

Minutes
Manor at Olde Ivy Board Meeting
August 16 2017 @ 10:00am

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

Number	Topic
	Approval of Minutes <ul style="list-style-type: none"><li data-bbox="467 806 1062 842">• The Board approved the minutes by email.

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- **FINANCIAL REVIEW:** Actual versus budget significant variance reviewed with explanation and discussion. Pass due accounts and collections reviewed and discussed. Residents who over paid on their annual assessment HOA fee are in the process of being refunded by CMA.
- **CAPITAL PROJECTS:** Renovation of Manor Building 4855 set to begin on August 21. The board has not been notified of the start date for the exterior painting of Manor Building 4810. Jane to follow up with Ralph Huie regarding the walk through findings for work done under warranty by BLUEPRINT PAINTING last year for Building 4810 interior refurbish and exterior painting of Building 4805 to the board for review as she says that Ralph told her they will have Blueprint do the work. Change orders to be included and to make sure no warranty items were missed and added to the list. Board also needs to know when the work will start. Board reviewed the proposal submitted by The Mad Hatter regarding dryer vents update and cleaning. Board approved for 6 vents that are severely clogged to be re-cleaned from the interior of each unit at the owners expense. The reconnections of reported disconnected dryer vents in the attic to be inspected by FSLA. Manor Building 4810 was included in the approved power washing project of patios by mistake. Only six building were approved not 7. Jane to notify Huie Services not to include the power washing of Manor Building 4810 as originally included in the contract.
- **APPROVED PROJECTS BY THE BOARD:** LED lights were installed in buildings 4805 and 4955. Error made to proceed with insulation of second building as only 4805 was approved by board. The Board approved the payment for the installation of the LED garage lights in building 4805. CMA re-minded policy states no expenditures greater than \$500 for work to be done without board approval as this policy is in place and must be followed. Board approved to have the LED lights installed in remaining buildings next year and included in capital budget replacing existing lighting. Roof repair for Manor Building 4955 roof was approved by board as leak intrusion reported by resident in unit 402.
- **ELEVATOR CONTRACT/INSPECTION:** The contract is up at the end of the year. Jane waiting to get 2 more bids in for new contract for the Manor Board to review and compare all bids. Bids to include timing of preventative maintenance, scope of work and should elevator breakdown repair to be included in the contract.

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- **FLSA- MEETING STATUS:** Jane to set up meeting with Board members and FLSA for a committed plan to service the DRY PIPE SYSTEM and take steps needed to eliminate yellow tags and get green tags in all buildings. There are 22 units that still need sprinkler heads repaired by FSLA. Some units have had scheduling issues. We have not received any information from them for unit sprinkler heads that have been repaired. Meeting with FSLA and Manor Building Representatives for fire safety training has been set for September 27 @ 6:00pm. The Board asked Jane to have FSLA provide Training Documentation, for the Building Representatives, for the appropriate protocol to follow if an alarm should occur and/or when the fire department is dispatched. This should also include the appropriate keys in the garage emergency key box that are to be used when this occurs.
- **ROOF LEAKS/WATER INTRUSION:** Leaks have been reported in Buildings 4955 Unit 402 and 306 and Building 4805 Unit 301 and contractor will be out again to address the problem after having been out once before. Manor Building 4905 resident reported water on patio overflow from gutter. Jane to confirm last time gutters were cleaned. Manor Building 4950 Unit 304 leak in master bedroom repair out to vendor.
- **CARPET CLEANING:** Two bids submitted for carpet cleaning of 5 buildings. Main level of 5 buildings (excluding 4855-new carpet to be installed and 4950 has no carpet (marble floor)to be done this year. Board approved one bid with Jowers & Company and asked Jane to contact contractor to ask if he would match the lower bid of competing bid from Buck head Cleaning with authorization to accept the higher bid of Jowers & Company if lower bid not met. Jane is to notify residents in advance of when the carpet cleaning will occur and of any advance preparations or restrictions during the process.
- **MEETING WITH DOLORES MATHER:** The board reviewed and revised the inclusive list of areas that are cleaned by Dolores and Jane to forward revisions to Dolores and request that we meet with Dolores to review.
- **MANOR PROJECT LIST:** All items reviewed and updated with status and those completed have been noted. Added to the list Jane to send email blasts to all residents regarding emergency procedures in the community.

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	<p>—NOISE VIOLATION LETTERS: Letter sent out to unit #402 Manor Building 4805. Jane to follow up with resident affected by noise to see if there has been any improvement to reduced noise levels. If noise level has not been reduced a fine will be imposed.</p> <p>— WATER METER EVALUATION/REPLACEMENT: Jane reviewed report from water company and still needs to look into meters reported as bad or good or just not receiving effective transmission for accurate billing.</p>
	<p>—LEASING/UNIT SALE UPDATE: Resident summary/renter listing submitted from the Manor Building Representatives reviewed by board and 28 units are leased. Owners of units to be contacted to determine their intent to lease as a new leasing permit will be required. Jane to provide updated contact list in building order rather than alphabetical listing to Joe Winland.</p>
	<p>CLOSING REPORT: no closing reported</p>

The next Board meeting will be held Wednesday September 20, 2017 @ 10:00am