

**THE MANOR AT OLDE IVY  
BOARD MEETING MINUTES  
JANUARY 25, 2022 4:30p**

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

**Guests present:** None

**Staff present:** John Haynes (Access Management)

**Approval of Minutes**

Before any official business can be conducted, the board must approve minutes from the last meeting. These minutes were unanimously approved and sent to John to post in the portal.

**Transition to Access Management**

Property Manager John Haynes and Joe Winland discussed the transition between Access Management and Silverleaf.

- Neighborhood board will be meeting on site with Access Management on 1/26 to discuss what's still outstanding and a path forward to finalize the transition.

**Financials**

- **Month Ending December, 2021 - Year End Review**
  - Neighborhood board will meet with the Access Management President and staff on 1/26 to discuss and finalize the 2021 Finances/Year End Review.
- **Dues/Payment Updates**
  - Joe explained how one of the biggest concerns was \$20,000 in outstanding dues. John has sent late letters which prompted a lot of action which will hopefully help close that gap. Cash position is \$300,000.
  - Another concern is that all Manior Board members cannot access resident balances Access Management portal. John is working on a fix.
- **Vendor Invoices**
  - Access Management is getting vendor invoices from silverleaf and validating with Joe. These invoices should be visible on the Access portal.

**Property Manager's Report**

- **Unit Sales Update**
  - One unit sold and closed in building 4855 and one is being listed in building 4855.
- **Leasing update**
  - No new/additional leasing
- **Elevator Inspection Process/Timing**
  - 4850 has been fixed so final inspection should start shortly. Silverleaf is in the process of transferring this info to Access Management to assist with this.
- **Cintas Fire Sprinkler Head Repairs**
  - Hole Repairs: 21 holes were cut in individual units. Those need to be patched and repaired. John has started the process of getting quotes for that. Once those

- quotes are in, John will reach out to the board to get those fixed. Shirley volunteered to help oversee this process and work with building reps.
- Alarm Issues in Building 4950: Normally alarms are bypassed during repair but during 3rd floor repairs alarms went off on 2nd and 3rd floors, disturbing many residents. Because it took a while to build the pressure up to stop the alarms, there was some confrontation between residents and Cintas. Before any sprinkler heads can be fixed, the alarm system must be fixed. To do that, the alarms will go off. Board/building reps will make sure all residents are aware and recommend they potentially leave while alarm repairs are being done. That process has been started.
  - Dry Drop Sprinkler Heads: There were 12 units that still need inspection due to homeowner unavailability or parts needing to be ordered. That process will likely take 3-4 weeks.

## **Board Action**

- **4850 Garage/Storage Unit Break-in**
  - There was a theft in the 4850 building. Not sure how this person/persons got in. It could have been a stairwell code or front door code. The garage gate wasn't tampered with. Reminders need to go out that absolutely everything needs to be locked and secured. Debbie pointed out that the front gate was open for several weeks, the camera at the gate was not working and the lamppost light was not working. The light has since been fixed but was broken in the process. For potential solutions discussed, please see security.
- **Security**
  - Gate Repair Update:
  - 4850 Garage Light: This will need an electrician to address. John is working on this.
  - Lamp posts Lights: Debbie and Alicia toured the entire neighborhood to find any lights that are not working correctly and sent info to John for a work order to fix them. Jerry Maziar will periodically walk the property to check on the street lights.
  - Change Vendor Codes: It was discussed about changing vendor codes for gates, doors and stairwells. Franklin is looking into the stairwell code change while John explores changes at the gate codes.
  - Security Cameras: Cameras are antiquated and not dependable. Neighborhood board is currently looking for camera vendors. Ken/Rod are handling. It was also discussed about adding a security camera in each garage: Nest and Simplisafe were discussed. Joe would like to explore cost, where they'd be located, how they are monitored, etc to better understand if this will be a beneficial addition to each building and a true deterrent for crimes. Debbie and Alicia volunteered to take on this project.
  - Lock to storage unit room: John will contact a locksmith to get some quotes and also look into costs of adding a door handle with a key code.
- **Communication**
  - To establish more communication, the board would like to send out two more emails per month before and after each board meeting. These emails will alert the community to upcoming board meetings and agendas as well as what was discussed. Alicia volunteered to take this on.
- **Schedule Building Rep Meeting**
  - John asked for an updated list of current members so he can reach out to set up a meeting.

- **Clubhouse Use**

- Residents have expressed interest in using the clubhouse more often. Jan said this was discussed at the neighborhood board and are in the process of putting out two forms for cleanup access and reserving the clubhouse for “clubs.” This process will be different from the rental process. Individual use of the clubhouse is not being discussed by the neighborhood board at this time.

### **Vendors**

- **Cintas Fire Protection:** Responsiveness and communication is still somewhat a concern. If we go looking for alternatives, we’d have to start at ground zero again. So the question is, do we look for a new company or try to work on our relationship? The board’s consensus is to stick with Cintas for another year and revisit after the next inspection.
- **ECA AllState:** We are still waiting on a maintenance agreement from them.
- **Conservice:** Bills have gone out on time for the last two months. Unfortunately, there is no other water billing company we could go to that would be any better. John said the company has new account managers and he’s arranged meetings with them to discuss any improving issues.

### **Individual Building Maintenance Issues**

- **Building 4855:** Two roof leaks were reported. One was repaired. It appears to be from HVAC contractors.
- **Building 4850:** Front door work to replace broken glass has been completed.
- **Building 4950:** Alarm bell has been fixed.

### **Larger Maintenance Projects**

- **Security Lights/Lamp post repairs**
- **Gutter Cleaning:** This was completed. They made a note of some potential additional work that will be assessed during drone flyover.
- **Roof/Drone Inspections:** This has been scheduled.

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

Meeting adjourned at 6:00p.