

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**May 16, 2018 @ 9:00am**

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

<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>

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

**MANOR ELECTRICAL WORK**- LED retro fit lights under canopy entrances of Manor Buildings 4955, 4905, 4855 and 4850 has been approved and installation to be completed by LANCE BUCHANAN.

**MANOR GARAGE GATE MAINTENANCE & REPAIR**- ALLSTATE ECA proposal for preventative quarterly gate maintenance, replacement of motors, controllers and evaluation of battery backups approved by the Manor Board. Edie to follow up and provide the Manor Board with the report on the evaluation of battery backup system check and work completed. RAYS ENGINEERING and TAYLOR SECURITY met to resolve noise at Manor garage gate at 4905 affecting unit 204 with bumpers or rubber grommets. This work has been completed and they report that the noise has been reduced.

—**PRESSURE WASHING**- Edie Hicks to meet contractors May 23 to walk the property to determine the scope of work for proposals to be submitted for the Manor Board to review from CONTRACTING UNLIMITED and SUNRISE.

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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 May 19th. RFP process for the exterior painting of Manor Building 4855 and the interior refresh of 4850 to begin in June. Edie to contact HUIE SERVICES to start the process. 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) was completed. DIRECT TV SATELLITE DISHES were relocated to a different area of the roof(s) as part of the shingle replacement project with minimum interruption to residents. Start of the roof shingle replacement was begin on May 16th but was delayed due to rain and the Manor will be notified 48 hours prior to start when weather permits. ALLSOUTH fire sprinkler and fire alarm systems maintenance and repair, fire extinguisher maintenance and fire alarm monitoring proposal was approved by the Manor Board. Fire alarm box panel to be replaced by FLSA for building 4955.
- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board. Community landscape irrigation project to be overseen by the Olde Ivy Landscape Committee and Olde Ivy Neighbor Board. Water Billing/ MTU replacement/ Water Meter replacement Project still pending with the Olde Ivy Neighborhood Board.

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- **MANOR PROJECT LIST:** Serve Pro, Hughes Environment to be considered to clean dryer vents. Edie to follow up as prices are needed along with scheduling and availability. There are a total of 8 units needing work done and homeowners are to pay the fee required. RAYS ENGINEERING evaluation was discussed regarding the entrance to Manor Building 4805 for settling problem. Manor Board approved recommendation from RAYS ENGINEERING 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. Mike Wiggins to meet with Roy from TIGHT LINE EXTERIORS May 17th for scope of work. Proposal to be sent to CMA. Edie Hicks to get HILL MECHANICAL to do the work for broken spout at building 4810 and will continue to follow up with homeowner of unit 102 to schedule work to be completed. 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 needing 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.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. Edie Hicks to obtain in writing on line access for maintenance schedule per her discussion with John Kennedy from THYSSENKRUMP. New set of elevator pads to be delivered May 17. Edie to order additional pair once the new pair has been installed and proper fit for elevator is confirmed.
- **MANOR INSURANCE COVERAGE:** Renewal process has begun for annual insurance policy. Manor Board has approved to put the policy out for bid. There are no changes to policy.

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|  | <ul style="list-style-type: none"><li>— <b>Manor Board asked for continued oversight to the Clubhouse WINDSTREAM BILLING AUDIT- Edie Hicks to request detailed billing on all lines from WINDSTREAM.</b></li><br/><li>— <b>CMA reports 7 closings for the month of May.</b></li><li>— <b>CMA reposts leasing available.</b></li></ul> |
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**—PET VIOLATIONS- Edie Hicks reports owner of unit renting to pet violator says that renter is out of the unit. Edie notified owner of fines required. Owner reports his unit will be up for sale soon.**

**—POLITICAL SIGN VIOLATION-No response from resident violator who has political signs in windows and CMA to send out a declaration violation letter letter.**

**—LEGAL MATTER-AON/JENSEN HUGHES contract information provided by CMA for Joe Winland to review. This is an ongoing legal discussion. Joe Winland to follow up with attorney Marvin Pastel for meeting with AON/JENSEN HUGHES.**

**— OLDE IVY COMMUNITY POOL-to open Saturday May 26th.**

**Meeting adjourned.**

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**The next Board meeting will be held Wednesday June 20, 2018 @ 9:00am at the Club-house.**