

Minutes
Manor at Olde Ivy Board Meeting
June 26, 2019 @ 7:00pm

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

Num- ber	Topic
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	<p>Approval of Minutes</p> <ul style="list-style-type: none">• The Board approved the minutes by email.• Quorum established.• Meeting called to order.
	<p>—CMA MANAGERS REPORT FROM EDIE HICKS- presented by Edie Hicks.</p> <p>—FINANCIAL REVIEW-Actual versus budget and variance reviewed with explanation and discussion.</p> <ul style="list-style-type: none">• MANOR BUSINESS: Break line in the fire alarm between units 102 & 302 Manor Building 4950 discovered by ALL SOUTH will be repaired with the assistance of electrician Robert Askew. ALLSOUTH schedule of Manor Building 4810 unit 204 & unit 305 for sprinkled head inspection/repair to be coordinated by Joe Winland. ALLSOUTH provided proposal for replacement of smoke detectors to heat detectors in all garage trash rooms. The Manor Board reviewed the proposal after receiving approval from the local fire department. The Manor Board voted to not move forward at this time with the replacement of the smoke detectors to heat detectors.• CUSTOM DISPOSAL/ GARBAGE ROOMS- All Manor Building trash rooms have been power washed and interior doors painted. Trash room door kick plates have been installed and painted for all trash rooms.

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- **CAPITAL PROJECTS:** The interior rehab of Manor Buildings 4905 and 4955 are underway. Painting and repairs have been completed in 4955 with flooring installation scheduled to begin July 8th. Repairs and painting are in progress in 4905 with flooring insulation to begin July 15th. Dormer repair bids for Manor Buildings 4850, 4905, 4955 & 4950 submitted by Huie Services were reviewed and the bid approved for BLUEPRINT. The work is to begin in September.

- **ROOF LEAKS/ BUILDING LEAKS/WATER ISSUES-** MGI to complete flat roof inspection with infrared moisture scan to determine roof leaks based on the moisture levels June 27th. **WATER ISSUES-**Manor Building 4850/102 cracked brick in building to be reviewed by BLADPATES June 28th.

- **WATER DAMAGE- MANOR BUILDING 4810/INSURANCE CLAIM-** Affected units 203 and 303 work completed all final insurance payments have been released. Unit 104 repair work completed. Manor Building 4805 unit 203 water restoration work to be completed by July 8th.

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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 several times 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. Update of the repairs completed to be confirmed. Manor Board reviewed proposals for elevator contracts from Bagby and Otis Elevator Companies and additional information is needed for clarification of services. Joe Winland to email Manor Board members dates for meeting with BAGBY and OTIS for their proposals to be presented to the Manor Board.

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NEW MANOR BUSINESS:

- 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 has been completed. Edie Hicks to get revised quote to be for each repair as one is for the contractor and the other for the unit owner.**
- 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 which is still outstanding.**
- LED INTERIOR LIGHT PROJECT presented by John Holthaus was summarized with update for estimate and approved to have all Manor Buildings interior lighting to be updated to LED. Work is scheduled to start July 8th.**
- **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.**
- **Manor Board discussed acquiring a Manor Board credit card to facilitate the purchase of maintenance needed items. Edie Hicks arrange getting a credit card through a financial source such as Vinings Bank where we bank.**

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-MOVE IN AND MOVE OUT PROCEDURES RESOLUTION-

The Manor Board approved a \$500 deposit required when moving in or out be adopted due to the frequency of the violators. Resolution of the Moving Deposit and Regulation was reviewed and signed by the Manor Board. The new Resolution was mailed out to all residents.

- PREVENTATIVE MAINTENANCE list for all Manor Buildings was review by the Manor Board in conjunction with John Holthaus' 12 month Maintenance Calendar to be combined.**
- Door handled replacement needed in trash room at Manor Building 4855. Damaged handled has been removed.**
- Manor Building 4810 3rd floor near elevator wood transition strip to be replaced by MODA FLOORING when they are on site doing work in 4905 & 4955.**
- Garage door side entrance combination lock repairs needed. Edie to order a replacement to be installed to one building by Lance as a test for the other buildings. Based upon the test others will need to be purchased and installed.**
- HVAC noise resolved in Manor Building 4950 unit 301.**
- Flat roof at Manor Building 4905 was repaired by AMERIS-TAR ROOFING.**

- CMA reports 4 sale/move-ins for May. Edie to follow up for current leases for 4810/203 and 4855/202. Lease approved for 4905/403.**

- CMA reports leasing available.**
 - The Next Manor Board Meeting to Wednesday, July 24, 2019 @7:00pm in the Manor Clubhouse.**

Meeting adjourned. END OF MINUTES.