

**THE MANOR AT OLDE IVY
BOARD MEETING MINUTES
FEBRUARY 22, 2022 4:30p**

Board present: Joe Winland, Shirley Sharp, Jan McDavid (zoom), Debbie Henderson, Alicia Eakin

Guests present: None

Staff present: John Haynes, Access Management

Approval of minutes

Minutes from January's board meeting have been approved. John posted to the portal.

Transition to Access Management

John Haynes explained that they are still working to get the budget corrected. Some HOA payments are still going to Silverleaf and bouncing back which is why some people are getting multiple payment requests. Bills are also getting sent to Silverleaf, prompting some late fees. John will be contacting homeowners who are sending bills to the wrong place. These many issues have caused slow response times from Access Management. John will work to assure he or Paishance get back to homeowners within 48 hours going forward.

Financials

- Month Ending January, 2022
 - There is \$21,000 in cash disparity in the statements from Silverleaf to Access Management. John is working to see what's behind that disparity.
 - When looking at the budget, the many payments (HVAC, Janitorial, etc) far exceeded what was budgeted. This is because of the transition. Many vendor bills were still being sent to Silverleaf and were overdue.
- Dues Payments Updates
 - There are \$24,000 overdue in HOA fees. We need to figure out how to get those who are delinquent up to date. Paishance will place a call to unit owners to remind them of overdue payments and see if they need any portal help, late fees waived due to transition, etc. If payments still aren't made, they will be turned over to collection.

Property Manager's Report

- Unit Sales Update
 - There's a unit for sale in 4850.
- Leasing Update
 - One person has contacted Access Management about leasing. John put them in touch with RMS.
- Elevator Inspection Process / Timing
 - John Haynes will work with John Kennedy at TK Elevator to ensure that all the work on the Manor elevators is complete prior to contacting the Georgia State inspector to come for final elevator inspections.

- Cintas Fire Sprinkler Head Repairs
 - All repairs in 6 of the 7 buildings are done. The inspector will be out Thursday 2/24 to green tag those buildings. John will communicate charges to unit owners. The price is \$68.44 per sprinkler head replaced.
 - Hole Repairs: Repairs should be completed by 2/28/2022
 - Alarm Issues in Building 4950. Work is scheduled for March 14, 2022. There will be notes to each unit owner letting them know about the work and encouraging them to leave if needed since the alarm will be going on and off throughout the day.

Board Action

- Roof Condition and Repairs: Drone work has been done. Joe is still waiting on the report outlining repairs and maintenance that needs to be done. There is a 5 year warranty from the last time repairs were made.
- Security:
 - Update on community security cameras: There was a meeting today with ADT on securing the community.
 - Install security cameras in each building: After several garage break ins, Debbie and Alicia were tasked with researching adding cameras into the garages. After researching camera options and recent crime reports of incidents in the area, they feel the community would best be served by adding a camera overlooking the cul de sac. Since the neighborhood board is currently working out enhancing neighborhood security, Joe will look into costs and options with vendors.
 - Change vendor codes: Vendor code list has been cleaned up after the gate issues. We are still looking at best options to change the building stairwell codes.
 - Locks on Storage Closet Room: Adding keypad locks to storage unit entrances would cost \$1200 per building due to the way the current doors are built. Alicia will research some potential cheaper options.
- Improve Board communication within the community: Alicia is tweaking a new monthly email that will be sent to all Manor residents. After reviewing the draft email, she'll make a few more adjustments and send it out ahead of the next board meeting.
- Post monthly minutes from all Association meetings on the website: John will work to get minutes current on Olde Ivy website. Minutes are up to date in the portal.
- Clubhouse Use: The neighborhood board is finalizing language for clubhouse use. It will be for clubhouse events, not single use.
- Leasing Guidelines: RMS has billed owners who lease. The amount is \$2739. Currently, 37 units can be released in the Manors. 11 are currently being leased. RMS reviews all leases, makes sure the lease is in keeping with declarations, runs background checks, etc. RMS cannot release any of that to the board, only to the owners.

Vendors

- Locksmith: We've got one but aren't too happy with them. John/Joe are searching for some alternative options.
- Electrician: John contacted TE Certified Electricians to help with some issues around the Manors. So far, reviews have been positive.
- HVAC Manor Preventive Maintenance: Bartlett has been scheduled for Manor building Spring maintenance on April 21 & 22, 2022.

Individual Building Maintenance Issues

- Building 4855:Roof leaks have been fixed after screws punched holes in bladder and flashing was in need of pair
- Building 4810 and 4955: Stairwell Locks to Be Replaced. That's been scheduled.
- Building 4850: Outside Garage Light Replaced

Larger Maintenance Project

- Roof / Building Drone Inspection / Repairs to Roofs: See above. Waiting on report for repairs.

The next Manor board meeting will occur March 22, 2022 @ 4:30p.

Meeting adjourned at 6:10p.