

**Minutes**  
**Manor at Olde Ivy Board Meeting**  
**March 27, 2019 @ 7:00pm**

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

Absent: Carol Palmer

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

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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 initiated in February to be completed March 30th for 6-7 units missed. They will also check the fire alarm system break in Manor Building 4950. Invoices will be issued to residents for actual repairs. Invoices to be reviewed by Joe Winland before mailing to residents.
- **CUSTOM DISPOSAL/ GARAGE GARBAGE ROOM**- Garage dumpster cleanup and door repair has started. Manor Buildings 4805,4810,4855 & 4905 have cleaned and retrofitted dumpsters also installed side rails and upright poles to protect trash room doors from further damage. CUSTOM DISPOSAL to continue doing approximately one building at a time until they are complete. Spot welding has been completed at 4805, 4850 and 4810. Pressure washing of the garage rooms have been scheduled with DEE'S CLEANING SERVICE and 3 have been completed (4805.4855 & 4810).

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 is nearly completed. The tiles the remaining stairwell have been installed. Final inspection to be scheduled. With both Manor Building 4850 and 4855 for exterior painting that has been completed per HUIE SERVICES. 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. Before RFP request goes out John Holthaus to give final review for approval. Karen Gantt submitted request to HUIE SERVICES to send out RFP in March. All agreements have been approved for scope of work for both buildings and HUIE SERVICES to provide bids from contractors by the April Manor Board Meeting.
- **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. John Holthaus reports he will continue his investigation of the condition of the flat roofs for all Manor Buildings. MGI to provide inspection report to John Holthaus.

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- **WATER DAMAGE- MANOR BUILDING 4810/INSURANCE CLAIM-** Affected units 203,303 and 104 repair work still underway. Per Edie Hicks completed work has not been confirmed. Manor Building 4805 units 203 & 104 affected by water damage from 303 plumbing work. Edie reports insurance claims have been submitted.
  
- **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. Manor Board is waiting for final proposals from A TEAM SERVICE AND BARTLETT A/C TO replace HILL MECHANICAL for HVAC Preventative Maintenance for all Manor Building common areas.
  
- **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. THYSSENKRUMP ELEVATOR representative, Edie Hicks & Mike Wiggins walked all 7 Manor elevators for elevator condition analysis and evaluations by riding each elevator in the Manors. Mike Wiggins and elevator technician to ride elevators to see what corrections were made per their punch list.

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**NEW MANOR BUSINESS:**

- GIANT ENTERPRISES** proposal for exhaust fan motor or belts needed at Manor Building 4810,4805 & 4950 approved.
- TAYLOR CO** repaired garage side entrance door combination locks for Manor Building 4855. Edie Hicks to obtain alternate bids for repair replacement of locks from **SANDY SPRINGS CO.**
- LED interior light study** presented by John Holthaus to show savings reduction with the replacement of property bulbs with **LED bulbs** was approved by the Manor Board. Manor Building 4850 has been completed as a test building. All common area hallways, stairwells, trash rooms, electrical room and elevator were included. Motion detectors installed in all trash chute rooms. Installation has been completed with the exception of the ballast can lights. John Holthaus will follow up on those bulbs. John Holthaus to provide additional information on the **GEORGIA POWER REBATE.**
- Manor Board approved downspout replacements by **TOWER ROOFING.** **TOWER ROOFING** guttering cleaning report has not been provided and Edie Hicks is to follow up with to get it. Approval on hold until further information is obtained regarding the replacement of gutters and downspouts.
- John Holthaus to proposed a preventative maintenance list for all Manor Buildings. The list was reviewed by the Manor Board and Joe Winland to take a closer look to divide items by time frame necessary for maintenance to be done.
- Manor Building 4850 cracked brick in building suspected of interior leak reported. Edie Hicks to follow up with expected bids for the repair for the Manor Board to consider.

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**-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. Attorney Pastel has returned draft to the Manor Board for review. Final Manor Board approval pending and this resolution is still under review.

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—CMA reports 4 sale/move-ins for March.

—CMA reports leasing available.

**Manor Board had an Executive Session.**

— The Next Manor Board Meeting to Wednesday, April 24, 2019 @7:00pm in the Manor Clubhouse.

**Meeting adjourned.**