

Minutes
Manor at Olde Ivy Board Meeting
May 17, 2017 @ 10:00am

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

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

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Financial Review

- BOARD REVIEW of financials: Annual/Monthly assessment. We are in line with budgeted expenses some area under and some a bit over but all in line for this time of the year. Overdue accounts reviewed and Jane to follow up on notices sent out regarding delinquencies. Other line items discussed were Building Repair and Maintenance; Fire Safety Inspection ;Elevator repair and maintenance..
- CMA MANAGEMENT REPORT: Discussed the leasing program proposed by CMA and board voted against participation in this program to manage leases. Manor Project list reviewed and updated.
- MANOR CAPITAL PROJECTS: RFPs for exterior painting for 4810 and 4855 interior renovation submitted by HUIE SERVICES reviewed and approved by board for HUIE SERVICES to proceed with getting the contractors out to bid on project. Board to review all bids when submitted to select a contractor.
- MANOR CAPITAL PROJECTS SITE VISIT: Jane to take lead to get site visit set for Manor Building 4805 for review of work covered under the 5 year warranty provision per the initial contract for exterior painting and repairs. Site visit to include Ralph Huie, the owner of the contract company, Jane Beasley, Joe Winland and any other Board member (this may be applicable to other buildings). The interior of building 4810 and 4805 are to be inspected. *****

(If the contract, 5 year warranty, for the interior renovations for building 4805 is the same as 4810, building 4805 interior should also be inspected during the site reviews. Please note that the carpet insert panels at the entrance of building 4805 have been noted as being installed incorrectly and possibly this work can be covered under the warranty verses the Manor Board incurring any additional cost).

- AMBER SETTLEMENT: The final settlement payment will be made to Amber upon verification that the excursion plates have been replaced in building 4950 & 4905. Board has agreed that Amber has fulfilled their required obligation with exception of verification that the excursion plates have been replaced.
- —FLSA will be required to set a schedule to replace all sprinkler heads that were found to have paint on them during their January 2017 inspection.
- —FLSA needs to know how to drain the attic dry pipes and when. Board proposed draining a minimum of twice a year.
- CLEANING CONTRACT BIDS: Jane to update scope work for cleaning

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—MANOR WATER METER ASSESSMENT: Jane to provide report for the meters that indicate “estimated reading” and/or need replacement for the Manor. Estimate for the inspections and the installation of new meters to be provided. Board needs this information to determine what costs will be picked up by the homeowner.

—ELEVATOR MAINTENANCE CONTRACT: to be obtained and reviewed by Jane to determine what the contract covers and review of report to see if they are in fact complying with the contract. All elevator certificates are to be reviewed by Jane and the Board is to be advised of any non-compliance issues.

—OCCUPIED RENOVATIONS - Building Entrance Carpet in 5 areas approved for repairs prior to carpet cleaning of common areas per schedule.

—HILL MECHANICAL: Building 4950 requires a new Pressure Regulating Valve (PRV). Quote provided by HILL MECHANICAL to be questioned given the quote is believed to be much higher than last paid when all of the Manor building PRVs were replaced. PRVs should last for at least 10 years according to Jane - Hill will be questioned as to why the PRV in building 4950 needs to be replaced after less than three years from a previous replacement.

—NEIGHBORHOOD BOARD REPLACEMENT: Karen Gantt, Manor Board Member has volunteered to replace Leslie Maddox who has resigned as secretary of the NBOD Board.

—MANOR ROOFS INSPECTION: Jane to follow up on quotes from 3 vendors by end of May for rotting wood, bladder holes and general condition.

—ROOF LEAKS REPAIRED: 4905,4955, 4855/401.

—CEILING LEAK: 301/4805 resolved after investigated. Ceiling to be closed/ repaired.

—FLOOR REPAIR: 4810 3rd floor garbage shoot room/Contractor to look at how to resolve the scraping of the door on the floor.

—SETTLEMENT RPG DAMAGE; Joe to check with Attorney Marvin Pastel regarding insurance claim damage @4955.

—GARAGE GATE STOP SIGNS: To be installed by Lance at the remaining 6 buildings on each side of the entrance gates to garage as installed in 4805.

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—BUILDING REPRESENTATIVE UPDATE: —Jane to provide dates for FSLA building representative training now that all have all keys accounted for and all building representatives in place for all buildings. To be scheduled during the month of JULY for quarterly building representative meeting.

—CARPET CLEANING: Schedule will remain as previously set by the Board for 5 buildings for SPRING/SUMMER. To be scheduled once the 5 carpets areas have been repaired.

—BEES/WASPS-Bee/ wasps nest will be removed at building 4810 when painting contractors are on property later this year.

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—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.

—ESTATE SALE PROCEDURES APPROVED: Jane to put into action and communicate to all.

—GRILL VIOLATION: Owner and renter of unit 102/4905 has been notified with second notice of violation and fines to be issued if non compliance.

—ELECTRICAL QUOTES: Needed for exhaust fan @ 4855 as timer needs to be checked and replaced with manual switch. Light needed in electrical room @ 4850 and bulletin board lights @4850.

— ADDITIONAL LEASE LANGUAGE: to be submitted by Frank to be considered to reinforce owner /tenant responsibility and liability for being non compliant with rules and regulations of the MANOR.

—LANCE BUCHANAN- Joe Winland to review list submitted by Jane Beasley for scope of work Lance does in the community and present to Board his recommendations.

—JANE BEASLEY: to update the “to-do-list for items submitted by Karen Gantt and Mike Wiggins.

32 permits issued/2 available

Closings
none reported for April 2017

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The next Board meeting will be held Wednesday June 21, 2017 @ 10:00am