

# OLDE IVY VINE



Olde Ivy at Vinings Newsletter | Spring 2017

Do you have any questions or comments? Let us know what you think at [communications@oldeivy.org](mailto:communications@oldeivy.org).

## Neighborhood Association

[NeighborhoodBOD@oldeivy.org](mailto:NeighborhoodBOD@oldeivy.org)

*Frank Watkins, President, Michael Wiggins (Vice-President, from The Manor), Michael Crowe (Treasurer, from the Townhomes), Heidi Kaufman (Member-at-Large, from the Condos), Karen Gantt (Secretary, from The Manor)*

### Letter from the Neighborhood Board President

The Neighborhood Board of Directors (NBOD) appreciates this opportunity to provide information to all Olde Ivy residents. For new residents, we acknowledge that the association relationships may be confusing at first, and a concise statement may increase understanding. Each of the three communities (the Condos/Lofts, The Manor, the Townhomes) has its own community association with a board of directors.

The Neighborhood Association is a master association that is responsible for common services to all residents, such as landscaping, roads, gates, amenities and more. Coordination among the three community associations is facilitated by the fact that each community provides one or more representatives to the NBOD. Further coordination and support is provided to the NBOD by the committees, which are composed of volunteers from the communities throughout the neighborhood. All of the members serve as volunteers without pay.

Our Community Manager, Community Management Associates, provides comprehensive management services on a contractual fee basis. These services (accounting, bill paying, vendor management, and so on) are beyond the scope of the Boards of Directors of the individual associations.

From the foregoing, the critical role of owner-volunteers in maintaining the high standards of our community may be evident. Therefore, the accomplishments discussed in this newsletter would not have been possible without the creativity, work-hours, and unselfish devotion to our communities and neighborhood by the owners. Consider these and volunteer if you have a desire to participate.

Frank Watkins, President, Neighborhood Association Board of Directors

## Community Manager

Olde Ivy does not have an on-site manager. Instead, we work closely with a professional Community Manager, a representative of Community Management Associates (CMA). The Community Manager should be your first point of contact to handle requests for maintenance and repairs, work orders, bill paying, receivables, accounting for the associations and so on. In addition, contact the Community Manager regarding concerns about safety, gate access problems, or issues with pool, fitness area and clubhouse. (Owners are responsible for maintenance of their own units.)

Our Community Manager is Jane Beasley). Jane is your first point of contact for Neighborhood issues. You can reach Jane using our generic email [PropertyManager@OldeIvy.org](mailto:PropertyManager@OldeIvy.org). Community Managers have indicated that email is their preferred form of contact; email will get a faster response than phone messages.

Jane's direct telephone is 404-835-9274. The switchboard at CMA is 404-835-9100. There is a 24-hour duty Community Manager to handle urgent after hour calls.

## Reporting Emergencies

For an *emergency* situation involving health or safety, call 911.

For a building-related *emergency* situation that occurs out of hours and can't wait until the next day, call the CMA switchboard at (404) 835-9100 and follow the prompts to be connected to the CMA after-hours answering service. A licensed manager is always on-call and will be glad to assist.

## Community Documents

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Residents—owners and renters alike—need to be aware of and follow the policies that govern the community. The Olde Ivy Homeowners Associations take these policies seriously and enforce them for the benefit of all residents.

Owners who lease their units are responsible for their tenants, and must ensure that their renters are familiar with the governing documents.

## Governing Documents

The governing documents are **all** available on the [Olde Ivy website](#).

The following Neighborhood Association documents apply to all Olde Ivy residents:

- [Declaration of Covenants, Conditions and Restrictions for Olde Ivy at Vinings Neighborhood, Nov-19-1999](#)
- [Bylaws of Olde Ivy at Vinings Neighborhood Association, Inc.](#)

In addition, each resident is bound by the [governing documents](#) for their individual neighborhood: the Condos, The Manor or the Townhomes.

## Olde Ivy Website

The Olde Ivy Communications Committee maintains the Olde Ivy website. Nearly everything you need or want to know about living at Olde Ivy is posted on the site, including the governing documents specific to the Condos, The Manor and Townhomes, as well as the documents for the overall Neighborhood.

A new version of the website is under construction and will be available some time this summer.

To view content such as Board meeting minutes, please [go to the website and register](#) in order to have full access to the [www.oldeivy.org](http://www.oldeivy.org) website.

## Resident Information Booklet

The [Resident Information Booklet](#) is a comprehensive introduction to the Olde Ivy community. This guide is aimed at all residents—owners and renters alike. We hope it will help you move into Olde Ivy, settle in comfortably, participate in and enjoy our community. The booklet is available at <http://www.oldeivy.org/welcome/new-resident-information-booklet/>.

The material in the booklet and other Olde Ivy communications is intended to provide useful information to our residents in convenient, shortened form. It does not supersede the Covenants and other governing documents, which always have precedence over other documents. This booklet has been reviewed by the Board of Directors, but has not been formally adopted. *The governing documents of the community remain the definitive authority on neighborhood policy.*

## Olde Ivy Communiqués

The communiqués are official mailings to the community. Depending on the issue (affecting the entire Neighborhood, or one or more of the sub-associations), they are sent out by the Communications Committee to registered users of [www.oldeivy.org](http://www.oldeivy.org).

## Speed Limit Reminder

The speed limit throughout the Neighborhood is 15 MPH. **It is urgent that you comply with this limit and carefully observe all stop signs and take care when rounding corners.** Please be sure to stay on your side of the white lines.

Many of your neighbors are out on our streets every day: walking their dogs, pushing baby strollers, piloting a wheelchair or training for a 5K. Large trucks and landscaper vehicles sometimes require that you maneuver around them. There are some challenging corners for drivers who are going too fast or talking on their phones. Please take it easy and be careful.

## Internet Availability around the Clubhouse/Pool/Fitness Center Areas

WiFi is available in the Clubhouse, pool area and fitness center. For current WiFi access information, check the bulletin board in the fitness center, and also inside the television cabinet door in the clubhouse main level.

