

Minutes
Manor at Olde Ivy Board Meeting
September 20, 2017 @ 10:00am

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

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Number	Topic
	Approval of Minutes <ul style="list-style-type: none">• 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.
- **CAPITAL PROJECTS:** Renovation of Manor Building 4855 started on 8/21/17. The board has received weekly updates of the progress. The hallway walls, molding and staircases have received one coat of paint. The ceilings on all floors and interior storage area, unit doors and trim have received 2 coats of paint. The stairwell tile and garbage shoot room tile have been installed. The carpet delivery is expected 10/7/17 and will be installed once received on site. The remaining work to be done is the installation of the floor tile in the elevator and the final second coat of paint. The exterior repair/paint to Manor Building 4810 started 9/17/17. Jane asked again to follow up with Ralph Huie regarding start date of work for 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.
- **APPROVED PROJECTS BY THE BOARD:** Carpet cleaning of main levels of 5 buildings scheduled to be started 9/18/17. Jane to submit proposal to board to have remaining floors of all building done at the same time. Board to review proposal and approve by email. Board reviewed and approved the proposal submitted by The Mad Hatter regarding 7 dryer 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.
- **ELEVATOR CONTRACT/INSPECTION & MANOR ANNUAL INSURANCE POLICY RENEWAL:** The contract is up at the end of the year. Jane has 2 bids and is waiting on a third 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. Manor Board to receive information from Clay Davies to review insurance proposal options week of 9/18/17.

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- **FLSA- MEETING STATUS/OUTSTANDING ITEMS:** Joe Winland to follow up and 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. The work is scheduled to be started 9/18, 19th and 20th. Meeting with FSLA and Manor Building Representatives for fire safety training has been set for September 27 @ 6:00pm. Per Jane FSLA will 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. FLSA submitted 3 invoices for a faulty fire detector in Manor Building 4850 they had replaced. Invoices have not been paid and will be held until sprinkler repairs are completed. Fire detector was replaced by Chief after we were told that FLSA could not service us. Proposal from Chief Fire Protection was presented to the Manor Board to review for their work with alarms, fire systems as well as extinguishers and monitoring.
- **ROOF LEAKS/WATER INTRUSION:** Joe Winland to follow up with roof concerns with Ameristar Pro. Due to recent storm all roofs and gutters are to be inspected for debris and damage. Roof repair for Manor Building 4955 unit 402 was repaired. Reported water intrusions from foundation in Manor Building 4810 unit 104 and water intrusion from roof Manor Buildings 4810 unit 403, 4905 unit 404, 4805 unit 405, 4950 unit 304, 4955 units 104 and 306. Quotes for work are coming in and some work is in the process of being completed.
- **MEETING WITH DOLORES MATHER:** Joe Winland and Karen Gantt met with Dolores Mather and reviewed the revisions of the Janitorial Contract. After review additions to the contract were presented to the Board and the Board asked that we go back to Dolores to revisit additional items and adjust the cost and time frame for cleaning the front entrances of all Manor Building including the columns.
- **MANOR PROJECT LIST:** All items reviewed and updated with status and those completed have been noted.

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	<p>— WATER METER EVALUATION/REPLACEMENT: Per Jane the NBOD Board is looking into the water meter billing as it affects the Manor Community to resolve issues regarding effective transmission and accurate billing.</p>
	<p>—LEASING/UNIT SALE UPDATE: Jane to provide updated contact list in building order rather than alphabetical listing to Joe Winland. -3 owners have been released from the waiting list for leasing.</p>
	<p>2018 MANOR BUDGET PREPARATION: Board to review and discuss 2018 Manor Budget at next meeting due next month. Dates for the Annual Manor Meeting and Neighborhood meeting discussed for week of November 6.</p>

The next Board meeting will be held Wednesday October 18, 2017 @ 10:00am