

**Manor Board Meeting  
December 15, 2022  
4:30 PM**

**Board present: Joe Winland, Shirley Sharp, Alicia Eakin, Debbie Henderson, Jan McDavid, Tommy Williams**  
**Property Manager present: D'Ari Butler**

**October Minutes:** Approved and Posted to the Access Management website. Need to catch up posting to the [oldeivy.org](http://oldeivy.org) site.

**Election of Manor Officers for 2023** (Update Access Management Portal and [oldeivy.org](http://oldeivy.org) website)

- President - Joe Winland
- Vice President - Debbie Henderson
- Treasurer - Tommy Williams
- Secretary - Alicia Eakin
- Member at Large - Shirley Sharp

**Select Two Manor Directors to serve on the Neighborhood Association Board**

- Per the Neighborhood ByLaws the Manor Association selects two directors to serve on the neighborhood board. Due to his impressive background/resume, Tommy Williams has been selected to serve on the Neighborhood Board. Joe Winland was also selected to serve on the Neighborhood Board.

**Financials - Month Ending November, 2022 (Review)**

- Dues Payments Updates
  - About \$8,190 in total arrears month ending November, 2022 up from previous month total of \$6,811. One homeowner will be turned over to collections. One (1) other is on a payment plan for past dues. D'Ari will continue to work with those homeowners to make sure payments are being made and report them if they fall behind.
- Capital Contributions from sale of Manor units Y-T-D through November, 2022 = \$15,858
- Despite some unplanned expenses, we will finish the year with just over \$300K in the reserve which is where we need to be.

**Property Manager's Report**

- Unit Sales Update - Closed in October and November, 2022
  - Building 4855, Unit 303
  - Building 4950, Unit 306
  - Building 4955, Unit 201
  - Building 4955, Unit 405
- No New Leases

**Manor Board Action**

- Fire Alarm / Fire Sprinkler Inspections Clean / Replace Work Done December 10, 2022. Bills will be sent to homeowners who have had work done. A+ will return at a later date to finish units that weren't available/open on 12/10. Building reps were very complimentary of the new company. Alarm repairs need to be scheduled.
- Building Water Pressure Regulating Valve Replacement - Hill Mechanical Awarded - Work to be scheduled.
- Shutter Replacement - Blueprint replaced some shutters but will need a crane to replace shutters on the 4th floor. D'Ari is getting quotes for that.
- Manor Board Transparency - The board discussed doing one, monthly email blast that includes minutes, financials, and Manor notes. In the next meeting, the board will discuss creating a Manor Volunteer network.

- Access Management Portal Workshops - D'Ari will start hosting a quarterly workshop to offer existing and new homeowners a tutorial on how to use and operate the Access Management portal.
- Drone Inspection of Roofs will be scheduled.
- The Building Representative Meeting is tentatively set for 4:30p January 17, 2023. The meeting will discuss responsibilities

### **Neighborhood Board Activity**

- Next Neighborhood Board meeting on December 20, 2022 @7p. Board officers will be elected at that time.
- Pool Furniture - Has been ordered. It will take 16-20 weeks to arrive. Old furniture will not be removed until the new furniture has arrived.
- Street Lights Conversion to LED - All lighting will be replaced with LED. Georgia Power is paying so it will be at no cost. Lights will be brighter and cost less.
- Georgia Power will also add a new street light in the cul-de-sac of Ivy Ridge Dr.
- Retaining Wall Stabilization Project between building 4850 & 4950 - Neighborhood board signed agreement with Consulting Engineer for design and issuance of RFP for the stabilization project. The engineer will also be responsible for periodic inspection of all retaining walls within Olde Ivy. Stabilization work is expected to commence in the Spring of 2023. D'Ari will put out communications about scope of work, noise, changes to traffic flows, etc as we get closer and work dates are set.
- Irrigation Leak Building 4850 - D'Ari will work with Kevin to get it fixed. They thought it was fixed but have not been able to find the source.
- Water Bills - Homeowners experienced an increase in bills due to delays in meter reading from Cobb County. Homeowners were billed for 45 days instead of 30 days.
- Sidewalk pressure washing completion - The company says they came out to complete the work. Residents are reporting that nothing was done. D'Ari will follow.

### **Individual Building Projects**

- Can Light Repairs (multiple buildings) - repairs completed
- Lighting Concerns Building 4855 - Lights are different colors in several places. D'Ari will work with Lance to get a new lot of lights. If that doesn't work, it might be the ballasts.
- Sidewalk Repair (building 4905) - repair completed
- Water Line Break - Building 4950 Trash room - Custom disposal crew hit water line. Hill Mechanical repaired. Custom Disposal is paying all repair costs.
- Building 4810 - Unit 101 Canopy Repair.
- Touch Up painting - Will get a quote for touch ups to common areas.
- Quotes have been requested to repair water damage to common area walls and ceilings in building 4905 on the 2nd & 3rd Floor.

### **Larger Maintenance Project**

- Trash Room Door Repair / Alignment - Will start looking for quotes for new doors in 2023.
- Manor Building Gutters Cleaned once and a second time at the end of December, 2022

### **Board Meetings**

Next Board Meeting - **Next Board Meeting January 24, 2023 Starting at 4:30PM - Clubhouse**