## Gate Access and Water Billing Account Assistance

The Community Manager also handles gate access and water billing account issues. For example:

- Setting up a water billing account (for new residents).
- Setting up your access code for the entry and exit gates and the Manor building front door.
- Providing new or additional black access remotes for the entry and exit gates and your Manor garage, and grey access fobs for the pool, fitness center and your Manor building front door.
- Providing access codes for the Fitness Center and pedestrian gate on Log Cabin Drive.

## Exterior Decorations

The Neighborhood strives to maintain a cohesive look throughout. Thus, there are restrictions of various kinds, including on the landscape as noted in the Landscape section below. Further, the Covenants document states that:

“Any planting may be done only with the prior written approval of the Board or its designee or in accordance with the guidelines previously established by the Board or its designee. No vegetable garden, hammocks, statuary or recreational equipment (including basketball goals) may be placed, erected, allowed or maintained within the Community without the prior written consent of the Board or its designee.”

The Covenants do allow for “reasonable seasonal decorative lights” between Thanksgiving and January 15. Otherwise, residents are urged to avoid placing decorative items outside of their units.

## Landscape

Please be aware that all of the plantings (including all trees and shrubs) throughout the property, with the exception of plantings in courtyards of courtyard townhomes and plants in containers on decks, balconies and front steps or walkways, belong to the Neighborhood. All landscape maintenance of community landscaping is contracted for and managed by the Landscape Committee. You may not remove plantings and may not install your own plants in community-maintained areas.

If you have landscape issues regarding your unit, email [Landscape@OldeIvy.org](mailto:Landscape@OldeIvy.org).

## Bird Feeders Prohibited

As much as we all enjoy the sight of wild birds congregating around a feeding station, we can't have bird feeders (except for hummingbird feeders) at Olde Ivy without also attracting rodents. Bird seed, hanging suet baskets, corncobs, or any other kind of treat you may wish to put out for the birds—whether in a hanging feeder or spilled out onto the ground—are prohibited. (Hummingbird feeders do not attract rodents.)

## Paint Disposal

Our waste disposal company will NOT take unused paint or empty paint cans. If you use a painting contractor, ensure that the contractor removes all paint cans. If you do the painting yourself, you can take the empty or unused paint cans to Vinings Paint and Supply ([4624 Camp Highland Rd Suite 400](#)), just past the Publix shopping center on the East-West Connector (diagonally across from the RaceTrac gas station). They will dispose of old paint cans for a small fee.

## Recycling

**Glass is NOT allowed in the recycle bins. Place glass in the trash container.**

Most residents do a good job of breaking down boxes and observing what can and cannot be recycled as well as what can be taken by the trash hauler. A few items need reminders, though:

- The trash haulers will **not** take televisions, appliances, furniture, computers and other such items. Make arrangements to dispose of these items on your own. The Association must pay additional fees to have these items removed from the property when left by the recycle bins or in the trash room and that's not fair to your neighbors. [Cobb County has various waste disposal facilities](#) that you can use for these and other items, including glass (for hardcore recyclers).
- The recycling company will take **cardboard boxes, but they must be broken down and folded**. Please remove plastic or other packaging material from the cardboard boxes before leaving them for removal.

- Also, please remember that recycled items must be clean of food: no pizza boxes! And, no plastic bags.

## Resident Maintenance Reminders

The following are a few critical maintenance issues that affect **all** of our units.

### Plumbing Maintenance

If a leak occurs within your unit and causes damage to your unit and/or to any neighboring units, you are responsible for the repair cost.

The following are a few critical maintenance issues that affect **all** of our units:

**Please consider shutting off the water to your home when you are going to be out of town for an extended period.**

Our units are all more than ten years old and some have experienced age-related plumbing issues. **All plumbing fixtures and lines to the sewer main (Condos and Townhomes) are the responsibility of the individual unit owner.**

If you experience a plumbing failure in your Manor unit, any damage to neighboring unit or the units below will be your individual liability. In the Condos and Townhomes, your insurance may or may not cover damage in excess of the deductible.

To avoid problems with plumbing fixtures in your unit, Olde Ivy recommends that you regularly inspect the following elements in your unit, and repair or replace as needed:

- **Main water shut-off valve:** For this valve to shut off water to your unit, you must be able to move the valve to the full closed position. Older valves may not open fully and may need to be replaced. It is a good idea to “exercise” your water valves regularly (for example, when you change your air-conditioner filter) to ensure that it will work in an emergency.
- **Water Heaters and Pressure Reducing Valves (PRVs):** Many of the water heaters and PRVs have been replaced by now. Ten years is a common benchmark for the expected life of water heaters, and many PRVs have gone bad also. In addition to having your water heater and PRV replaced, be sure to inspect for signs of leakage or corrosion and replace your **expansion tank** and **water meter** as needed also.
- **Kitchen sink hoses:** Some of these have corroded, rusted or worn out and begun to leak. The pullout hose wears out and fails; causing a leak under the sink that will also leak into any unit below. Water on the lines or in the cabinet below the sink is a telltale sign. If you still have your original fixture and it is leaking, Moen may provide assistance with replacement based on the warranty.
- **Garbage disposals:** Ten years is a common benchmark for the expected life of kitchen sink disposals also, with leaks suggesting a crack in the housing or another failure, and time for a replacement.
- **Water line to refrigerator:** This line has been known to leak and cause damage to floors (including units below in the Manor), so check it regularly to ensure it is secure and not cracked or leaking. Note that this line should be PEX (cross-linked polyethylene), or steel-jacketed. We strongly recommend against ordinary plastic lines.
- **Hoses for washing machines:** Need to be checked periodically to ensure that it is secure and not cracked. Even better, install PEX (cross-linked polyethylene) or stainless steel mesh hoses. We strongly recommend against ordinary plastic lines.

- **Pressure regulator valve (PRV).** Olde Ivy units require pressure reduction, since Cobb County water pressure routinely exceeds safe limits for residences. Since pressure regulator valves can fail, check your unit pressure annually.

Ask a neighbor if you need referrals to plumbers or other providers.

