**Manor Board Meeting**

**February 27, 2024**

**4:30 PM**

**Board Present:** Joe Winland, Tommy Williams, Shirley Sharp, Alicia Eakin, Debbie

Henderson

**Property Manager present:** D’Ari Butler

**January 2023 Minutes Approved and Posted to the Access Management website.**

**Financials - Month Ending January, 2023 (Review)**

* January 31, 2023Outstanding Dues and Assessments = $25,573 down from the previous month total of $28,371. The insurance special assessment decreased to a little over $4,000 for the month ending January.
* Total loss for the month = $68,085 (planned loss was $32,000). The bulk of that was two major items:
  + - $38,889 Insurance Premium Payments
    - $36,660 expense in Fire Sprinkler Head replacement, fire watch and shut down of attic dry systems.
      * Fire watch was $19,000 of the $36,600. Fire watch will have to be budgeted going forward as an anticipated expense in case of a freeze.
      * After the January deep freeze, 3 broken pipes were discovered. Thankfully nothing happened because the attic lines had been drained and fire watch was called. Fixes were made immediately upon discovering the issues but the board will need to address this moving forward. Please see more details below.

**Property Manager’s Report**

* Unit Sales Update - Unit 301 of building 4850 sold in January.
* New tenant in unit 205, building 4955 and 4950, unit 105.
* Ceiling Painting from fire sprinkler head replacement and inspection **-** repair schedule coming shortly. Homeowners will be alerted.
* Building Representative meeting has been scheduled for Thursday 2/29
* Insurance premium refund - The past insurance company required a 35% of the premium. We paid $80,000 more than that. Joe/D’Ari are working with them to get that excess money returned.

**Board Action**

* Unit Written Maintenance and Safety Standards has been emailed to residents and posted on the portal and website.
* Some 25-30 top floor sprinkler heads leaked from the cold snap. An action plan to determine what needs to be replaced MUST be done to prevent issues in the future issues. Harrington Engineer has been called to come in and advise. But as of now, nothing definitive is on the table.
* The new insurance company sent out a representative to walk the community. They made a note about grills. D’Ari will go back and inform them that only electric grills are allowed at Manors, not charcoal or gas.
* Roof Repair Estimates - All 7 buildings were priced out at $19,545. A big expense (roughly $9000) was pressure washing and cleaning the TPO. The board approved asking them to remove this expense and then hire a third party to clean only. This should save money.
* Carpet Cleaning will be done in all buildings (except 4850) this spring after allergy season dies down. D’Ari is working on quotes to approve.
* Building 4805 repair and painting will be done in the fall. Inspections will be done in July/August and quotes sent. There are smaller repairs needed in building 4810. Those will be done in Spring of 25.

**Neighborhood Board Activity**

* Conservice Account Manager Change and Water Leak - Conservice has issued a new representative for the community. He’s been very responsive so far.
* Social Committee - The committee sent a calendar of 2024 events for approval. They will also take over the spring and holiday parties. A newsletter will be sent to the community to save the date for the rest of the year.
* Landscape Advisor Group - The group is active after the winter. Kevin will also be walking the community to discuss future projects.
* MTU Replacements - 30 have arrived and will be dispatched to units in need.
* Capital project planning - Pool deck resurfacing is underway.

**Individual Building Projects**

* Building 4950 Elevator - The elevator has been an issue, going out and sometimes trapping residents. TKE brought a field engineer in and discovered a loose wire. It has been repaired.
* 4850 Emergency Lighting - Two lights stopped working. They are in the process of being replaced.

Next Board Meeting - **Next Board Meeting March 26, 2024 Starting at 4:30PM - Clubhouse**