

## **Olde Ivy Manor Board Meeting February 25, 2020**

In attendance:

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

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

The minutes of the previous meeting were approved by email, and posted on oldeivy.org.

### **Financials**

Joe reported that our cash position is lower than we would like, but this is largely the result of payments made in 2019 for work done in 2018, and unexpected expenditures such as two HVAC system replacements and slightly higher routine maintenance costs. In addition, we have prepaid for our elevator and trash collection maintenance contracts. We have also made advance insurance payments.

Past due HOA payments show some improvements but significant amounts are still outstanding. Any account in arrears of more than \$1000 is referred to our lawyer.

The Board voted to move our money market account reserve fund accounts to Pacific Premier, where our operating account is located.

### **Manager's Report**

Brittany reported that no unit sales were completed this month, but some are pending.

She reviewed our hold-open policy for the gates. For moves in/out and appliance deliveries, the gates are held open for the day.

The gates are routinely held open Monday-Friday 6:00 AM-8:00 AM and 5:00 PM-7:00 PM.

### **Fire Inspection and Fire Suppression Systems**

We need to get a new contract from ALLSOUTH for this year's inspection/remediation work. Each year, they must inspect all resident, garage and roof area sprinkler heads. Brittany will get pricing for one-, three-, and five-year maintenance contracts.

Brittany is meeting this week with Cintas to review Neighborhood fire safety issues. She will ask the Cintas rep for suggestions about vendors who can repair the problematic fire doors.

### **Capital Projects**

Capital expenditures for 2020 include exterior refresh for 4850 and 4905, and interior refresh for 4950. The bidding process for this work will start soon.

- Brittany will talk with Sally of Huie to indicate our concerns about project management costs and, possibly, set a ceiling.
- John recommended that we select "non-tracking" carpeting.

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**Leasing Management**

All leased units are under RMS management. One unit is vacant, with the power off. Brittany will contact the owner to get the power back on and the water off while the unit is vacant.

**Dryer Vent Cleaning**

Brittany will get prices for dryer vent cleaning for all units. This effort will be coordinated by the building reps, and mandatory for all owners.

**Dog Poop**

Joe will install some highly visible cameras in the cul de sac area to encourage dog walkers to clean up after their dogs.

**Trash Collection/Recycling**

Joe will execute the renewal contract with our current vendor. We will prepay for six-months service up front and get a discounted rate.

Joe will talk with Lance about marking the appropriate areas for recycling bins, so that recycling collection runners know where to return the bins after emptying them.

**Lighting Replacement Rebate**

Although we have received the rebate for bulb replacements, we have not received a rebate for the fixtures. John will check with E. Sam Jones about this.

**Review of Lance's Work**

Joe will set up a meeting with Lance to review what he is doing, and clarify our expectations and chain of command. John, Joe, Debbie and Brittany will attend.

**Individual Building Work**

John reported that roofing repair work is still ongoing. John will set up a drone evaluation of the repaired roofs to ensure that all leaks have been identified and repaired.

John will coordinate gutter/downspout evaluation and repair.

John is following up on the damaged mailbox door and hopes to have the repair complete this week.

Joe will contact Bartlett HVAC to ask them to remove the old HVAC compressor left on the roof of 4855 when they are in the building to install a new unit.

The next meeting is Tuesday, March 24 at 4:30-6:30 PM. All future Manor Board meetings will be held at 4:30-6:30 PM.