Manor Board Meeting - July 28, 2022 Starting at 4:30 PM (Clubhouse)

Board present: Joe Winland, Shirley Sharp, Jan McDavid, Alicia Eakin

Property Manager present: D’Ari Butler

JuneMinutes - approved & posted to Access Management portal. D’Ari is working on an audit of the Olde Ivy website to see what still needs to be posted there.

**Financials - Month Ending June, 2022**

* Dues Payments Updates
	+ Collection Update from Attorney Office: 7 residents have not yet paid the special $200 assessment that was due June 1, 2022
	+ About $26,000 in total arrears.
	+ Board action: Unanimously approves repayment plan from homeowner with long overdue HOA fees. If the homeowner is late on a payment, it will go immediately into foreclosure.
	+ 3 other units are still in the collection process.
* Capital Contributions from sale of Manor units being checked to ensure the money is going to the Manor accounts and not the Neighborhood. There’s been one unit that closed last month. There are several others pending.
* The Manor special assessment of $29,400 was paid to the Neighborhood Association - $14,700 came from operating funds and like amount had to be moved from reserve to cover the difference.
* Repair & Maintenance Costs: We are $62,000 over budget. Everything from gate to elevator repair and janitorial is all more expensive and repairs are often happening during windows that would qualify as overtime for companies.
* Those and other costs mean the Manors have had a $77,000 overspend so far.

**Manor** **Board Action**

* Claim for $5,800 for fire sprinkler replacement (P - 3 Insurance) is still in process. Joe checks in on a weekly basis. Insurance company is working with subcontractors so the repayment process could take a bit.
* Insurance Shopping is underway. Manor insurance expires on 9/24. The old carrier is no longer writing umbrella policies so we are searching for a new carrier that does. A premium decrease would be a bonus.
* Reserve Study - Study findings should be ready for review 7/29 to help with budget planning.
* Fire Alarm / Fire Sprinkler Contractor Quotes - Two most appealing quotes are from A+ Compliance Fire Protection and Cintas. Both quotes are relatively close to each other. Due to recent customer service issues as well as surprise charges from Cintas (not included in their initial quote), the board is leaning toward A+. The owner of A+ has worked with Olde Ivy in the past and the boards were very pleased with his timeliness, sense of urgency and ability to keep costs low.
* Begin Budgeting Process mid-August.
* Manor sidewalk repairs. D’Ari will take a tour of the Manor and take pictures of areas that may pose trip hazards and separation.

**Neighborhood Board Activity**

* No additional retaining wall work anticipated this year
* Fence Replacement - A contract has been awarded and the work has been completed.
* Sidewalk Repairs - Contact awarded for sidewalks around the pool and an area of the townhomes but work has not been done.
* Clubhouse use sent
* Fire Hydrant Repairs completed
* Pool Area Repairs and Furniture Replacement - Pool area repairs were done. Furniture replacement will be included in the next budget.
* WalkingTrail Bridge to be sealed
* Community Signage to be put around trail (no trespassing)
* Landscaping - Looking into quotes for intelligent tree pruning around the neighborhood.

**Vendors**

* Windstream - We are waiting for the final bill from Windstream. The Manor building elevator phone lines have been switched to Spectrum. Spectrum’s cost per line is a fraction of what was being charged by Windsteam.
* Plumbers - Leak going from English Ivy to the Manor will be fixed the week of 8/1.
* Gibbs - Issues were noticed with some sprinklers not coming on. Example, around the Manor pillar and in courtyard units of 4850. D’Ari will work with Gibbs to get those fixed.

**Individual Building Projects**

* Building 4850 Unit 205 - Water Leak in master bedroom. Source of the leak is still being investigated.
* Building 4855 Roof Leak - Ameristar completed second repair
* Building 4850 - Hallway strobe lights not working. $2,200 quote to find broken wire - Cintas yet to set a date for repair
* Building 4905 - Intermittent Elevator Shutdown. TKE has been out to do preventative maintenance and the panel has been repaired. Hopefully issues will cease.
* Building 4905 - Unit 104 has an interior water leak. Plumbers are coming out to inspect.

**Larger Maintenance Project**

* Shutter Replacement - D’Ari is collecting quotes to replace shutters.
* Stairwell Heater Replacement - Seven new ones have been installed. The remaining units will be replaced in 2023.

**Board Meetings**

Next Board Meeting - **Next Board Meeting August 23, 2022 Starting at 4:30PM - Clubhouse**