

Minutes
Manor at Olde Ivy Board Meeting
January 24, 2018 @ 9:00am

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

Number	Topic
	<p>Approval of Minutes</p> <ul style="list-style-type: none"> • The Board approved the minutes by email.
	<p>—MANOR ELECTRICAL WORK- GEORGIA POWER scheduled to walk the property with Michael Wiggins regarding replacement of lanterns and additional lighting for Manor Buildings 4850 and 4950. ROBERT ASKEW ELECTRICAL to provide updated bid for replacement lamps in all Manor garages, additional exterior lighting for Manor Building 4950 and exterior replacement LED bulb for Manor Building 4850.</p> <p>— MANOR GARAGE GATE MAINTENANCE- ECA to walk the Manor with Michael Wiggins and Neighborhood gates for evaluation to present proposals. Taylor Security to provide proposal to include evaluation of battery back-up.</p> <p>—POWER WASHING- Edie Hicks has contacted Dean Posey and Dream Clean for proposal for power washing areas of the Manor Community.</p> <p>—ANNUAL ASSESSMENT- Edie Hick has ordered coupons for March for annual \$200 assessment to be mailed to the Manor Community.</p> <p>—MANOR PROJECT/ACTION LIST- This list is to be submitted to the Manor Board every other week for review and updates. Items completed will be removed.</p>

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- **FINANCIAL REVIEW:** Actual versus budget and variance reviewed with explanation and discussion. All dues to Manor Residents corrected for the monthly fees per CMA. Residents have received the corrected coupon books reflecting the correct monthly increase. Carol Palmer and Edie Hicks are working together for Carol to access the Manor online financial activity. Billing statements were sent to Manor Residents for dryer duct cleaning and sprinkler repairs. Invoices from Capital Projects from Huie Services were reviewed and approved.
- **CAPITAL PROJECTS:** Renovation of Manor Building 4855 started on 8/ 21/17 have been completed. Karen Gantt followed 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. Sallie Reaves to provide email update and it will be forwarded to the Manor Board.
- **MANOR BUSINESS:** TRAVELERS INSURANCE has agreed to pay for all roof replacements on all Manor Buildings pending no issues estimated at \$275,0000 with a \$10,000 deductible. Edie Hicks provided Travelers Insurance with repair invoices done after the inspection. Edie Hicks to have Sarah Mc Ghee from CMA to present to the Manor Board a monitoring leasing program presentation at the February Manor Board meeting. Dry Pipe Sprinkler System was successfully monitored by ALLSOUTH during freezing temperatures. Adjustment work is needed. Letter from Jensen Hughes attorney to be followed up for resolve. 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 with ALLSOUTH and CHIEF. Edie Hicks to contact Cobb County Fire Marshall to find out should or when sprinkler inspection is to occur in 2018 and if every sprinkler head in all units need to be inspected.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement presented to the Manor Board for review at the October meeting. BAGBY elevator proposal received for board to review. Chris Fabina to follow up on additional proposals out to bid with PHOENIX, and FUJITECH 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:** There are 2 units in 4905 (405) & 4955 (405) that still need sprinkler heads repaired by FSLA. The work needs to be scheduled. 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 and will be scheduled to be completed. Edie Hicks to follow up with Engineered Solutions regarding the front entrance settling at manor Building 4805.
- **MANOR PROJECT LIST:** Chris Fabina 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. Mike Wiggins has ordered a LED light to be installed by Lance as a test for improvement for all Manor Building entrances. Lance Buchanon to install new door closures in Manor Building 4805,4850 and 4950.
- Lance Buchanon to address repair of windows in stairwell of all buildings that appear to be deteriorating at the bottom sash of the windows.

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	<p>— WATER METER EVALUATION/REPLACEMENT: Is still a work in progress.</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 continue billing audit 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 to provide the current updated renter/owner contact information to Edie so she can update CMA records. Mike Zeck is making a continued effort to update resident information for the community. Edie Hicks is continuing to investigate an illegal lease. Edie to verify total units leased 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. Edie Hicks to follow up regarding noise complaint by contacting the owner to verify renter has moved, if there are hardwood floors any bedrooms and if unit will be rented or to be listed for sale. If hardwood floors are found in bedrooms the must carpeted. Frank Watkins to have Edie Hicks send out email blast from the OLDE IVY NBOD BOARD addressing pets, pet violations and subsequent fines if compliance not met</p> <p>Recent Sales in the Manor are:</p> <p>4810- 303 4855-101</p>

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**The next Board meeting will be held Wednesday February 21, 2018 @ 9:00am at the
Clubhouse.**