**Manor Board Meeting**

**June 27, 2023**

**4:30 PM**

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

Property Manager present: D’Ari Butler

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

**Financials - Month Ending May, 2023**

* Dues Payments Updates
  + About $13,428 in total arrears for month ending May, 2023, down slightly from the previous month total of $13,795.
  + Three accounts turned over for collection. One paid in full. The other two are still pending notification.
* Income for May 2023 exceeds Expenses = $5,526. Y-T-D thru May, 2023 revenue exceeded expenses = $18,244
* Actual operating cash for month ending May, 2023 available after insurance liabilities = $13,320. The reserve or money market balance for the month ending May, 2023 = $345,392.

**Property Manager’s Report**

* Unit Sales Update - Two Units Closed in May, 2023 (building 4810, unit 402 & building 4905, unit 301), No new leases
* Insurance Payments Made to Association through May, 2023 = $718,697. Insurance Payments Made by HOA to contractors = $345,569.15

**Manor** **Board Action**

* Additional bills submitted by A-Plus Compliance Fire Protection ($22,000) - Insurance company stated a new claim would have to be submitted ($75,000 deductible)
* Expect attic fire sprinkler system modifications or maintenance practices based on insurance company review - still under review - D’Ari update.
* Dryer Vent Cleaning - Contractor Quotes
  + RS Andrews = $27,783 Total ($189.61 per unit) Would provide a site map for an additional cost.
  + All Air = $38,598 Total ($262.57 per unit) All Air will also provide a site map to homeowners and board.
  + D’Ari will work on getting one more quote as well as more info on logistics and timeline to help justify costs.
* Inspection of Manor building roofs complete and also building 4805 and 4810 inspections completed to determine if exterior painting / repair is needed and when. Waiting for reports

**Neighborhood Board Activity**

* + Retaining Wall Survey/Work Schedule - Survey work done. RFPs completed and sent to qualifying contractors. We are waiting on the engineer to get quotes so work can be done. The engineer is running behind which has put the project behind. The board will also have to determine the type of face plates that will be put on the wall. They are hoping to find something that will blend better but will need to select a contractor before that can be done.
  + Water Meter / MTU Replacement - 7 homes will need replacement. Homeowners will be notified when the MTUs are in hand.
  + Conservice Water Billing - Incorrect bills were sent out, charging too much. They are crediting accounts so homeowners should look at their account online and pay the balance due – not what is billed.
  + Social Committee and Clubhouse Use - Alicia is working with Tommy to create a new set of rules that will allow for more neighborhood social events while protecting the clubhouse.
  + Landscape Advisory Work Group - Susan King is chairing this working group alongside 3 other representatives from each sub-association: Condo Representative: Judy Moore, Manor Representative: Pat Plomgren, Townhome Respresentavie:  Esther Garges They will walk the community with Gibbs to work on brainstorming ways to beautify the entire neighborhood.
  + Manager Security - Front door camera options to be investigated.
  + Washing sidewalks and curbs throughout the community - more investigation work to be done.

**Individual Building Projects**

* Repairs at portico Building 4810, unit 101 **-** Completed
* Repairs at portico building 4850 , unit 102 - Completed
* Building 4850 - Trash Bin Repair - Custom Disposal will remove all of the building trash bins one at a time for repair work
* Building 4805 - two fire alarms over a month period requiring fire department dispatch. Special equipment was purchased to find tiny leaks in the attic fire sprinkler system. It has been repaired.
* Building 4855, Unit 202 - Ceiling repair from water leak (dryer vent). An emergency call was made 6/21/2023 so we are anticipating a bill there.
* Building 4905 Unit 104 portico repair - Complete
* Building 4955 Unit 103 portico repair - Complete
* Some 10 units need ceiling repair around fire sprinkler heads that were damaged from the Christmas 2022 arctic blast. Cost of repairs $3,100

**Larger Maintenance Project**

* Trash Room Door Repair / Alignment - On going

**Next Board Meeting July 25, 2023 Starting at 4:30PM - Clubhouse**