

Olde Ivy Manor Board Meeting August 23, 2021

In attendance:

- Joe Winland, Shirley Sharp, Jan McDavid, Leslie Maddock for the Board. Debbie Henderson was not available.
- Melissa Chupp for Silverleaf, who introduced herself to the Board.

Meeting was called to order at 4:00 PM via Zoom and a quorum was established.

The minutes of the previous meeting were approved by email, and posted on the Silverleaf portal and Olde Ivy website.

Financials

In spite of all expenses, we are still holding to plan. We paid \$4,770 for elevator maintenance, and additional amounts for common-area HVAC and garage gate (\$1,800) maintenance. Additional work is needed to evaluate and replace aging parts.

In July, the Manor HOA paid the annual special assessment payment of \$29,400 to the Neighborhood HOA for the wall expenses.

Unit Sales and Leasing

- One unit closed this month.
- 10 lease permits have been issued. The lease for one unit was assumed by a new tenant. The water heater in this unit was replaced, as required by the Board.

Manager's Report

Melissa reported that we had Expest out to deal with some reported exterior pest issues. (Owners are responsible for any pest problems within their units.)

The Board agreed that Manor-wide dryer vent cleaning should be done every three to four years, and that fireplace cleaning work is an individual owner's responsibility.

Gutter/downspout cleaning is pending for the fourth quarter.

P3 has finally finished the exterior painting. A couple of doors still need to be replaced or repaired.

Melissa will check with Huie Services for final bills on the exterior painting projects, and ask that the dumpster and man-lift be removed.

Melissa reported that Hill Mechanical will return to complete the condensate line cleaning project next week. As it turns out, there is no need to do this in residential units.

Most sprinkler head replacements are complete and Melissa is working with a few homeowners regarding their bills for this work. She is working with Cintas to ensure a much more efficient and timely process next year.

Lance inspects the fire extinguishers each month. Melissa will check with Cintas for their vendor that does annual inspections.

Melissa is following up with the state elevator inspection service. Inspections have

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been ordered for all Manor elevators.

Roof Issues

Huie Services will provide a twice-yearly drone flyover service to examine the Manor roofs including shingles, gutters, eaves, etc. In addition, they will conduct an infrared evaluation of the bladder roofs to identify any leaks. This will greatly improve our ability to keep our roofs in good repair. Cost for each flyover service will be \$2,850 and will include a full report.

Individual Building Issues

The glass door repair for 4850 will be redone.

The storm drains for 4855 have been cleaned.

The light colored floors in the lobby and elevator of 4950 may need more frequent and thorough (more than wet mop) cleaning, as they seem to soil quickly. Melissa will talk with Dolores.

The Board discussed garage cleaning. Pressure washing is NOT recommended as it can damage gate controls. It may be possible to have Lance hose out the garages.

Interior Refresh Project

New artwork has been installed in 4950 on the residential floors. More artwork will be ordered for the lobby.

Trim for the elevator in 4950 was installed on one wall; the contractor still needs to do the other wall. The lumber supplier now has stock.

Budget Planning

Joe has developed a preliminary draft of the Manor Budget for 2022. The final proposal will be online by October 1. The current indication is that the

- **Neighborhood portion** of the HOA dues (the same amount is billed for each Olde Ivy unit) will increase monthly by \$15 per unit from \$155 to \$170.
- **Manor portion** of the HOA dues will increase monthly by \$9.5%. (Each Manor unit is billed for the Manor portion according to the square footage of the unit.)

For example, if this year's monthly dues for a Manor unit is \$500, the increase for next year would break down as follows:

- Neighborhood portion: From \$155 to \$170
- Manor portion: From \$345 to \$377 ($\$345 \times 9.5\%$)

In this example, the total HOA monthly payment would be \$547.

Note: Manor owners have not had a dues increase since 2019. The Manor budget has absorbed Neighborhood dues increases for two years.

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The next meeting will be held by conference call on Tuesday, September 28 at 4:30 PM.