

Olde Ivy Manor Board Meeting

October 22, 2019

In attendance:

- Joe Winland, John Holthaus, Carol Palmer, Leslie Maddock for the Board
- Debbie Henderson, guest
- Brittany Pinto-Williams for Silverleaf

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

Minutes of the September 25 meeting, which were previously approved by email, were posted online.

APPROVAL BY EMAIL

- The Board approved minutes of the previous meeting by email.

FINANCIALS

- The September financials were not yet available from CMA. Brittany is expecting a final financial report within a week and will follow up. After Silverleaf has had complete financial data for 30 days, she will begin to develop a rolling Managers' Report that will track all activity for which she is responsible.
- Brittany has been in contact with all of our vendors so they know where to send bills.
- The final payments have been made to P3. The last two payments to Moda will be paid when Brittany gets the Reserve Fund transfer from CMA, which is expected shortly.
- Some October HOA membership bills have not yet been paid. Brittany has been coaching residents on how to use the Silverleaf portal to make payments.

ANNUAL MEETING

- Planning is underway for the meeting. The Social Committee will provide refreshments.

LEASING MANAGEMENT

- The Board voted to contract with RMA for full management of all leases, including tracking them and requiring background and credit checks. The Townhomes and Condos have used them successfully for some time.
- Brittany will get this process started. Owners who want to lease their units will pay RMA \$199 for the service; there is no cost to the HOA.

FIRE SYSTEMS SAFETY INSPECTION

- The Fire Marshall provided results of their inspection, listing some violations that had to be corrected immediately.
- All but one of the violations have been corrected and ALLSOUTH has agreed to provide binders outlining the completed work. John is working with vendors to get the

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remaining fire door closing problem corrected; these problems result from carpeting and flooring that is too high to allow the doors to close completely. Other fire doors need alignment or adjustment.

- John noted that any future contract for work on the doors at 4950 must specify that the fire doors must close fully.
- Moda may have a carpet tech who can fix the carpet problem.
- ALLSOUTH will need access to several units to clean or replace dirty or painted fire sprinkler heads. Dates have not been set to do this work. Brittany will follow up with the approximately 25 units that need to have sprinkler units cleaned or repaired. All-south will send a bill to Brittany; she will bill the homeowners.
- Winter preventive maintenance is being completed on the fire sprinkler systems .
- Joe will meet with the Fire Marshall November 11, 2019 for final sign-off.

OWNER LEGAL ISSUE

- The court has reached a judgment against the owners of 4950, Unit 402. The attorneys will determine what assets/wages can be tapped or garnished to pay approximately \$7000 to cover past due HOA fees as well as attorney and court fees.

CONSERVICE

- Brittany has finally gotten a login to Conservice and will be able to look at resident water bills. She will work with John Bennison to review the current bills and determine what the new fees are for. A number of residents have complained about significantly higher water/sewer bills.
- She will look into other water rebillers recommended by Silverleaf and get some quotes; however, this is a Neighborhood issues, so she will work with Rod.

BUILDING PROJECTS

- John and Brittany are working on the side combination lock issues. John will get additional quotes since the first quote was for \$1600. Four new locks are required immediately; others are likely to fail at any time.
- Brittany will get proposals from Otis and Shindler for elevator maintenance contracts, including a checklist and schedule for regular maintenance tasks. Thyssen-Krupp has been unforthcoming about the coverage they provide under contract.
- John will meet again with MGI about our membrane roof leaks. They previously identified leaks using infrared cameras. These areas have been marked. Patching will be complete within a couple of weeks at a cost of \$7400. We will likely sign a maintenance agreement with MGI. John hopes to build walkway platforms with the additional \$2000 that was allocated for these repairs.
- Circuit breakers— John will label the breaker boxes in all buildings.
- Common area building HVAC fall preventive maintenance will be completed within a couple of weeks.

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- There are damaged bricks on 4850 in units 106 and 204. Brittany has located two masons who will check out the problem.
- 4955 and 4810 both need garage door work. Brittany will get a contractor out.
- Brittany is trying to figure out how to adjust the many random “hold open” commands that were programmed into the gate system by CMA. It’s a mess.
- Gutter cleaning is not needed again for three months.
- Carpet cleaning—Brittany will get Citrus Fresh to clean the common area carpeting for all buildings except for those with the recent interior refresh projects.
- Brittany to have a contractor check a potential foundation leak at building 4810, unit 101.
- An owner trying to have Spectrum service installed had problems with the installers regarding the supposed need for an additional cable to be installed at the owner’s expense. Brittany will review the Spectrum contract with the Neighborhood, and help the homeowner with this issue.
- The LED installations throughout the common areas are complete. The E. Sam Jones company who did the work submitted the paperwork to Georgia Power for rebate. Brittany will eventually receive a check from Georgia Power for \$3000.
- The paint storage cabinets have been delivered; Lance will put them together this week. John will check with Sallie from Huie Services to get a schedule of the paint colors, and will then purchase one gallon each of the required colors and store them in the relevant paint cabinets. Lance will check the hallways every six months and do touch-up painting as needed.
- John will look at ways to improve building number signage.
- Joe will talk with Debbie about replacement suggestions for the 4850 building rep who will be leaving at the end of the year.

The next meeting is Tuesday, November 19 at 4:00 PM.

Additional meetings are scheduled for:

- Tuesday, December 17 at 4:00 PM
- Tuesday, January 21 at 4:00 PM.

After that, meetings will go back to the third Tuesday of each month at 7:00 PM.