

Olde Ivy Manor Board Meeting December 17, 2019

In attendance:

- Joe Winland, John Holthaus, Debbie Henderson, Shirley Sharp, Leslie Maddock for the Board
- Brittany Pinto-Williams for Silverleaf

Meeting was called to order at 4:00 PM and quorum was established.

The Board approved minutes of the previous meeting by email. The minutes were posted on the oldeivy.org website.

Financials

When the October and November financials are corrected following the Silverleaf audit and reconciliation with CMA records, they will be posted. Joe and Brittany have been working on this.

Joe noted that the final payments to Moda and P3 caused a serious cash drain, less than desirable for the end of the year. This will influence our strategies and project timing for the next year.

Currently, some \$19,000 in dues is overdue. According to CMA, two units are in collection; however, we don't have facts as to whether this is true. Brittany will follow up to determine the legal situation for these units, and also contact owners whose arrears exceed \$1000. Debbie will follow up with one owner.

The Manor has paid its portion of the pest control bond.

Brittany will follow up with Georgia Power regarding the expected rebate for light-bulb replacement. CMA and E. Sam Jones filed the required paperwork before the transition to Silverleaf.

Joe urged the Board members to look at the Silverleaf Management Portal regularly in order to stay familiar with ongoing issues.

Managers Report

Brittany will straighten up the accounting classification for janitorial services and supplies, putting them in one category.

Three units are either sold or close to closing. Six units are on the market.

Fire Inspection

Although the Manor passed the fire inspection, we still need to fix a few fire doors, which will require a specialized contractor. John will get a bid.

John suggested that we add the following to the ALLSOUTH contract: During the annual sprinkler head inspection, inspectors must blow away any dust from a sprinkler head, rather than scheduling a separate visit to do this. If there is a problem such as paint on the head or a nearby wasp nest, a separate visit is appropriate.

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The hallway fire extinguishers are all expired. Brittany will check with Lance to see what is needed to bring them up to code.

Leasing Management

Transition to RMS as leasing manager is progressing. RMS completed its audit of leased units and is now managing them.

Legal Issues

The Board agreed that there would be no auction of the handicap space in 4950. Brittany will follow up to see if the handicap pass displayed in the car parking in that space is valid to the owner.

Routine Maintenance and Janitorial Services

John developed an annual task plan for Lance for routine maintenance tasks, streamlining the tasks and reducing his schedule to one day a week. He will review this with Lance; Debbie and Brittany will join this meeting. The Board suggested that, after this change, we continue to use Lance as needed on a per diem basis.

The Board agreed to hang elevator pads only for move-ins and move-outs, eliminating that requirement for appliance or furniture delivery.

John recommended that we create a similar plan for Dolores, our janitorial contractor.

Individual Building Issues

- Foundation leak 4810—The sprinkler head has been deactivated, and the excess soil will be removed. John recommends a contractor who can repair the hardwood flooring that was damaged by the excess sprinkler flow.
- Cracked brick 4850—John will review the scope of work required, then Brittany will get bids to repair.
- The outside building lights will have LED bulbs installed.
- A deposit has been paid to have the flat roofs repaired. Work should begin as soon as weather permits.
- Improvement to the building number identifiers is being tested.
- Brittany will work with the elevator maintenance contractor to determine when preventive maintenance is being done and as well as the preventive maintenance scope of work.

Next Meeting

The next meeting is Tuesday, January 21 at 4:00 PM.

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