

Olde Ivy Manor Board Meeting

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 4:30 PM via conference call and a quorum was established.

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

Financials

Joe reported that our financials are favorable to plan in excess of approximately \$15,000. Financials are posted at oldeivy.org. Note: We will not owe insurance payments for the next two months.

Brittany has initiated a reevaluation of our policy and will report at the next meeting.

The Board approved to raise the spending limit for Brittany to \$1,000. She is required to get Board approval for spending above that limit.

Outstanding Dues

We have succeeded in recouping some money owed from delinquent owners, but more is owed. We continue to place all owners with HOA debt of more than \$1,000 into the legal collection process.

Violations

The homeowner with the nuisance violation fine assessment is late with agreed-upon payment. Brittany will send this to our lawyer for collection.

The owner with the hardwood flooring violation in the master bedroom has placed rugs down and agreed to be attentive to potential noise concerns for the unit below. We will keep an eye on this situation.

Unit Sales and Leasing Management

There were no new sales. Paperwork is underway for the lease on one unit.

Fire System Maintenance

We are getting quotes for fire system maintenance from ALLSOUTH and several other companies. Joe and Brittany will walk the bidders through the scope of work this week.

Gutter Issues

Gutters and downspouts that were identified as problem areas have all be cleaned and repaired. John recommended that we do an annual drone flyover in December/January for three years or so to identify the areas where leaves accumulate. We might consider installing leaf guards for those areas. Joe will check with Huie regarding availability of drone service.

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Electrical Costs

Our electricity costs have been much reduced after all of the work John did to replace bulbs and fixtures to more energy-efficient units.

The Board thanked John for the tremendous amount of work he did for the Manor.

Dryer Vent Cleaning for Individual Units

The dryer vent cleaning project was very successful. The remaining seven units will be completed shortly.

Capital Refresh Projects

We have signed an agreement with P3 for the exterior refresh of 4850 and 4905. We do not yet have a bid for the interior refresh of building 4950.

Windstream/Spectrum

Brittany has researched replacing Windstream with Spectrum (phone line vendors) resulting in considerable savings and better customer service. Conversion can be done in a few days. It would be even more cost-effective if all of the Neighborhood lines were included. Brittany will check with the NBOD president regarding this.

VOIP (voice over IP) service is not yet practical, but may be ready in several years. Meanwhile, we will retain our current lines, but change the service vendor.

Building Codes/Fobs

Brittany is initiating a project to identify active building codes and fobs and remove all others. This will free up much needed space in the system and provide better security.

To accomplish this project, Brittany will work with the building reps, one building a week. This project will start in August.

Carpet Cleaning

Routine carpet cleaning in common areas is scheduled for October.

Meanwhile carpeting in some buildings has been soiled, possibly by movers.

The Board agreed that security deposit for a leased unit should not be returned until the unit is checked.

Pressure Washing

The Board identified that pressure washing is needed in some sidewalk and both front and back patio areas. Brittany will look into this.

New Owner Communications

Debbie and Leslie will meet with Brittany to develop a letter to send to new owners. This letter will address moving issues, portal instructions, fobs and codes, grills and other issues that Brittany has found to be necessary.

An additional letter may be needed regarding awareness of the following when the

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owner leaves for any length of time:

- Shut off water to the unit
- Check gas burners
- Do not let cleaning or other workers into the unit unless a neighbor or someone else is present.

Board Volunteers

An owner has volunteered to help with communications issues. There are several projects that may be able to use her help.

John has identified an owner (a civil engineer) who is willing to help with evaluation of maintenance and related issues, although not willing to become a Board member. John has walked him through the roofs, electrical rooms, etc. He gave Joe the contact information.

The next meeting is **Tuesday, August 25 at 4:30 PM.**