

Minutes  
Manor at Olde Ivy Board Meeting  
April 19 @ 10:00am

In Attendance: Joe Winland, Michael Wiggins, Karen Gantt, Teresa Waters, Jane Beasley and Hollie Battle.

Number	Topic
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li data-bbox="422 672 1023 714">• The Board approved the minutes by email.</li></ul>

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**Financial Review**

- BOARD REVIEWED FINANCIALS : Transfers were made to the reserves accounts to bring the reserves to plan levels. The reserve funds are to be used for the planned exterior painting of building 4810 and the interior refresh of building 4855. Through March 2017, the year-to-date expenses have exceeded plan by \$20,080. Other line items discussed were Janitorial duplicate payment, Repair & Maintenance; Fire Safety Inspection: Gate Maintenance & Repair.
- CMA PROPERTY MANAGEMENT CHANGES : Introduction of Jane Beasley as new Manor Property Manager. Jane is a qualified candidate with 20 years experience. Hollie to assist Jane with getting back items and issues for the Manor back on track. Hollie to provide options for consideration that would best support our existing structure and needs going forward. Jane to provide amendments to Manor at Olde Ivy Project List to keep all items accounted for with progress, updates and completion. Clean up Manor past due as well as homeowner credit balances. Jane to provide Manor Financials prior to monthly board meeting for review.
- AMBER SETTLEMENT: Board has agreed that Amber has fulfilled their required obligation and has asked CMA to :
- —Marvin Pastel to be consulted along with our insurance broker to draft a letter to homeowners and insurance companies that the work has been completed on the attic drip pipe system which has mitigated the risk of attic wet sprinkler pipes freezing and causing significant water damage.
- 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. FSLA, Board and Jane to meet with FSLA for all details.
- FLSA inspection update: homeowners will be responsible for the the replacement of sprinkler heads that had paint or debris on them. Jane to coordinate the work to begin on repair & replacement of sprinkler heads. FSLA to bring all fire suppression system into compliance.
- Verification that the dry pipe attic system is fully functional needs to go to our insurance company.
- Joe to work with Lance to re-construct and make current the list of things he does on a routine basis and give to CMA and Board for review.

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—BUILDING REPRESENTATIVE UPDATE: Building representative meeting conducted on Monday April 17, 2017 with building representatives, Coordinator Debbie Naylor and board. Introductions were made and all questions answered after review of procedures and community project updates.

—CARPET CLEANING: Jane to follow up on quote given to Dotty provided for for 5 buildings and to schedule. Frayed carpets are to be addressed and secured to common area carpet cleaning.

—POWER WASHING FOR PATIOS: Jane to follow up on quotes for board to review and approve for completion before the end of May. Jane also to secure quote for power washing immediate outside of building entrances. White fascia areas and pillars. The electronics at the entrance are to be protected from water during this process.

—ROOF REPAIR : completed for 4905 & 4955

—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.

—POSTAL REIMBURSEMENT: letter sent to post office to request of reimbursement of gate damage by postal truck.

—GARAGE GATES: safety signs to be added to 6 buildings as was installed to 4805. Remnants of the old safety guard arms at the gates to be removed.

—Board to address the responsibility for replacement of water meters and the vendor. CMA to seek meter replacement seek meter replacement cost from both Apex and additional vendors prior to decision.

—Joe to work with Lance to re-construct and make current the list of things he does on a routine basis and give to CMA and Board for review.

—CAPITAL PROJECTS: Reviewed for interior of 4855 and exterior of 4810. Joe and Karen to meet with Huie Services for work to be done so Huie Services and provide quotes from contractors for board to review and approve.

—LEASE PERMITS/SOLD PROPERTIES: **update to be provided by Jane on a monthly basis. Jane to provide details of lease management system.**

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	<b>Closings</b> <b>none reported for March 2017</b>

The next Board meeting will be held Wednesday May 17, 2017 @ 10:00am