

Minutes
Manor at Olde Ivy Board Meeting
December 20, 2017 @ 9:00am

In Attendance: Joe Winland, Michael Wiggins, Carol Palmer, Frank Watkins, Karen Gantt and Edie Hicks.

Number	Topic
	Approval of Minutes <ul style="list-style-type: none">• The Board approved the minutes by email.
	Election of Board Members: President: Joe Winland, Vice President: Mike Wiggins, Treasurer: Carol Palmer, Secretary: Karen Gantt and Member at Large: Frank Watkins.

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- **FINANCIAL REVIEW:** Actual versus budget and variance reviewed with explanation and discussion. Past due accounts and collections reviewed and discussed. Edie to give Carol Palmer online access to the Manor's financial activity. Paper bills to be mailed out to residents for dryer duct cleaning and sprinkler repairs. Edie to look into credit from Windstream for for phones that were down. Invoices from Capital Projects from Huie Services were reviewed and approved. Invoice for FLSA inspection and repair of sprinkler heads reviewed and approved. Edie has ordered coupons to be mailed and emailed residents of monthly HOA increase.
- **CAPITAL PROJECTS:** Renovation of Manor Building 4855 started on 8/ 21/17 and is nearly completed. Installation of threshold plates at doorways on each floor to the stairwells need to be installed. The exterior painting of Manor Building 4810 is complete. Karen Gantt to follow up with Sallie per 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 Manor Building 4805 and the interior of Manor Building 4810. Some items have been completed and board wants to finalize items. The refreshed painting of the front entrances of the following Manor Buildings has been completed :(4850,4855,4905,4955 & 4950).
- **MANOR BUSINESS:** Neighborhood board seats amendment approved for two Townhouse seats to be included. Paper work to be executed, notarized and recorded with the County. This will be coordinated among the Board Presidents.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement presented to the Manor Board for review at the October meeting. Chris 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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- **STATUS/OUTSTANDING ITEMS:** When presenting proposals for Manor Garage Gate maintenance, back-up battery systems are to be assessed and included in the proposal by building. Also until proposals are provided for review and selection, Taylor Security is to be used at the conclusion of the ITR contract December 31, 2017. Edie to provide proposals from TAYLOR SECURITY, ECA and GAAUTO ACCESS. Chris to provide pressure washing exterior walks and walks proposals. Chris to provide proposal from GA POWER for LED lighting. Chris to provide proposal for exterior entrance lighting upgrades to building 4850 and 4950. There are 6 units that still need sprinkler heads repaired by FLSA. The work scheduled was to be started on 10/21/17 and is still outstanding. Chris/Edie to audit phone billing for call boxes (7), fire alarm monitoring phone lines (11) and (7) phone lines for elevators.
- **ROOFS/ROOF LEAKS & WATER INTRUSION:** Water intrusion for 4955 unit # 306 is the only outstanding repair to be completed. We have received a roof inspection and proposal from AMERISTAR. Edie to follow up with roof inspection and proposal from COMPLETE ROOFING to be reviewed by the Manor Board.
- **MANOR PROJECT LIST:** Winterization of dry pipe fire system in all Manor Buildings to be completed December 21. Edie Hicks to set up meeting with FLSA regarding yellow tags to green tag status pages throughout all Manor Buildings. Edie Hicks to seek out proposals for fire alarm monitoring and fire sprinkler systems inspections and fire extinguishers. Edie Hicks to investigate when sprinkler inspection is to occur in 2018. Chris Fabins and Edie Hicks to provide status of MADHATTER inside cleaning/obstruction of dryer vents needed for 7 units (4805-303,402,403 4810-302,303, 4850-402 and 4955 unit 302). Owners have been contacted. Chris/Edie to audit phone billing for call boxes (7), fire alarm monitoring phone lines (11) and (7) phone lines for elevators. Edie Hicks to have Lance Buchanon contact Mike Wiggins regarding entrance lighting at the door to be replaced with LED units. Manor Building 4805 staircase and ramp to be investigated by an engineering firm regarding foundation movement compromise. Manor Board approved the touch up painting for building 4805 and 4810. Karen Gantt and Mike Wiggins to identify areas that need to be addressed. Paint is to be secured for future touch up painting of building 4855. Chris Fabina and Edie Hicks are to follow-up with FLSA to properly mount junction box in Building 4805 Sprinkler Room.

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	<p>— WATER METER EVALUATION/REPLACEMENT: . Mike Wiggins provided update on water billing/MTU and or water meter replacement and reviewed with Manor Board.</p> <p>— Manor Board asked for continued oversight to the Clubhouse phone line that has been replaced and discontinued. Edie Hicks and Chris Fabina are to secure credit for the time period that the phone line was not operational. This phone line was included on the Manor Billing and is to be credited.</p>
	<p>—LEASING/UNIT SALE UPDATE: Joe Winland has provided the current updated renter/owner contact information to Edie so she can update CMA records. She is currently working on the update and investigating an illegal lease. Edie to verify total units leased 31 as maximum units allowed to lease is 37.</p> <p>—NOISE & PET VIOLATIONS- Letters have been sent to violators and Edie will follow through with issuing letters reflecting fines if warranted.</p> <p>Recent Sales in the Manor are:</p> <p>4810- 202 4855-101</p>

The next Board meeting will be held Wednesday January 24, 2017 @ 9:00am