

Minutes
Manor at Olde Ivy Board Meeting
April 21, 2018 @ 9:00am

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

Absent: Carol Palmer

Resident present: Landscape Committee Member Nancy Yarnell

Number	Topic
	<p>Approval of Minutes</p> <ul style="list-style-type: none">• The Board approved the minutes by email. <p>Resignation of Manor Board Member Frank Watkins-</p> <p>Has re-considered his resignation and will continue to be a member of the Manor of Board.</p>

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—**CMA MANAGERS REPORT FROM EDIE HICKS**- presented by Edie Hicks

MANOR ELECTRICAL WORK-Installation of garage lights by ROBERT ASKEW ELECTRIC in Manor Buildings 4810, 4850, 4905, 4955, 4950 and exterior LED light fixture replacement for 4850 has been completed. Additional exterior lighting for 4950 was approved and will be installed. LED retro fit lights under canopy entrances of Manor Buildings 4955, 4905, 4855 and 4850 has been approved and will be installed by LANCE BUCHANAN.

— **MANOR GARAGE GATE MAINTENANCE & REPAIR**- ALL-STATE ECA proposal for preventative quarterly gate maintenance, replacement of motors, controllers and evaluation of battery backups approved by the Manor Board. Edie to set up meeting with RAYS ENGINEERING and TAYLOR SECURITY to resolve noise at Manor garage gate at 4905 affecting unit 204 with bumpers or rubber grommets.

—**POWER WASHING**- Edie Hicks to provide updated proposal from DREAM CLEAN and will request proposals from CONTRACTING UNLIMITED and SUNRISE for the Manor Board to review for power washing areas of the Manor Community after they walk the Manor Community again the first week of May.

—**MANOR PROJECT/ACTION LIST**- This list is no longer required to be submitted by EDIE HICKS to the Manor Board as the monthly agenda and the CMA Managers report covers the update of outstanding items as approved by the Manor Board.

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- **FINANCIAL REVIEW:** Actual versus budget and variance reviewed with explanation and discussion.
- **CAPITAL PROJECTS:** Mini refresh of interior painting for Manor Buildings 4905, 4955 and 4950 proposal approved work to start in April. Manor Board is working with Sherwin Williams to determine paint colors. RFP process for the exterior painting of Manor Building 4855 and the interior refresh of 4850 to begin in June. Edie to contact Rays Engineering to ask if they could provide proposal as consultant for this project. Estimated start of project is August 2018.
- **MANOR BUSINESS:** Roof shingle replacement and quality controlled oversight discussed by the Manor Board and contracts have been approved for completion of Manor Buildings 4810, 4805, 4850, 4905 & 4955. Pre-construction meeting (Timing/Shingle/Ray Inspection process) scheduled for 4/26/18. DIRECT TV SATELLITE DISHES will be relocated to a different area of the roof as part of the shingle replacement project with minimum interruption to residents has been scheduled for 4/23/18. Edie Hicks scheduled meeting with CHIEF and ALLSTATE for proposals for fire sprinkler maintenance and repair, fire extinguisher maintenance and fire alarm monitoring.
- **TRASH PICK UP PROPOSALS:** Manor Board reviewed proposals submitted by CUSTOM DISPOSAL, PILOT WASTE, WASTE MANAGEMENT, AND DIAMOND. CUSTOM DISPOSAL proposal was approved and signed for a 2 year contract.
- **PEST PROBLEMS REPORTED:** EXPEST proposal approved for treatment on an as needed basis to treat wasp and bees at 4th floor level of Manor Building 4810. Manor Building 4950 resident reports birds and birds nest in garage causing problems. LANCE BUCHANAN has looked into this by removing bird nests and observance will continue to make sure birds have not returned.

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- **MANOR PROJECT LIST:** MAD HATTER-8 units need dryer duct cleaning from the inside of their units. Edie Hicks to get scheduling with MAD HATTER or another dry duct cleaning company completed for all 8 units. Frank Watkins to provide other companies to consider. ENGINEERED SOLUTIONS and RAYS ENGINEERING evaluations discussed regarding the entrance to Manor Building 4805 for settling problem and discussed by the Manor Board. Manor Board to go with proposal from RAYS ENGINEERING providing they will supply Edie with their written observation to fill gaps with concrete and replace brick. Concrete repair needed at the entrance of 4950 to be completed at the same time this work is done per the observation of RAYS ENGINEERING for the entrance to Manor Building 4805. Edie Hicks to get HILL MECHANICAL to do the work for broken spout at building 4810 and garage leak at 4905. Edie to have HILL MECHANICAL to come out for HVAC Summer Service review of all Manor Buildings. FLSA sent Edie Hicks sprinkler inspection report indicating 12 residences need sprinkle head repairs. The number is now down to 9 (3 have been repaired) and Edie will schedule to get those remaining reset through FLSA. Fire panel to be replaced at Manor Building 4955. FLSA to provide proposal to Edie.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. Edie Hicks to set up meeting with the Manor Board and the elevator company to discuss contract amendments specifically regarding preventative maintenance schedule.

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	<ul style="list-style-type: none">— WATER BILLING/MTU REPLACEMENT/ WATER METER REPLACEMENT PROJECT: Is still a work in progress. NBOD BOARD has received proposal and it is under review. — Manor Board asked for continued oversight to the Clubhouse WIND-STREAM phone line that has been replaced and discontinued. Edie Hicks says Chris Fabina will continue to follow up on 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.
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—**PET VIOLATIONS-** Edie Hicks reports owner of unit renting to pet violator says that renter will be out of the unit by the end of April. Edie notified owner of fines required.

—**MANOR BOARD NOTIFIED** entry replacement of fobs cost is now \$40 per approval from the NBOD BOARD. This is an increase from \$30.

—**LEGAL MATTER-AON/JENSEN HUGHES** contract information provided by CMA for Joe Winland to review. This is an on going legal discussion.

—**MANOR BUILDING REPRESENTATIVE MEETING** scheduled for April 25 @ 6:30pm.

—**COMMUNITY SAFTEY PROPOSAL STATUS:** was previously approved by the NBOD BOARD, i.e. speed limit signs as you enter the Manor area and as you exit and requested signage at the stop sign at 4850. NBOD BOARD have approved the project and is waiting on proposals to be submitted for review.

—**CALL FOR ARTICLES FOR OLDE IVY** to be completed by Joe Winland and submitted to the neighborhood.

—**ELEVATOR PADS ORDER:** approved by the Manor Board to order to sets.

Recent Sales in the Manor are:

4950- Unit 305

4855- Unit 405

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The next Board meeting will be held Wednesday May 16, 2018 @ 9:00am at the Club-house.