Please be aware that if a leak occurs within your unit and causes damage to your unit and/or to any neighboring units, you are responsible for the repair cost.

### **HVAC System Maintenance**

Recent incidents of water leaks within individual units resulted in significant water damage to surrounding units. The cause of the leaks was line blockage in the HVAC condensate line. It is imperative that your HVAC system be inspected twice a year. The contractor must clean the condensate lines and add algae reduction tablets.

### **Financial Statements**

Copies of the [Neighborhood financials](#) are available on the website.

## **Sub Associations**

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The following boards govern the sub-associations for the three types of residential units.

### **Condos (also known as The Lofts)**

[condosBOD@oldeivy.org](mailto:condosBOD@oldeivy.org)

*Heidi Kaufman (President), (Treasurer), Marthelle Cherry (Secretary), Judy Moore, Sue Ruskin*

The Condos comprise the 28 townhome-style units (#s 4750-4804 Ivy Ridge Drive) above the commercial condos along Log Cabin Drive. With just 28 homes, we have the smallest association in the Neighborhood.

### **Condos Parking and Covenants**

Available parking is limited in the Condos common area, and concerns are being expressed regarding the use of garages and assigned or guest parking spaces. It is essential that all residents—whether renters or owners—follow the requirements of our governing documents, including these:

- Garages may not be used for storage. This is an important restriction included in the binding covenants.
- Each unit is assigned a single-car garage and a reserved numbered parking space, to accommodate two permanent vehicles. The first vehicle is to be parked in the garage, and if there is a second vehicle, it is to be parked in the reserved numbered space.
- A visitor's vehicle (a third vehicle) is permitted for up to two weeks. If your visitor's vehicle will be parked for longer than two weeks, you must get written (email) permission from the Condos BOD at [condosBOD@oldeivy.org](mailto:condosBOD@oldeivy.org).
- All vehicles must be parked in garages or in marked spaces. No parking is permitted near fire hydrants, on curbs or in front of garages. Parking along a red curb may result in immediate towing without notice, as this is a county fire matter.
- No inoperable vehicle or vehicle without a current tag may be parked on the property.

## Other Covenants Reminders

- **Trash Bins:** To avoid the fines associated with covenants violations, be diligent to return your trash bin to your garage before 6:00 p.m. on pickup day.
- **Grills:** From the Covenants: *The use of outdoor grills, except for electric grills, on or in the Condominium, including, without limitation, the balconies and decks, is prohibited.* With the exception of electric grills, grills are not allowed on the property. Not in the parking lot, not on front porches, not on balconies or back porches, not in garages, not anywhere on or in the Condominium. To avoid the fines associated with covenants violations, use only an electric grill on the property.
- **Balconies:** From the Covenants, regarding the balconies of units 4750-4756 and 4774-4804: *The following is prohibited: placement of any object or thing on or about any such balcony.* Nothing is permitted on these balconies. To avoid the fines associated with covenants violations, make sure your balcony is clear.

## Financial Statements

A copy of the third-quarter Condos financials is [available](#) on the website.

[ManorBOD@oldeivy.org](mailto:ManorBOD@oldeivy.org)

## The Manor

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*Joe Winland (President), Michael Wiggins (Vice President), Karen Gantt (Secretary), Frank Watkins (Treasurer), Teresa Waters (Member-at-Large)*

## Building Representatives

Special thanks go out to the Manor Building Representatives for their contributions and support.

Debbie Naylor has been invaluable in her role as the Manor Building Representative Team Leader as well as for her volunteer time as the Social Committee Chair for the Olde Ivy Community.

Special thanks go out to the Manor Building Representatives for their contributions and support. In case you haven't met the rep for your building yet, here is list:

- Building 4805 – Melissa Barlow
- Building 4810 – Karen Gantt
- Building 4850 – Gay Watson
- Building 4855 – Mike Glover
- Building 4905 – Lynda Crane
- Building 4950 – Debbie Naylor
- Building 4955 – Cammeyer Smith

## Elevator and Bulletin Board Information

Monthly information postings placed by the Building Representatives in the elevators and bulletin boards of each of the Manor building have been extremely well received. These information postings help communicate things that are going on in the community and help get news out quickly.

## Fire Sprinkler System Dry Pipes Installation

The Fire Sprinkler System independent engineer has confirmed that the new dry pipe system that was installed by Amber Fire conforms to the specifications set in the contract. A final settlement amount will be paid as soon as Amber installs some escutcheon plates in buildings 4950 and 4905.

Fire Life & Safety America (FLSA) has been contracted to provide maintenance on all of the fire suppression and fire alarm systems in the Manor. This includes both wet and dry fire sprinkler systems as well as the fire alarm systems, including alarm monitoring.

## Fire Sprinkler Head Replacement

FLSA completed a Cobb County Fire Marshall-required inspection of all fire sprinkler heads in each Manor unit in January. Many sprinkler heads were found to have paint on the sensor bulb of the fire sprinkler head. Paint impairs proper functioning of the sensors. These paint-damaged sprinkler heads must be replaced.

FLSA and CMA are working on a plan to replace the paint-damaged sprinkler heads. The plan will be communicated to all Manor residents as to the dates and times set for the work to be done. CMA will inform each unit as to how many of the fire sprinkler heads will need to be replaced as well as the corresponding cost. **Please be aware: Replacement of the paint-damaged fire sprinkler heads is mandatory.** If not done, the Fire Marshall could impose a daily fine until the paint-damaged fire sprinkler heads are replaced with new heads.

The cost of replacing the paint-damaged sprinkler heads will be billed to the unit owners.

## Capital Projects

The Manor Board has planned several upcoming projects.

### Exterior Painting/Building Refresh Projects

The Manor Board is sending requests for proposal for the exterior painting of building 4810 and the interior refresh of building 4855 to a number of contractors. Each contractor who bids on this project will be required to attend a site visit to examine first-hand what work must be done at each building.

The Manor Board and CMA will review the proposals and select the contractor or contractors and authorize the work to begin. Work will start sometime in late summer or early fall.

