amount is correct and that the releases are final.
  - — Marvin Pastel as part of the release to include the requirement that the location of the attic drains are properly identified on an as-built drawing or some suitable document.
  
- FLSA needs to know how to drain the attic dry pipes and when. Board proposed draining a minimum of twice a year.
- Verification that the dry pipe attic system is fully functional needs to go to our insurance company.

Minutes  
Manor at Olde Ivy Board Meeting  
March 15 @ 10:00am

—FLSA INSPECTION: Repair Estimate \$15,095 reviewed and discussed. Board previously approved that all sprinkler heads that needed replacement because of paint on the heads are the responsibility of the unit owner. CMA to send notification to unit owners for their specific costs after review of the worksheets for accuracy, duplication and damages caused by Grey and Wilson. Grey and Wilson is also to be charged back for any sprinklers being replaced due to their getting paint on the work that they previously performed on the 4th floor of buildings impacted. Board stated that work needs to be complete. Joe Winland signed the FLSA quote to initiate action to be taken.

—TRASH BIN DEODORIZER: Board asked Lance to further check on battery operated systems but authorized the use of liquid called “ODO BAN” as a test at this time.

—OCCUPIED RENOVATIONS - Entrance Carpet Building : Dotty spoke to Delores about a liquid called “Fray Check” to use in Manor Buildings on edges of carpets to deter additional fraying. Delores also advised on how to cut existing frayed areas of carpet and treat. MANOR BUILDING CARPET 4805: Dotty/Hollie is to contact Occupied Renovations to see if they can meet with Frank Watkins and Mike Wiggins to consider repair alternatives to carpet installed incorrectly in the front entrance inserts.

—MISSING SHUTTERS: Dotty/Hollie advised that there are less than 6 shutters missing at this time. Board did not request any action at this time. Keep on action list and keep list updated until cost effective to initiate replacements.

—4805 BMW CAR DAMAGE: check has been prepared for amount approved by Board. Check will be released when owner signs release.

—GARAGE GATE STOP SIGN QUOTE BUILDING 4805: Dottie has ordered sign for both the front and back of garage gate for 4805 test. Holes have been provided for Lance to mount. Cost quoted \$45.00.

—Joe Winland asked the board to commit to look for brick cracks in all Manor Buildings. The agreement to fix brick cracks, at no cost, with the Wieland Builders will end at the end of this year.

—Board was asked to consider adding the “Ordinance Law Addendum” at the cost of \$1,800 per year. The Board voted not to consider the Addendum.

—DOOR MATS: Majority of Board Members did not feel mats were necessary. Will assess further if complaints are received from owners. No action to be taken on logo mats for Manor Buildings. If needed in the future generic mats would be considered.

Minutes  
Manor at Olde Ivy Board Meeting  
March 15 @ 10:00am

——A unit owner Cease and Desist Letter from October 29, 20015 reviewed by board as background for discussion based upon his current actions. Joe did discuss a response to the unit owners with our attorney, Marvin Pastel regarding any further action by board. Letter will state: “Since the rooftop HVAC does not belong to the Association and is not the Association’s maintenance responsibility, any such lawsuit will be vigorously defended.”

——BUILDING REPRESENTATIVE UPDATE: Two of the three Building Representatives being considered for transition have met with Debbie Naylor and Debbie has requested date and time to meet with the other. The Building Representative Responsibilities defined (previously provided to Board Members) and addressed have been well received to date with no request for revision. Debbie is proceeding to review the responsibilities with all Reps individually and walk through each defined responsibility and demonstrate how to execute. Debbie Naylor hopes to conclude the individual reviews within the next 10 days and has set the date of April 17th from 5:30pm to 7:00pm as a meeting for all Building Reps to attend. Joe and Mike have been invited to attend and answer any question that the Building Reps may have.

——PAINT DISPOSAL: Joe will advise Lance to leave any used paint at his building 4955 for disposal. Joe will take to Benjamin Moore location on the East-West Connector.

——CARPET CLEANING: Schedule will remain as previously set by the Board. No advanced action to be taken in building 4805 regarding dog urine as it has been addressed by Delores. Notice sent to 4805 residents.

——ROOF LEAK REPAIR : Building 4905 has a leak in the back of the building in a valley roof location. Cost to repair is \$950. Board authorized repair.

——HILL MECHANICAL DUCT REPAIRS-INSULATION IN VENT OF UNIT 404 Building 4855: Request Hill Mechanical to evaluate and advise what need to be done.

——THREATENING LETTERS: Building 4855 noise 4855. After discussions with parties by Joe Winland hopefully the issue is resolved.

——OWNER EMAIL (NOISY GARAGE DOOR BUILDING 4905, Free Fobs): Lance lubed garage door and letter to be sent to owner advising of work completed and that no free fobs will be provided. Fobs are the responsibility of owners.

——BUILDING 4955 HVAC UNIT LEFT ON ROOF: Old unit has been removed but hole was placed in roof bladder during removal. Board has requested quote for repair of roof bladder due to HVAC removal to present to owner for payment. Board also requested a quote for roof maintenance of Manor Buildings be prepared for consideration.

——ELEVATOR PREVENTATIVE MAINTENANCE SCHEDULE AND COMMON AREA HVAC PREVENTATIVE MAINTENANCE SCHEDULE: Board requested that a time table schedule be provided for each rather than just reviewed logs after preventative maintenance is completed.

Minutes  
Manor at Olde Ivy Board Meeting  
March 15 @ 10:00am

	<p>—GARAGE BULLETIN BOARD LIGHTING, SIGN HOLDER FOR ELEVATORS: Board requested that CMA have a certified electrician provide quote for lighting sufficient for reading garage bulletin boards. Quote will be considered at the next board meeting. Board did approve Mike Wiggins purchasing sign holders for mounting in elevators. Certified electrical also to provide quote for ceiling light in electrical room in building 4850.</p> <p>—CEILING WORK/OTHER AMBER RELATED PUNCH LIST: Allow insurance companies to resolve between Amber and owners.</p> <ul style="list-style-type: none"><li>&gt; Any top floor units that have not had their ceiling repaired are now being scheduled to complete the work.</li><li>&gt; Owners that have claimed to have hardwood floor damage caused when sprinklers failed during Amber’s pressure testing of the attic dry pipe medication have been advised to file claims through their insurance companies.</li></ul> <p>—ESTATE SALE PROCEDURES REVIEW AND OBSERVATIONS: Board approved the following -\$500 deposit prior to the event; 3 day notification prior to event for padding of the elevator; with notification of the event CMA to coordinate the opening and closing of entrance doors and garage gate to allow for items purchased to exit the garage gate versus the from entrance: event coordinator to be accountable for traffic entering and exiting the building during the hours of the event and the condition of the common areas impacted .</p> <p>—CAPITAL PROJECTS: Review as financially feasible.</p> <p>—LEASING/UNIT SALE UPDATE: One owner who is currently leasing will be advised by CMA that is necessary to follow the proper leasing policies and procedures.</p> <p>32 permits issued/6 available</p>
	<p><b>Closings</b> <b>none reported for February 2017</b></p>

The next Board meeting will be held Wednesday April 19, 2017 @ 10:00am