

## **Olde Ivy Manor Board Meeting**

**July 24, 2019**

In attendance:

- Joe Winland, Karen Gantt, John Holthaus, Leslie Maddock for the Board
- Edie Hicks for CMA

Meeting was called to order at 7:00 and quorum was established.

Minutes of the June 26 meeting, which were previously approved by email, were posted online.

### **FINANCIALS**

The Board reviewed the June financials. Joe noted:

- Month ending June, 2019 income statement was in line with budget. The June, 2019 month ending cash balance increased by approximately \$22,000 over May, 2019 month ending cash balance.
- Reserve transfers are being made monthly to cover our current capital expenses. Our bank loan will be paid off as of January 2020, which will help with additional Reserve funding.
- YTD expenses are generally on budget.
- The electric bill was lower than usual, following a downward path. This is a result from all of the lighting changes we have made, moving to LED where possible, and compact fluorescent bulbs when necessary.
- We may see some catch-up with janitorial bills next month.

### **MANAGER'S REPORT**

Edie went over her report:

- One unit with a long history of payment problems is in collection with legal action started..
- Move-in/move-out letters are being sent; deposit checks being received.
- The only new lease is for 4810-unit 203.
- Edie reports that the web interface for the Georgia elevator inspection service will not allow her to enter a request for inspections. It just responds that she will be contacted within 48 hours. She has attempted this request several times.
- The Board disallowed a request for waiver of the sprinkler repair charge for 4950 - unit 303. This amount can be collected at closing when the unit is sold.
- The Board reviewed the list of units that are in serious arrears; Joe will check with the owners.

## Olde Ivy Manor Board Meeting

July 24, 2019

### BUILDING REFRESH/REFURBISH PROJECTS

- Refresh Project for Manor Building 4955 is complete pending final inspection.
- Manor Building 4905, all repairs painting and flooring complete, elevator tile to be installed 7/29/19.

### MAINTENANCE PROJECTS

- The Board voted to defer the proposed dormer repair projects and include them as part of exterior refurbishment projects.
- The HVAC unit for 4805 was installed and is working properly.
- The HVAC unit for 4810 is being manufactured; installation is tentatively scheduled for August 9. We have ordered a Carrier commercial unit that is more expensive but should last for 10 years. John will create a label with the unit installation date.
- Fire sprinkler and fire alarm systems repair at 4950 will cost \$5,465. An electrical pigtail has been installed so that ALLSOUTH can install the needed power supply. Joe will follow up to determine when the work will be completed.
- The Board decided not to replace smoke detectors with heat detectors in the Manor trash rooms.
- John is undertaking many projects, including the following:
  - Replace all can lights with 13W compact fluorescent lights. The intention is to replace all can lights at once (approximately 300 bulbs) and then replace them all in two or three years.
  - Check with E. SAM JONES regarding the Georgia Power rebate program for energy efficient light bulb replacement.
  - Determine what standards exist for emergency lighting, so we can comply with them. Testing is a challenge.
  - John has selected a storage cabinet model for storing paint for touch-up projects. He will buy it and test it in one of the refurbished buildings.
  - Start Lance on various painting touch-up and weatherstripping projects.
  - Locate a vendor for brick repair/replacement.
  - Order combination locks for garage side entrance doors as needed.
  - Fix the problem with the trash room door in 4810.
  - John is investigating what is needed to ensure that the emergency lighting systems will function as needed in the event of an electric power failure.
- John reported that:
  - The flat roof inspection is complete, identifying leaks in seven areas. He will get an additional quote for repairs, since the first one seems high.
  - All roof exhaust fans are now working, but need to be on thermostats. He will take care of this.

## **Olde Ivy Manor Board Meeting**

**July 24, 2019**

- We will not make an insurance claim for downspout repairs, but will move forward with the work.
- Edie will set up a date with THYSSEN/KRUPP for changing the elevator light fixtures in six Manor buildings. A TK representative must be present either to do the work in an elevator or to watch while someone else does the work.
- Edie will schedule common area carpet cleaning at 4905, 4810, 4850 and 4950 for all floors in September.
- Joe will set up meetings with Otis and Bagby to request proposals for a new elevator maintenance contract and future capital expense analysis.
- Joe and John will meet with Lance to go over the proposed preventive maintenance schedule, which is almost finalized. Joe will set up this meeting.
- Sally of HUIE reported that the damaged wood transition strip will be replaced by MODA FLOORING.

The Board reviewed additional maintenance accomplishments, including the following:

- Replacement of smoke detectors.
- Repairs for water damage in 4805 and 4810.
- Gutter cleaning in 4805 and 4850.
- Sprinkler repair in 4810 - unit 305 is done. Edie will reschedule the job for 4810 - unit 204.
- Painting repair for 4805 - unit 405 is complete.
- Garage gate repairs for 4805 and 4810 are complete.
- HVAC noise issue in 4950 - unit 301 appears to have been solved.

### **COVENANTS ISSUE**

- Leslie will contact Susan Constantine to tag/tow the vehicle parked near the garage gate at 4950.

Next meeting is August 28 at 7:00 PM