**Manor Board Meeting**

**May 23, 2023**

**4:30 PM**

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

Property Manager Present: D’Ari Butler

April, 2023 Minutes - Approved and Posted to the Access Management website.

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

* Dues Payments Updates
  + About $13,795 in total arrears for the month ending April, 2023. That’s up slightly from the previous month total of $13,595.
  + Three accounts turned over for collection.
* Income for April, 2023 exceeds Expenses = $3,958. Y-T-D thru April. 2023 income exceeded expenses = $12,718
* Actual operating cash for month ending April, 2023 available after insurance liabilities = $7,794. The reserve or money market balance for the month ending April, 2023 = $329,352. The goal is to be at $450,000 at the end of the year.

**Property Manager’s Report**

* Unit Sales Update - No Units Closed in April, 2023. No new leases
* Insurance Payments Made to Association through April, 2023 = $718,697. Insurance Payments Made by HOA to contractors = $210,321.

**Manor** **Board Action**

* Additional bills submitted by A-Plus Compliance Fire Protection ($22,000) are currently in dispute with the insurance company. The insurance company is trying to claim this is routine maintenance, which is incorrect since the work needed would not have happened if the pipes in 4850 did not burst and top floor fire sprinkler in other buildings also froze resulting in leaking heads. D’Ari is working with adjusters to get this reclassified and covered by insurance.
* Expected Attic Fire Sprinkler System modifications or maintenance practices based on insurance company review. In order to keep insurance and dues from going dramatically up, we need to submit a plan to the insurance company to show what we will do in future freezes to prevent this from happening again.
* Manor Building Cleaning - D’Ari will work with Dolores on cleaning update/plan for the front entrances to determine when and how much.
* Dryer Vent Cleaning - D’Ari has contacted two companies for quotes and is looking for a third. The board will vote on a contractor once that comes in.
* In the reserve plan, all buildings have a major exterior repainting every 10 years and interior every 15 years. An inspector will look at all Manor buildings roofs via a drone and will also inspect 4805 and 4810 to determine if exterior painting/repair will be needed in 2024. This will allow the board to budget accordingly in the year ahead.
* Manor Landscaping - A Manor resident planted low maintenance plants in the cul-de-sac. This was done without Neighborhood board permission which is against the covenants. During a Gibbs walk through, they appeared to be wilting, so the tenant was informed and they were pulled. Many members of the Manor board feel landscape improvements are needed past the Manor pillars. To assist with this, the neighborhood board is looking to stand up a landscaping working group that consists of board members. sub-association Presidents and master gardeners from each community who will walk with Gibbs to identify areas needing improvement or change. . Gibbs will then come up with an action plan to present back to the board. Gibbs also made sure the irrigation systems were working before their recent planting.

**Neighborhood Board Activity**

* + Retaining Wall - Survey work done and now the request for proposal is being prepared. Tommy is also working to try to get a work schedule together.
  + Water Meter/MTU Replacements are underway. Six more have been ordered.
  + Conservice Water Billing - Cobb county sent another bill for 40 days. The board is working with conservice to make sure people are getting billed for the right amount of time.
  + Social Committee and Clubhouse Use - The board is close to coming to a conclusion on this. They are working to determine cleaning rules, etc. Both topics have been added to the next neighborhood agenda to finalize. However, it will likely be next year before we see a full committee with multiple events outside of the pool and Christmas party.
  + EV Charging Stations - Georgia Power Make Ready Program NOT available for gated communities.
  + Property Manager Security - No action necessary
  + Spring Flowers and Irrigation System Repairs - near completion
  + Pressure Washing sidewalks and curbs throughout the community. Shirley got a quote for the Manor. They are now looking at the rest of the community to determine scope of work and obtain bids.
  + Snake repellent treatment to be made around the pool and in landscaped areas.
  + Dog Waste signs have disappeared. The board is determining whether or not to replace it.

**Individual Building Projects**

* Repairs at portico Building 4810, unit 101 **-** Complete
* Repairs at portico building 4850 , unit 102 - Complete
* Building 4850 - Trash Bin Repair. Custom disposal is working on a fix.
* Building 4855, Unit 202 - Ceiling repair from water leak through the dryer vent.
* Building 4905, Unit 104 portico repair - Awaiting on a quote from blueprint
* Building 4955, Unit 103 portico repair - Awaiting on a quote from blueprint
* Building 4805 Fire Alarm - All Systems Normal
* Building 4950 - Ceiling Repair around fire sprinkler heads. We received quotes for 5 homes and will now add 4805 to the list after at least one unit is now in need of repairs.

**Larger Maintenance Project**

* Trash Room Door Repair / Alignment - This is ongoing.

Next Board Meeting - **Next Board Meeting June 27, 2023 Starting at 4:30PM - Clubhouse**