**Manor Board Meeting**

**March 27, 2024**

**4:30 PM**

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

Henderson

February, 2024 Board Meeting Minutes Approved and Posted to the Access Management website.

**Financials - Month Ending February, 2024 (Review)**

* **February, 2024** Outstanding Dues and Assessments = $34,791 which is up from last month’s total of $25,573. The insurance special assessment due at the end of February 2024 = $12,667.
* Total loss for the month of February, 2024 = $29.470, Y-T-D loss = $97,555. The budgeted excess Y-T-D through February = $32,132 (a difference of $129,688)
* Total Cash Month Ending February, 2024 = $435,039, down from January, 2024 total of $489,205
* Expense excesses
	+ - $84,166 New Carrier Insurance Premium Payment (25% of annual)
		- $67,057 for Fire Sprinkler Head replacement, fire watch and shut down of attic dry systems.

**Property Manager’s Report**

* Unit Sales Update - No sales in February, 2024, No new rentals
* Ceiling Painting from fire sprinkler head replacement and inspection **-** started.
* Building Representative Meeting - New building reps at building 4855 (Deborah Glover and Sandy Christian) . Debbie & D’Ari to discuss the rules to send to homeowner selected contractors.
* Insurance premium refund - 35% earned premium exceeded.
	+ A long process in recovering any funds. The E&S market moves at a very slow pace and payment have to go through a lot of hands ( Bouvier>Bank>Lender> other parties> etc). We did receive a payment from Philadelphia for $2,770.75. We received this one quickly because they were not a part of the E&S Market.
* A resident did not pay Hill Mechanical for water leak repairs. HOA paid and will charge back to the resident.
* Window replacement violation is being corrected.
* Bee treatments buildings 4805 and 4810.
* Building 4950 Widow Walk Railing Repaired.

 **Board Action**

* Harrington Engineering is to submit a proposal for evaluating the attic fire suppression system and determine what can be done to prevent freezing pipes and dry drop sprinkler heads.
* Arbor Installation and RS Andrews are to look at insulating the attic/ceilings of building 4850 and 4950 to determine benefits for reducing or eliminating freezing pipes and fire sprinkler heads.
* Insurance Loss Control Inspection - Non-critical - Barbecue Grills - update from insurance company building inspector. This information was sent over to Condologic via Bouvier, and are waiting for a response from them.
* Roof Repair Updates - Completed
* Carpet Cleaning Pricing updates: Pending quotes from Total Apartments, KleenWorx, & National Pro Maintenance.
* Gas leaks buildings 4905 and 4955. Re-checked on March 26, 2024
* TPO Cleaning Quote from Sunshine for seven buildings = $9,450. The manor voted to defer this.

**Neighborhood Board Activity**

* Water Leak - Two leaks on English Ivy Court have been fixed. One was leaking roughly 45,000 gallons a month. More leaks are still being explored. This should lower Conservice Water Bills to the community.
* Social Committee Update
* Landscape Update (Pruning, Seasonal Flowers, Landscape Improvements)
* MTU Replacements -
* Pool Opening (May 1) and Pool Social Gathering

Next Board Meeting - **Next Board Meeting April 23, 2024 Starting at 4:30PM - Clubhouse**