

Minutes
Manor at Olde Ivy Board Meeting
January 23, 2019 @ 7:00pm

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

Number	Topic
	<p>Approval of Minutes</p> <ul style="list-style-type: none">• The Board approved the minutes by email.• Quorum established.• Meeting called to order.

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

—**FINANCIAL REVIEW**-Actual versus budget and variance reviewed with explanation and discussion.

- **MANOR BUSINESS:** Start of the ALLSOUTH fire sprinkler head replacement and repair is to be scheduled with residents February 23rd and 24th by ALLSOUTH. ALLSOUTH has replaced the fire system air compressor in Manor Building 4950. ALLSOUTH to loosen drain valves slightly as the proposal to replace drain vales with ball valves was reviewed and not approved. Fire sprinkler room heater has been replaced in Manor Building 4955. The 2019 Manor Special Assessment of \$200 Notices to go out within a week. CUSTOM DISPOSAL garage dumpster cleanup and door repair has started. Manor Building 4805 is complete with a replaced power washed dumpster safety poles and 2x4 wood for guiding dumpster out. CUSTOM DISPOSAL to continue doing approximately one building a week until all are done.

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 is nearly completed. The tile in one stairwell to be installed as additional tile need is expected in February 24th and then there will be a final inspection. The exterior repair/painting of Manor Building 4855 is nearly completed. Weather has delayed final punch list items. Capital Project for 2019 to be considered will be the interior renovation of Manor Building 4905 and 4955. Karen Gantt to submit a request to HUIE SERVICES to send out RFP in March after meeting for review of scope of work. HUIE SERVICES will be requested to provide an evaluation of the condition of the dormers on Manor buildings 4850,4905,4955 &4950. Manor Board voted not to do a mini interior refresh for 4955.

- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** Roof bladder repair needed in Manor Building 4955/403 and roof leak due to broken dormer window in Manor Building 4855/404 to be repaired by AMERISTAR and window contractor. Roof leak repair Manor Building 4805 affecting unit 405 has been repaired and interior repair of unit to be followed up by Edie Hicks with resident. Water intrusion in the common area on second floor of Manor Building 4905 inspected by HILL MECHANICAL. They discovered dishwasher in unit 205 was leaking and owner has replaced the dishwasher. Invoice for HILL MECHANICAL has been sent to the resident. Monitoring of on going water noise issue continues for Manor Building 4855/101. John Holthaus to investigate the condition/repair of multiple building downspouts.

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- **WATER DAMAGE MANOR BUILDING 4810/ INSURANCE CLAIM-** Affected units 203,303 and 104 have begun their repair work. The repair work for the common area and unit 202 have been completed. Unit 103 has never responded to getting his repair work completed.

- **MANOR PROJECT LIST:** BARDI COMPANY has been selected to clean dryer vents @\$35 per vent. Edie to follow up with scheduling and availability of residents. There are a total of 6 units needing work done and homeowners are to pay the fee required. Mini refresh Manor Building 4955 proposal was submitted and reviewed by the Manor Board from DEE'S CLEANING SERVICE and was not approved. DEE'S CLEANING SERVICE proposal for power washing of the garage trash container areas in all buildings was reviewed and approved for work to begin this Spring/Summer. Joe Winland to follow up with Dolores Mathers regarding window cleaning in Manor Building stairwells.

- **ELEVATOR CONTRACT/INSPECTION:** THYSSENKRUMP State inspection was due to be completed within 30 days of the August 2018 due date. Edie Hicks has submitted the required state form to request elevators inspections as now required by the state of Georgia. They are months behind due to new construction in the area. Elevator Emergency Call Boxes in building 4905 and 4955 "phone image" attached to the door panels are currently missing and therefore provide no insight as being emergency call boxes. Edie has requested the symbols and will follow up. John Holthaus to check on line to see if images can be purchased.

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- NEW MANOR BUSINESS: Chris Fabina to provide 3 recommendations for RFP for HVAC Contractor for the Manor as HILL MECHANICAL is no longer in the HVAC business. Scope of work to cover annual preventative maintenance, 24 hour service, etc.**
- MGI proposal submitted by John Holthaus to review condition of all 7 flat roofs regarding maintenance and repair approved.
 - Caulking project of Manor hand rails posts completed by John Holthaus.
 - JohnHolthaus to investigate the condition/repair of multiple down spouts.
 - Stairwell heaters will not be replaced. A few covers to be replaced. Units not working to be repaired by John Holthaus.
 - LED light study presented by John Holthaus to show savings reduction with the replacement of property bulbs will LED bulbs. John to provide additional information on the GEORGIA POWER REBATE. Manor Board to further discuss with additional information provided.
 - Olde Ivy has contracted with GIBBS LANDSCAPING as the new landscaper for the community effective February 1, 2019.
 - Edie Hicks to send out bids to BGC, TOWER and AMERISTAR for gutter cleaning for all Manor Buildings.
 - INFINITE ENERGY contract renewed for two years at about half the therm rate of the old contract.
 - Manor Board approved bid from GIANT ENTERPRISES to replace exhaust fans for Manor Buildings 4805 and 4810.

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- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board.
- **ILLEGAL LEASE VIOLATIONS-** Edie Hicks to followed up with owners providing legal leases for Manor Building 4810 units 203 and 303. Unit 203 has provided an updated lease. Unit 303 has not and will address after repair/renovation has been completed from water damage and unit is now unoccupied.

-LEGAL MATTER-AON/JENSEN HUGHES- Has been tabled and Attorney Marvin Pastel has sent notice to them we are not interested in their settlement offer for the maintenance plan to be used for the dry fire sprinkler system.

-MOVE INAND MOVE OUT PROCEDURES- The Manor Board approved a \$500 deposit be adopted due to the frequency of the violators. Procedures will be forthcoming.

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-RESERVE STUDY - Approved by the Manor Board to be conducted during 2019 by RAY ENGINEERING.

—CMA reports 1 sale/move-ins for January.

—CMA reports leasing available.

— The Next Manor Board Meeting to Wednesday, February 27, 2018 @7:00pm in the Manor Clubhouse.

Meeting adjourned.