### Garage Gate Stop Signs

Stop signs will be installed on the inside and outside of all of the Manor building garage doors to bring heightened awareness to the need for cars to stay stopped until the garage doors are fully open before leaving or entering the garage.

## Guard Against Water Leaks - Preventive Maintenance Is Most Important

There have been several instances of water leaks within individual units resulting in significant water damage in some cases. The HVAC condensate line blocking up has caused serious water damage. It is imperative that your HVAC system is inspected twice per year and that the condensate lines are cleaned and algae reduction tablets added. Broken refrigerator water lines, leaking hot water tanks, leaking toilet water feed lines, leaking shower bases, as well as leaking bathroom and kitchen water lines have also occurred. **It is highly recommended that you consistently inspect for wet areas in your unit and turn the water off at the main valve if you are going away for any period of time.**

If a leak does occur within your unit and causes damage to your unit as well as to any neighboring units, you are responsible for the repair cost.

Please follow the recommendations for Resident Maintenance Reminders on page 5.

## Electric Grills Only

As stated in the Manor Declaration, charcoal, propane and gas grills are **NOT** permitted anywhere in the community. This prohibition includes the ground level units as well as the parking lots and other common areas. Owners: Please advise your tenants of the grill limitations.

Residents may use electric grills.

## Paint Disposal

Our waste disposal company will NOT take unused paint or empty paint cans. If you use a painting contractor, ensure that the contractor removes all paint cans. If you do the painting yourself, you can take the empty or unused paint cans to Vinings Paint and Supply ([4624 Camp Highland Rd Suite 400](#)), just past the Publix shopping center on the East-West Connector (diagonally across from the RaceTrac gas station). They will dispose of old paint cans for a small fee.

## Recycling

Most everyone does a good job of breaking down boxes and observing what can and cannot be recycled as well as what can be taken by the trash hauler. There are however a few items that need reminders.

1. **NO PIZZA BOXES IN THE RECYCLE BINS - PLACE PIZZA BOXES IN THE TRASH BIN.**
2. The recycling company **will** take cardboard boxes that are broken down and folded. Plastic or other packaging material should be removed from the cardboard boxes and disposed of in the trash bin.
3. **The recycling company will not accept glass, so do not place glass in the recycle bins. Place glass items in the trash bin.**
4. **The trash haulers will not take televisions, appliances, furniture, computers and other such items. Make arrangements to dispose of these items on your own. The association must pay additionally to have these items removed from the property when left by the recycle bins or in the trash room.**

## Leasing

The Manor currently has two open lease permits with no one on the waiting list. The Manor Declaration has strict rules on leasing units. A leasing permit must be obtained from the Association. Contact CMA if you are considering leasing your unit.

Please note that if an owner is currently leasing their unit and the current tenant will not be renewing the lease, a new lease permit **MUST** be issued. That owner will go to the end of the lease waiting list (if there is one) and wait until an open lease permit is issued before a new lease can be executed and subject to a background check and Board approval.

In fairness to all owners, the Board has taken a firm stance and is taking all actions necessary to prevent the Manor community from exceeding the leasing limits.

## Care of the Manor Community

Residents of Manor buildings are experiencing problems with tenants who apparently don't feel that they have any stake in maintaining the neatness, cleanliness and attractiveness of our homes.

This carelessness affects all Manor residents, and damages our reputation as a great place to live. Since these problems occur in public spaces such as the front hall area and garages, they can also affect our home values, putting off possible buyers.

The following are some recent examples of troubling behavior:

- Garbage left in trash rooms on residential floors
- Discarded items left near the garbage bins or recycling containers (often trash that the waste disposal company will not take)
- Tracked-in residue from dog walking (mud, pine straw)
- Broken glass on the garage floor
- Cigarette butts on the sidewalks or garage floors

Olde Ivy owners who lease their units are responsible for the behavior of their tenants. This includes tenants' actions in the public areas in the building where they rent.

We urge you to communicate with your tenants about the Community rules. Please ensure that they are familiar with the Covenants and understand that they must follow them.

We remind you that the Board issues leasing permits; we can and will withdraw renewal permits for tenants who do not follow the Community rules.

## Financial Information

The total cash balance as of April 30, 2017 was \$310,678.

Our year-to-date expenses through April 30, 2017 are \$11,371 above plan. The expense categories that are exceeding budgeted amounts include "Fire Safety Inspections (\$5,474 over plan)" and "Gate Maintenance and Repairs (\$5,108 over plan)". Note that \$81,722 has been transferred to the reserve account thus far this year. This money is to be used for the capital projects planned for 2017.

## Financial Statements

Copies of the Manor financials are available on the website.

## Townhomes

[TownhomesBOD@oldeivy.org](mailto:TownhomesBOD@oldeivy.org)

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*Charlie Ryan (President), Michael Crowe (Treasurer), Beth Jones (Secretary)*

The Townhomes Board is pleased to report that the finances of the Townhomes Association are in good shape with respect to both reserves and current operations. We are thankful that virtually every owner has remained current on monthly payments.

## Community Manager

Our current Townhomes Community Manager is Jane Beasley of Community Management Associates (CMA). Jane is your first point of contact on issues for which either the Townhomes Association or the Neighborhood Association is responsible, including all exterior maintenance needs. You can reach Jane at [TownhomePM@OldeIvy.org](mailto:TownhomePM@OldeIvy.org) or 404-835-9274. The CMA Switchboard for the after hours help is 404-835-9200. Please copy the Townhomes Association Board ([townhomesbod@oldeivy.org](mailto:townhomesbod@oldeivy.org)) on all your requests to the Community Manager so we can track the response to your requests.

## Scheduled Exterior Maintenance: Phase One

Beginning in late April, the Townhome Association commenced Phase One of the exterior wood repair and painting of eleven Townhomes buildings (listed below). The project schedule is based on the year the buildings were constructed. The remainder of the TH buildings will be done in 2018 and 2019. The project will take several months and is being paid for out of reserve funds. Prior to painting, wood repairs and pressure washing are being done. Because some of our buildings are now 17 years old, a lot of rotten wood is being replaced.

