

Minutes
Manor at Olde Ivy Board Meeting
February 27, 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: ALLSOUTH** fire sprinkler head replacement and repair was executed with residents February 23rd and 24th. Invoices will be issued to residents for actual repairs. Joe Winland to follow up with ALLSOUTH and residents who were not available. ALLSOUTH to loosen drain valves slightly as the proposal to replace drain vales with ball valves was reviewed and not approved.
- **CUSTOM DISPOSAL/ GARAGE GARBAGE ROOM**- Garage dumpster cleanup and door repair has started. Manor Buildings 4805,4810 are completed with a replaced power washed dumpster safety poles and 2x4 wood for guiding dumpster out. Manor Building 4850 will be completed the first of March. CUSTOM DISPOSAL to continue doing approximately one building at a time until they are complete. Spot welding is needed in 4805, 4850 and 4810. Pressure washing of the garage rooms will be scheduled with DEE'S CLEANING SERVICE after 4 have been completed.

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 is nearly completed. The tiles in one stairwell to be installed mid March. Final inspection to be scheduled once the tile has been installed. The exterior repair/painting of Manor Building 4855 is nearly completed. Weather has delayed final punch list items. Capital Projects for 2019 will be the interior renovation of Manor Building 4905 and 4955. Dormer repair evaluation for Manor Buildings 4850,4905,4955 & 4950 buildings submitted by Huie Services has been reviewed by the manor Board and approved to move forward in getting the RFP. Karen Gantt to submit a request to HUIE SERVICES to send out RFP in March after meeting for review of scope of work for Manor Buildings 4905 and 4955.
- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** Roof leaks in Manor Building 4955/403 and roof leak due to broken dormer window in Manor Building 4855/404 due to rotted HVAC wood supports have been repaired. 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. On going water noise issue resolved and unit wall repair in Manor Building 4855/101 to be completed. John Holthaus reports he will continue his investigation of the condition of the flat roofs for all Manor Buildings. Quotes have been requested for gutter cleaning and 42 identified downspouts in need of repair.

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- **WATER DAMAGE MANOR BUILDING 4810/ INSURANCE CLAIM-** Affected units 203,303 and 104 repair work still underway. Unit 103 has responded and check has been sent to the resident.

- **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.

- **ELEVATOR CONTRACT/INSPECTION:**
THYSSENKRUMP ELEVATOR state inspection was 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. Edie Hicks to follow up. Elevator Emergency Call Boxes in building 4905 and 4955 “phone image” attached to the door panels have been replaced. Edie and Mike Wiggins to follow up with THYSSENKRUMP ELEVATOR for elevator condition analysis and evaluations by riding each elevator in the Manors.

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- NEW MANOR BUSINESS: Edie Hicks waiting on bids from 3 HVAC Contractors for annual preventative maintenance, 24 hr service, etc.**
- GIANT ENTERPRISES** proposal for exhaust fan motor or belts needed at Manor Building 4810,4805 & 4950 approved and to be completed in 2 weeks.
 - TAYLOR CO** to repair garage side entrance door combination locks for Manor Building 4855.
 - Stairwell heaters** will not be replaced. A few covers to be replaced. Units not working to be repaired by John Holthaus.
 - LED interior light study** presented by John Holthaus to show savings reduction with the replacement of property bulbs will LED bulbs was approved by the Manor Board. John Holthaus to complete Manor Building 4850 as a test building. All common area hallways, stairwells, trash rooms, electrical room and elevator will be included. Motion detectors will be installed in all trash chute rooms. John Holthaus to provide additional information on the **GEORGIA POWER REBATE.**
 - Edie Hicks** received bids to **BGC, TOWER** and **AMERISTAR** for gutter cleaning for all Manor Buildings. Edie Hicks to follow up with **TOWER** to exclude flat roofs and include how leaves would be relieved from the downspouts.
 - John Holthaus** to establish preventative maintenance list for all Manor Buildings. John shared with the Manor Board areas of concern for maintenance and areas that have been addressed, front door weatherstripping, iron gate hinges lubrication, attic windows closed and leaves removed from roofs of all Manor Buildings.
 - Manor Building 4850** cracked brick in building suspected of interior leak reported. Edie Hicks to follow up with 4 expected bids for the repair for the Manor Board to consider.
 - Manor Board** reviewed Building Maintenance list regarding **Lance** to consider changes or updates.

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- **OLDE IVY COMMUNITY PROJECTS:** Community Safety Proposal is still pending per the Olde Ivy Neighborhood Board.

-MOVE IN AND MOVE OUT PROCEDURES- The Manor Board approved a \$500 deposit to be adopted due to the frequency of the violators. Resolution of the Moving Deposit and Regulation was reviewed by the Manor Board and has been sent back to Attorney Marvin Pastel to include additional information regarding stipulations and penalties. Final Manor Board approval pending.

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

—CMA reports no sale/move-ins for February.

—CMA reports leasing available.

Manor Board had an Executive Session.

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

Meeting adjourned.