

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**October 18, 2017 @ 10:00am**

In Attendance: Joe Winland, Michael Wiggins, Frank Watkins, Karen Gantt, Andrea Hospodar, Chris Fabina, Edie Hicks.

<b>Number</b>	<b>Topic</b>
	<b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• The Board approved the minutes by email.</li></ul>
	Introduction of Edie Hicks as the new CMA Property Manager for Olde Ivy.

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- **FINANCIAL REVIEW:** Actual versus budget significant variance reviewed with explanation and discussion. Past due accounts and collections reviewed and discussed. Prepaid accounts reduced from 90 to 61.
- **CAPITAL PROJECTS:** Renovation of Manor Building 4855 started on 8/21/17. The board has received weekly updates of the progress. The project is nearing completion. Second coat of paint has been applied in hallways on third and fourth floors. Carpet has been completely installed on the third and fourth floors. Carpet has been installed on only half of the second floor. Additional carpet has been ordered. Stairwells and storage area and doors have been painted, tile has been installed in the stairwells and the garbage chute areas. Tile is to be installed in the elevator, elevator doors to be painted and weatherstripping to be replaced on all unit entrance doors. The exterior repair/paint to Manor Building 4810 started 9/17/17. The project is nearing completion. Balconies shutters and dormers have been painted. There will be a final inspection once work has been completed. Chris Fabina to follow up with Sallie or Ralph Huie of Huie Services for his list of items for repair that are under warranty to be completed by Blueprint for their work on the exterior of 4805 and the interior of 4810. Chris to also follow up with Huie on the P-3 Painting proposal for the painting of front entrances of the Manor Buildings (4850,4855,4905,4955 & 4950).
- **MANOR BUSINESS:** Manor Budget for 2018 was approved by the board by email. Neighborhood board seats for upcoming annual election that are available for 2 candidates. Annual Manor Association Meeting November 8th at 7:00pm in the Clubhouse.
- **ELEVATOR CONTRACT/INSPECTION & MANOR ANNUAL INSURANCE POLICY RENEWAL:** The contract is up at the end of the year. ThyssenKrupp Platinum Premier service Agreement presented to the Manor Board for review. Chris and Andrea to investigate additional proposals out to bid with Phoenix, Fujitech and Bagby for the Manor Board to consider for review for new annual elevator contract. Bids to include timing of preventative maintenance, scope of work and should elevator breakdown outside normal business hours repair to be included in the contract.

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- **FLSA- STATUS/OUTSTANDING ITEMS:** Chris and Andrea to investigate vendors for proposals for winterization for the Manor Board to review. There are 6 units that still need sprinkler heads repaired by FSLA. The work is scheduled to be started 10/21/17. FLSA work order report reviewed for 4805 for beeping panel/junction box.
- **ROOFS/ROOF LEAKS & WATER INTRUSION:** Water intrusions reviewed for active and completed roof repairs. Manor Board approved active leak repairs to be completed for 4810/401 and 4950/304. Building 4955/306 leak had been repaired but is still leaking and work needs to be completed. Ameristar Proposal to replace all roofs presented for review. Chris to provide proposal for roof replacement from Complete Roofing.
- **DOLORES MATHER/LANCE BUCHANON:** Manor Board approved terms for cleaning cost addendum for broom only cleaning and with solution cleaning for all entrances to the Manor Buildings to be done by Dolores Mather. Joe Winland to reach out to Dolores Mather regarding painting touch up maintenance on an ongoing basis for interior refreshed buildings 4805, 4810 & 4855. Joe Winland to follow up with Lance Buchanon on the repair status of garbage chute doors in Manor Building 4805 and 4850 and side entrance to Manor Building 4850.
- **MANOR PROJECT LIST:** All items reviewed and updated with status and those completed have been noted. Mad Hatter inside cleaning of dryer vents needed for 7 units (4805-303, 402, 403, 4810-302, 303, 4850-402 and 4955 unit 302). Owners have been contacted. Manor owners to be billed for the dryer cleaning duct service provided by Mad Hatter through CMA. Proposal by Palmer Pads approved for 1 new pair of elevator pads with verification of proper measurements. PTR Survey Assessment of all garage gates for the Manor was presented to the Manor Board for review. Chris and Andrea to follow up with further investigation as to if all backup batteries are operational for all gates. ITR automatic contract renewal will be addressed with letter to them from CMA sent no later than November 15 indicating not to renew. CMA to notify Manor Building Representatives reasons for any gates they will have on an open status. So that Manor Building Representatives will be aware of move ins or move outs, etc. so they will not think the gate is not in working order. Chris to investigate proposal for additional entrance lighting for Manor Buildings 4950 and 4850. Chris to have vendors contact Joe Winland to propose quotes for pressure washing exterior walks and walls. Chris to audit phone billing for call boxes (7), fire alarm monitoring phone lines (11?) and (7) phone lines for elevators.

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	<p>— <b>WATER METER EVALUATION/REPLACEMENT:</b> Chris and Andrea investigated and provided the cost of water meter replacement for Manor units that are not receiving accurate billing. Mike Wiggins suggested they determine if the meters are receiving the proper communication between Windstream and Apex before advising to replace the old water meters.</p>
	<p>—<b>LEASING/UNIT SALE UPDATE:</b> Joe Winland to provide the current updated renter/owner contact information to Andrea so she can update CMA records.</p> <p><b>Total units leased 31.</b> <b>Maximum units allowed to lease 37.</b></p> <p><b>Recent Sales in the Manor are:</b></p> <p><b>4850-304 9/11/17</b> <b>4905-203 9/12/17</b></p>

**Annual Manor Residents Meeting November 8, 2017 @7:00pm**  
**The next Board meeting will be held Wednesday December 20, 2017 @ 10:00am**