Look for emails and/or notes affixed to the left side of your garage door regarding scheduling of work, including weather delays. Shortly before work on your building begins, you will be asked to remove screens so the crews have access to your windows, and to remove items from decks and porches, so they are not accidentally splattered with paint.

During this project, a large dumpster for disposing of rotten wood and miscellaneous trash is parked in guest parking along Ivy Ridge Drive. A portable restroom and a supply of replacement materials are located in the guest parking area along Ivygate Circle. The portable restroom is cleaned each Thursday. The contractor is using a large mechanical lift, which will be parked in guest parking spaces when not in use. Please be patient with these items being on our property and remember that they are temporary!

The contractor doing the construction and paintwork is P3 Painting and Renovations. The project manager is Duane Staton. Duane will be the main contact for owners during the project. His email is: [dstaton@P3-pr.com](mailto:dstaton@P3-pr.com) His cellphone is 770-549-9739.

### Phase One Buildings

BUILDING A (4667- 4673 Ivygate Circle) BUILDING B (4653- 4665 Ivygate Circle)

BUILDING C (4668- 4672 Ivygate Circle) BUILDING D (4654- 4660 Ivygate Circle)

BUILDING E (4676- 4686 Ivygate Circle) BUILDING F (4710- 4720 Ivy Ridge Drive)

BUILDING G (4641- 4649 Ivygate Circle) BUILDING H (4709- 4719 Ivygate Circle)

BUILDING I (4632- 4638 Ivygate Circle) BUILDING N (4635- 4639 Ivygate Circle)

BUILDING P (4736- 4744 Ivy Ridge Drive)

**REMINDER:** If your home has window boxes and your address is included above, please let Duane know ASAP if you DO NOT want them removed. Otherwise, they will be removed. We have only received two requests to keep the window boxes. Thanks!

### Housekeeping Reminder for Townhome Residents

Our rolling trash bins must be stored inside garages, not outside on garage pads. Trash day is Friday, so the bins should be pushed out on Thursday evenings for pickup, then rolled back in on Friday evenings. Your neighbors don't want to see a trash bin sitting out every day!

Thank you for your cooperation.

## **Routine Maintenance**

The Townhome board suggests you do your own thorough inspection of the exterior of your unit at the beginning of each month. Report any issues to our Community Manager at [TownhomePM@OldeIvy.org](mailto:TownhomePM@OldeIvy.org).

Please follow the recommendations in the Townhome Association Maintenance Guide, described below and the plumbing and HVAC system guidelines described in Resident Maintenance Reminders on page 5.

## **Townhome Association Maintenance Guide**

The [Townhome Association Maintenance Guide](#) is an important document that summarizes the maintenance responsibilities of membership in the Townhome Association, as well as offering helpful advice and clarifications on many common maintenance situations.

All Townhome Association owners and residents should become familiar with it.

*The Guide was written specifically for Townhome Association members and the specific policies of the Association, so it does not generally apply to other Olde Ivy Associations. The guide does not replace the language of the Covenants, which remain the final legal authority.*

## **Exterior Modifications**

Please be aware that ANY exterior modification of any kind requires approval of the Townhome Association Board, even if you feel you are not changing the look of the building. The Board must approve materials and appearance, as well as confirm that your vendors are licensed and insured. Recent non-compliant changes brought to the Board's attention include metal house numbers, solar lights in pine straw, metal hangings on front of homes, and non-standard door kick plates and locks. These changes did not receive approval. We ask that homeowners request approval for these changes. If we all voluntarily comply, the Board is not forced to issue warnings and in some cases fines.

Before having a satellite dish installed, you MUST get the permission of the Board regarding placement of this dish. Residents who receive permission to place a satellite TV dish on roofs become responsible for any leaks that occur at the site of that equipment. The same would apply to any approved skylight. Please note that any subsequent owner would also be responsible for the added maintenance.

## **Townhome Insurance Deductible**

The following is a critical notice we include in every newsletter. There is a \$20-thousand deductible on the Townhome community insurance policy that covers the exterior structure of your building. You are responsible for the first \$20K of any claim. Be sure that your own insurance policy covering the contents of your home has a rider, usually called a Loss Assessment, which would pay for that \$20K deductible, subject to your own policy's deductible. That coverage is routinely available at a very reasonable premium, if you ask for it.

List Olde Ivy Townhomes Association, Inc. as an "Additional Interested Party" on your policy. This addition does not cost you anything; rather, it ensures that the Association is copied on changes to your policy and annual renewals.

One important caveat: Neither individual homeowners nor our property management company (CMA) have the legal authority to file an insurance claim on the Association's policy. If you have any insurance issues, please contact the Townhome Board directly. Our board email is [TownhomesBOD@OldeIvy.org](mailto:TownhomesBOD@OldeIvy.org).

## Townhomes Financial Summary

The Townhome Board is happy to report that our budget is nearly as expected for the first quarter. We are slightly over in expenses, mainly because of two issues. There were unexpected legal fees with regard to a delinquent homeowner, which fees have been billed back to the homeowner who came into compliance. That amount will be reflected in the Q2 income. The other issue is secondary to rodent issues, which have required the sealing of some pest entrance points in our townhomes. Even with these overages, we expect to even out over the next few months and be on target by the end of Q2. Our consolidated cash assets now stand at \$871K, an increase of approximately \$25K since the end of Q4 2016. A big thanks goes to all owners who keep current with monthly payments to the association.

## Townhomes Financial Report

Copies of the Townhomes financials are [available](#) on the website.

## Committees

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The committees that do the hands-on work of making Olde Ivy a wonderful place to live welcome new members. To join a committee or learn more about what it does, email the committee, as listed on each committee description. Active committee membership gives you a great chance to learn about and contribute to Olde Ivy.

