

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**June 20, 2018 @ 9:00am**

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

<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 not completed. Robert Askew to be asked for a proposal to install the LED entrance fixtures at buildings 4955, 4905, 4855 and 4850. Askew is also to give a proposal on all buildings stairwells and storage unit areas pricing for all baluster light replacements.

**MANOR GARAGE GATE MAINTENANCE & REPAIR-** ALLSTATE ECA garage door maintenance reports all back up batteries for garages have been checked and there have been no garage gate issues reported since the replacement of the gear boxes in all Manor Buildings.

—**PRESSURE WASHING-** Edie Hicks met contractors May 23 & walked the property to determine the scope of work for proposals to be submitted for the Manor Board to review. Two estimates received and reviewed by the Manor Board. A third estimate is expected. No final decision has been made to date.

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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 Building 4905 is complete and 4950 proposal approved pending clarity on scope of work with work to be started June 23/24. RFP process for the exterior painting of Manor Building 4855 and the interior refresh of 4850 to begin. Karen Gantt to contact HUIE SERVICES to start the process. Estimated start of project is August 2018. Refresh committee for 4850 has met to review options for materials and will meet again next week to finalize paint and material selections.
- **MANOR BUSINESS:** Roof shingle replacement project completed for 6 Manor Buildings (4805, 4855, 4905, 4955, 4850 and 4810). Final inspection of the roofing project has been completed and final invoice has been approved to be paid. Invoice for Ray Engineering was reviewed and approved for payment. Edie to contact insurance company before payments are made to get 'Recovered Depreciation' payment. Start of the ALLSOUTH fire sprinkler and fire alarm systems maintenance and repair, fire extinguisher maintenance and fire alarm monitoring proposal was approved by the Manor Board. It is time to make transitions on fire safety. Lawrence Murray of ALLSOUTH to put together a time table for completion. Inspection of unit sprinkler heads to be scheduled for September. Fire alarm box panel was replaced by FLSA for building 4955. FLSA contract cancellation notice to be given for them not scheduling the 2018 inspection.
- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board. Community landscape irrigation project to start soon. Funds for materials to complete two of three areas of the community have been approved for completion by the end of 2018 with the remaining section to be completed in 2019. Work 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. Edie to send out email blasts and have Mike Zeck send out an update regarding the status of the community water meters and the landscape irrigation project.

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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. Proposal submitted to the Manor Board for review from TIGHTLINE EXTERIORS. Manor Board requires additional proposals to be considered. Edie Hicks to seek additional proposals. HILL MECHANICAL to do the work for broken spout at building 4810 and Edie will continue to follow up with homeowner of unit 102 and HILL MECHANICAL to schedule work to be completed. FLSA sent Edie Hicks sprinkler inspection report indicating 12 residences needing sprinkle head repairs. The number is now down to 8 and Edie will schedule to get those remaining reset through FLSA. Carpet cleaning for Manor Buildings 4805, 4810, 4905 & 4955 first floor common area hallways to be scheduled with Jowers Carpet Cleaning.
- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP PLATINUM PREMIER Service Agreement automatically renewed for 5 years. Edie Hicks has obtained the link to the communication site to check the elevator maintenance. New set of elevator pads delivered May 17. Edie to order additional pair now that we have a new pair and will have the measurements verified before ordering another set of pads. Elevator Emergency Call Boxes in building 4905 and 4955 the “phone image” attached to the door panels are currently missing and therefore provide no insight as being emergency call boxes. Edie is to contact Thyssenkrump for replacement attachments. Elevator inspection notice expires August 2018 Edie to advise.
- **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. No updates reported.

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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 10 closings/move-ins for the month of May-June- Welcome baskets sent to new homeowners by Debbie Naylor of the Social Communications Committee.</b></li><li><b>—CMA reports leasing available.</b></li><li><b>—Illegal lease letter sent to owner in 4810.</b></li><li><b>—Grill Violation letter sent to owner in 4905. owner responded saying the grill was electric . No additional action required.</b></li><li><b>—Trenching in the Manor in front of 4855,4905 and 4850 by Spectrum has all been corrected. Trenching was in preparation for fiber optics being installed.</b></li></ul> |
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**—LEGAL MATTER-AON/JENSEN HUGHES contract information provided by CMA for Joe Winland to review. This is an ongoing legal discussion. Joe Winland followed up with attorney Marvin Pastel to schedule meeting with AON/JENSEN HUGHES who has agreed to a meeting.**

**— The August Manor Board Meeting for August scheduled for Wednesday, August 15th at 9:00 AM has been changed to Wednesday August 8 at 9:00AM. This will be the second Wednesday of the month instead of the third Wednesday of the month.**

**Meeting adjourned.**

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**The next Board meeting will be held Wednesday July 18, 2018 @ 9:00am at the Clubhouse.**