

Minutes
Manor at Olde Ivy Board Meeting
May 22, 2019 @ 7:00pm

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

Num-ber	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** discovered the reason for the break line in the fire alarm between units 102 & 302 Manor Building 4950. The work to be completed by an electrician for ALLSOUTH to completely resolve the situation. They will also investigate a break lin in fire alarm in 4850 by inspecting units on June 1. ALLSOUTH to schedule Manor Building 4810 unit 204 and 4850 unit 305 for sprinkled head inspection/repair. Invoices were sent out to residents for actual repairs completed by ALLSOUTH. ALLSOUTH to provide proposal for replacement of smoke detectors to heat detectors in all garage trash rooms. They will also need to get approval from the local fire department for this replacement project.
- **CUSTOM DISPOSAL/ GARBAGE ROOMS** Manor Building trash rooms in 4955 and 4950 to be power washed and interior doors painted. Retrofitted dumpster has been returned to building 4950. All trash rooms doors have 12-inch Steel Shields on doors welded in the “strike zone” to reduce further damage.

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- **CAPITAL PROJECTS:** The interior rehab of Manor Building 4850 and exterior painting of Manor Building 4855 is completed. Final selections of materials for Capital Project renovation of Manor Buildings 4905 and 4955 has been completed. Manor Board selected contractors P-3 PAINTING & RENOVATIONS and MODA FLOORING for the project. Contracts have been finalized and work to begin in June. Dormer repair bids for Manor Buildings 4850, 4905, 4955 & 4950 submitted by Huie Services are being reviewed by the Manor Board. Edie Hicks to follow up on 1 additional bid for the Manor Board to review.

- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** John Holthaus presented a report from MGI regarding the condition of all Manor Building flat roofs. The Manor Board voted to have the recommended infrared moisture scan completed by MGI to determine roof leaks based on the moisture levels. Manor Building 4950 garage trash room sewer drain overflow was cleared by HILL MECHANICAL after they discovered blockage. P FORCE PLUMBING also ran a camera and flushed out the drain. **WATER ISSUE-**Manor Building 4850/102 cracked brick in building suspected of interior leak reported was investigated by BALDPATE with owner found it was a condensation problem and not a leak from the exterior of the building. Crack in the exterior brick to be followed up by John Holthaus.

- **WATER DAMAGE- MANOR BUILDING 4810/INSURANCE CLAIM-** Affected units 203 and 303 work completed- waiting for final insurance payments. Unit 104 repair work completed. Manor Building 4805 units 203 & 102 water intrusion resolved.

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- **MANOR PROJECT LIST:**

- **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 technicians, Mike Wiggins and Edie Hicks to review repairs completed as result of their recent walk through all the buildings on May 10th. Manor Board reviewed proposals for elevator contracts from Bagby and Otis Elevator Companies and additional information is needed for clarification of services. Edie Hicks to follow up.

- **GARAGE GATES AND EMERGENCY LIGHTS-** Back up batteries were needed as discovered during power outage. Garage gate backup batteries were replaced in Manor Buildings 4905 and 4955. Emergency light back up batteries were replaced as needed in all buildings.

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NEW MANOR BUSINESS:

- GARAGE DRAIN CLEANING QUOTES-** Manor Board reviewed quote from HILL MECHANICAL. John Holthaus to get quote from P FORCE PLUMBING for Manor Board to review.
- PAINT REPAIR MANOR BUILDING 4805** for damage done by HVAC contractor for unit 405 to trash room door and to repaint door at unit 203. Edie Hicks to get revised quote to be for each repair.
- RESERVE STUDY REPORT** to be completed by RAY ENGINEERING as approved by the Manor Board, Edie Hicks notified Kelvin Garmon and will follow up with status on the report.
- EXHAUST FAN MOTOR/BELTS-** Work has been completed at Manor Buildings 4810, 4805 & 4950 for exhaust fan motor or belt,
- LED INTERIOR LIGHT** presented by John Holthaus was summarized with update for estimate and approved to have all Manor Buildings interior lighting to be updated. Work to be started in about 4 weeks.
- **TRAVELERS INSURANCE SUPPLEMENT-**Manor Board approved downspout replacements by TOWER ROOFING on hold. Insurance supplement to be submitted to Travelers Insurance regarding the gutters and downspouts as part of the roof shingle replacement by Michael Hines of BALDPATES who did the inspection report which showed hail damage. This is still pending.

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-MOVE IN AND MOVE OUT PROCEDURES RESOLUTION-

The Manor Board approved a \$500 deposit be adopted due to the frequency of the violators. Resolution of the Moving Deposit and Regulation was reviewed and signed by the Manor Board. Edie Hicks to mail new resolution to residents.

— PREVENTATIVE MAINTENANCE list for all Manor Buildings still under review by the Manor Board.

—CMA reports 4 sale/move-ins for April. Six closing letters prepared.

—CMA reports leasing available.

— The Next Manor Board Meeting to Wednesday, June 26, 2019 @7:00pm in the Manor Clubhouse.

Meeting adjourned. END OF MINUTES.