## Communications

[communications@oldeivy.org](mailto:communications@oldeivy.org)

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*Charlie Ryan (Chair), Kent Howell, Leslie Maddock, Mike Zeck*

The Communications Committee is the publisher of this newsletter. The committee also serves the Olde Ivy community by maintaining the neighborhood website [www.OldeIvy.Org](http://www.OldeIvy.Org) as well as emailing notices directly to owners and renters who have registered with our website.

The committee also maintains the Olde Ivy website. A new version of the website is under construction and will be available some time this summer.

## If you need to get a message out to your neighbors . . .

The Communications Committee is the only Olde Ivy entity authorized by the Neighborhood Board to send electronic communications to all residents and owners. Generally, we try to limit these mass mailings to urgent issues, to avoid contributing to clutter. If an association board or committee needs to get out an email to the community, however, please email [communication@oldeivy.org](mailto:communication@oldeivy.org). We request 48 hours advance notice, but if an emergency email notice is required for matters of great urgency, such as neighborhood safety, please email Charlie Ryan directly at: [charlie.ryan@hotmail.com](mailto:charlie.ryan@hotmail.com) or call him at 404-403-4034.

## Covenants

[covenants@oldeivy.org](mailto:covenants@oldeivy.org)

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*Neighborhood Board, Susan Constantine (Member at Large)*

The Neighborhood Board handles Covenants issues with the Member-At-Large acting as a liaison between residents and the Board. The major areas of complaint are dogs and parking.

Email [covenants@OldeIvy.org](mailto:covenants@OldeIvy.org) with concerns or complaints about issues related to the Covenants. Your email will go to the Covenants Committee and the Neighborhood BOD.

## Dogs

Please be aware of the following:

- **Your dog must be on a leash** at all times when out in the Neighborhood.
- **You must clean up after your dog.** Use one of the many dog waste stations located throughout the Neighborhood.
- You must ensure that your dog does not bark and bother your neighbors.

## Parking Throughout the Neighborhood

Please be aware of the following:

- **A vehicle will be towed if it is parked:**
  - **Along a red-painted fire lane (the vehicle is subject to immediate towing). This is a Fire Department regulation.**
  - **On a grassy area (the vehicle is subject to immediate towing).**
  - **Without a visible current license tag (the vehicle is subject to towing after a 24-hour notice sticker is affixed).**
  - **For an extended period in a non-reserved or guest parking space (the vehicle is subject to towing after a 24-hour notice sticker is affixed).**
- **Vehicle towing can result in expensive fees if the resident who parks a car in an inappropriate space is away for some time.**

Parking in most parts of the Neighborhood is limited, so it's important that residents understand that your vehicle or your visitor's vehicle may be towed if it is in violation of our parking policy.

- Residents must use the parking spaces assigned to their units for their own vehicles. Reserved parking spaces are labeled with the unit number.
- Residents may not park boats, trailers or recreational vehicles such as RVs and motor homes in the Community, except in garages.
- Guest parking is limited, but available in labeled spaces. Residents should not park in these spaces or in unmarked spaces.

For private events at the Clubhouse **after work hours in the evening or on weekends**, hosts should direct their guests to parking outside of the gates, for example, in the commercial spaces along Log Cabin Drive.

## Infrastructure

[infrastructure@oldeivy.org](mailto:infrastructure@oldeivy.org)

*Walt Underwood (Chair), Tom Constantine (Pool), Al Morrison (Sidewalks, Curbs), Eddie Ray (Fitness Center), Jeff Costley (Fitness Center), Michael Burel (Clubhouse), Jim Lyon (Clubhouse), John Bennison (Reserve Committee), Michael Wiggins (NBOD Liaison)*

The Infrastructure Committee forecasts and oversees required maintenance of the Olde Ivy property and facilities available to and shared by all residents. This includes the Clubhouse, fitness center, pool, roads, sidewalks, vehicular gates, area fences, street lamps, water/sewer lines, and nature trail and bridges. (Maintenance of residential buildings and the neighborhood landscaping are outside the scope of the Infrastructure Committee.) Maintenance work includes both scheduled projects, such as repainting neighborhood fences, and unscheduled projects, such as repairing storm damage.

With long-range planning input from the Reserve Committee and financial oversight by the Neighborhood Board of Directors (NBOD), the Infrastructure Committee initiates and implements maintenance projects by determining needs, specifying work orders, evaluating vendor proposals and supervising execution of approved projects.

## Would you like to be an Olde Ivy Resident Advisor?

While we have very dedicated people on our Infrastructure Committee, we know that many residents in our community have additional talents that we need. There are accountants, lawyers, architects, managers, contractors and others with valuable experience and abilities. We would like to develop a panel of residents who would be willing to assist the committee on an ad hoc basis throughout the year when we need your talents. Examples might be reviewing potential maintenance contracts, specifying terms for bids, overseeing projects. This is an opportunity to participate in finding and implementing optimal solutions.

We serve on Olde Ivy committees in order to protect and enhance our valuable property investment. Won't you lend your talents to this cause? To discuss this opportunity further, please contact Walt Underwood at [Infrastructure@OldeIvy.org](mailto:Infrastructure@OldeIvy.org) or speak with any member of the Infrastructure Committee.

## Clubhouse

The committee provides general oversight to ensure sure that the Clubhouse is clean and attractively maintained for our residents and their guests. Michael Burel and Jim Lyon facilitate the rentals for our clubhouse and provide oversight of clubhouse maintenance.

Clubhouse rules have been updated to include the following additions:

- No smoking is allowed in or around Clubhouse property.
- Permanent gate codes must not be used for parties. Request a temporary code for the day of your event. This can be done as part of your rental agreement or by contacting the management company.
- No parking or unloading from the fire lane in front of clubhouse.
- No sliding or rolling heavy items up or down the front steps. Instead, use the ramp on the side for transporting heavy items in and out of the clubhouse.

The Olde Ivy Clubhouse has been completely renovated and updated with new furniture, décor and appliances. It is truly a treasure in our community! I'm sure that you all join me in wanting to maintain this treasure and keep it in the best shape possible. Please remember that the Clubhouse is not a rental hall, and treat it as you would your own home. If your event requires furniture to be moved, this is probably not the place for you. Moving furniture creates scratches in the new flooring. You will be charged for scratches.



## Reserving the Clubhouse

Send rental requests or questions to [ClubhouseReservations@OldeIvy.org](mailto:ClubhouseReservations@OldeIvy.org). The fees include a non-refundable usage fee of \$150 and a \$250 damage/cleaning fee that is refundable if there are no damages or extra cleaning required.

Once your request has been received, the Clubhouse Chair will contact you with further information on dropping off checks and signed agreement, as well as how to get the key for your event.

Popular times are sometimes reserved far in advance so make your plans early.

## Clubhouse Rules

Here are a few hints to keep in mind when considering your type of event and whether or not the Clubhouse is appropriate for your event:

- You, the event host, must be in attendance throughout the event.
- The maximum number of guests is **75**.
- Residents are not permitted to bring in dance floors.
- You must use table pads (located in the kitchen) on the new dining room table, and provide your own table linens.
- No smoking in the Clubhouse or on the decks.
- No open flames are allowed. (Use electronic candles, instead.)
- No tape is allowed on painted surfaces.
- You must remove any stains on the carpets before your security deposit is refunded. Emergency cleaning supplies are located under the kitchen sink and include a bucket, Resolve carpet cleaner, Mr. Clean magic erasers, sponges, and other supplies.
- The new refrigerator is not capable of cooling large quantities of un-cooled beverages. To ensure that your beverages are chilled, either bring cold beverages or put them in coolers with ice before your event.
- You must remove **all** trash after your event. Place it in the large trash bins outside of the fitness center doors.

A checklist is posted in the kitchen for your convenience.

## Clubhouse Parking

There is very limited guest parking on the Olde Ivy grounds. Guests of any Clubhouse event may **not** park in reserved spaces or in fire lanes such as those alongside the clubhouse. Ask your guests to park outside the Olde Ivy gates, in the commercial parking lots along Log Cabin Drive **after business hours**.

Do not give your personal entry code to your guests. To arrange for a special one-day access code for the entry gate at the Clubhouse, email [ClubhouseReservations@OldeIvy.Org](mailto:ClubhouseReservations@OldeIvy.Org).

## Fitness Center

The committee provides oversight and planning for our exercise facilities. They ensure proper maintenance of our equipment and recommend replacement of equipment when necessary. Eddie Ray and Jeff Costley provide oversight and planning for our exercise facilities. You can reach them at [FitnessCenter@OldeIvy.org](mailto:FitnessCenter@OldeIvy.org).

In the coming months, we hope to implement the following changes: Replace the carpet with an industrial rubber flooring, install new flat screen TVs , update the art work, add a new spin bike, repair or replace the weight bench, install shelving for storage of equipment, and update paint in the entry/hallway, locker rooms and workout area.

Carpet removal and new floor installation will require closing the fitness center for two to three days. Painting will require an additional day. We will notify you advance of the closure, and post signs on the fitness center door. We apologize for any inconvenience these improvements may incur and will keep the closure as brief as possible.

A few reminders when using the fitness center:

1. Please turn off the lights and fans when leaving the fitness center.
2. Please wipe down equipment after use with the disinfectant and paper towels provided.
3. Please rack the free weights after use. Leaving them on the floor could cause injury to others.
4. Please return the remotes to the basket.
5. No person under 16 years of age is allowed in the fitness center.

Thank you for your cooperation.

## **Pool and Deck Area**

Our pool and deck area opened on May 1. We have engaged a new vendor for pool maintenance this year and so far the pool and decks are looking great. In addition to the regular maintenance required to clean and open the pool, the drainage valves were replaced.

### **Reminder about Pool Rules**

So that everyone can fully enjoy this wonderful amenity, please observe all the posted pool rules. No glass or other breakables are allowed in the pool area.

1. No breakables in the pool or deck area.
2. No smoking in pool or deck area.
3. No cooking devices of any kind in pool or deck area.
4. No pets allowed except for service animals.
5. No diving, running or dangerous behavior allowed in pool or deck area.

Please help keep the pool deck looking clean and in top-notch condition by observing the following guidelines:

1. Do not drag tables and chairs across the deck surface. Pick up the chairs and chaises to reposition them on the deck.
2. Please dispose of chewing gum (and any other trash) in the trash containers that are located conveniently around the pool deck.
3. If you spill beverages on the pool deck, please flush the area with clean water to avoid staining the deck surface.
4. If you use a table to enjoy a beverage or meal, please take a moment to clean the table so that other residents will find it in a clean condition.
5. Please lower the umbrellas when you leave the table. This helps us avoid damage to the umbrellas. Sudden storms and accompanying winds can even tip over tables when the umbrellas are left open.

Tom Constantine is our primary coordinator of pool and deck oversight. You can reach Tom at [Pool@OldeIvy.org](mailto:Pool@OldeIvy.org) if you have suggestions for improving our pool and deck operations or have a problem to report.

## Streetlights

Our streetlights are an important part of keeping our community a safer place to live. The best way to get a street light repaired is to visit our Olde Ivy website and report the street light's location and make a note of the problem. (For example, not lighting after dark, bulb blinking or remaining lit during daylight hours).

You can [report an outage or problem to Georgia Power](#). Georgia Power has been very responsive to requests for street light servicing and they generally will have the repair made within two or three business days.

You are encouraged to report malfunctioning lights yourself, but in the event that you need assistance, please email [Infrastructure@OldeIvy.org](mailto:Infrastructure@OldeIvy.org) and we will notify Georgia Power.



## Sidewalks and Curbs

Al Morrison has been overseeing the documentation of sidewalk and curb problems. The committee is working with various contractors to obtain properly specified bids for repair of sidewalk and curb problems. The Board has approved a contract to make repairs to stamped concrete walkways and curbs throughout the community. We expect to begin repairs by the end of June.

While every attempt will be made to use a matching stamp for the design, and the same tint for the concrete color, it will take time for the concrete to cure and fade and to have an appearance similar to the existing concrete.

## Fire Hydrants

Fire hydrant inspections throughout Olde Ivy were inspected and tested in May. The Infrastructure Committee ensures that the hydrants are inspected yearly and tested every three years.

## Entry and Exit Gates

We have unfortunately experienced several damage incidents at our vehicular gates this year. Just as we repaired the Beech Haven entry gate, it was again damaged. This second repair may entail removing the gates for up to two weeks. We will let you know when that will occur.

We are adding signs to the Beech Haven gate area to indicate that trucks may not use the Beech Haven gates. In addition, new signs disclaim Olde Ivy responsibility for damage to vehicles caused by gates.

We need everyone's help to minimize the costs of keeping our gates functioning. This is how YOU can help:

- Use your gate operator each and every time you pass through the gates, even when gates are open. **The Beech Haven Trail entry gate is timed to only allow one car entry at a time.**
- **Trucks and vehicles with trailers are not permitted entry or exit at the Beech Haven Trail gate.** (The gate delay time is not long enough to allow a truck or trailer to pass through safely.) They must use the Log Cabin gates.
- If you are expecting a large delivery truck, make sure that the driver is instructed to **use the Log Cabin gates** and to stop at the keypad to call you in order to get entry through the gates.
- If you are expecting guests, tell them to stop at the keypad and call you to gain entrance through the gates.
- If you are having difficulties with the keypad entry system, email [Gates@OldeIvy.org](mailto:Gates@OldeIvy.org) as soon as possible to describe the problem.

- Be alert! If you witness a vehicular collision with the gates, take note of the license plate number, make and model of the vehicle, if possible. To report the collision and the time it occurred, email [Gates@OldeIvy.org](mailto:Gates@OldeIvy.org).

Please report any gate malfunction to [Gates@OldeIvy.org](mailto:Gates@OldeIvy.org).

## Our Community, Our Investment

**Many thanks** to all of you who keep an eye out for the community and who help in your own way to keep Olde Ivy such a desirable place in which to live. This is our home and a significant investment for most of us. It takes many hands to keep the community going strong and looking good!

You can all continue to help our committee by being alert to conditions within our community that may require maintenance. If you notice something, please contact us at [Infrastructure@OldeIvy.org](mailto:Infrastructure@OldeIvy.org)

## Landscape

[landscape@oldeivy.org](mailto:landscape@oldeivy.org)

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*Eric Brannen and Nancy Howell (Co-Chairs), Gay Watson, Pat Stuart and Leslie Maddock (Manor), Nancy Howell (English Ivy Court Townhomes and the Condos), Karen Underwood (Courtyard Townhomes), Eric Brannen (Ivygate Circle Townhomes)*

As of January 1, the Atlanta Landscape Group is our new Neighborhood landscape contractor. We have been very pleased with the results so far.

## Seasonal Color Beds

The Landscape Committee has been enjoying working with Atlanta Landscape Company on their first Spring Seasonal Color installation. The committee went to the nursery to select colors and plants, and then designed the layout of our 18 flowerbeds. ALG did an excellent job of picking quality plants and installing them.

Plantings feature dragon-wing begonias, red and gold lantana, different colors of angelonia, red fountain grass, canna lilies and three different types of elephant ear lilies.

## Tree and Shrub Pruning

A major project included hard pruning of all shrubs and trees over 12 feet. While these plants may look a little stark right now, their future growth will be more shapely and controlled.

## Dog Stations

We have also completed our project to replace all of the dog stations on the property. With their increased capacity and durability, these stations have already had our pet owners express their appreciation. We want to thank you in advance for always using these stations and preserving the beauty of our property.

Waste stations are emptied weekly. To avoid damaging the station and leaving the station prematurely empty, please be careful to pull out one bag at a time rather than a handful.

To avoid damage to flower beds, shrubs and grassy areas, we ask all of our pet owners to properly curb their animals in designated areas, guiding them to the pine straw and bagging the solid waste. We have multiple straw areas where you can direct your dogs, but **THE GRASS AND FLOWER BEDS ARE OFF LIMITS**. Have you noticed areas where the grass is damaged or flowers look burned? These unsightly areas result from dogs being allowed to “go” where they shouldn’t (even if there is no sign).

## Irrigation

Work on our irrigation system is an ongoing project. Although it was completely revamped last year, the system will always require maintenance and repair.

## Retention Ponds

The retention ponds were cleaned of overgrowth and debris, as required by Cobb County. These “ponds” are set-aside areas for drainage collection.

## Landscape Improvements on Hold

We have to announce that the Neighborhood Board has decided to postpone any landscape improvements for this year. The Board wants to complete a Master Plan for the entire property before investing in additional landscaping for individual homes.

We wish you a wonderful summer.

[Social@OldeIvy.org](mailto:Social@OldeIvy.org)

## Social

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*Debbie Naylor (Chair), Joy Fitzgerald, Gay Gunter, Leslie Maddock, Kandy MacCarthy, Pat Walsh, Gay Watson, Pamela Weathers, Louise Wiggins*

Greetings from the Olde Ivy Social Committee!

## Neighborhood Garage Sale

Fellow neighbors: Are your closets looking a little overstuffed? Is your garage closing in around your car with items you know you should get rid of? Do you have a junk room? If you have answered yes to any of these questions, why not participate in a Neighborhood garage or yard sale? Townhome residents could use their individual garage areas and Manor residents could join to have a street sale at the end of the street. It has been done in the past with success.

In order to judge interest, we need to know how many are interested. **Please email [CarrieRicks@hotmail.com](mailto:CarrieRicks@hotmail.com) or [wallisray11@gmail.com](mailto:wallisray11@gmail.com) by July 1.** Once we know who might be interested, we will come up with a date and send out formal communication to the neighborhood.

## Welcome Baskets

So far this year the Social Committee has made and delivered 14 Welcome Baskets to new homeowners in the community. If you bought a unit this year and did not receive a Welcome Basket, please let Debbie Naylor know ([dhnaylor@gmail.com](mailto:dhnaylor@gmail.com)).

## Parties

April 1: Social Committee hosted a Final Four party at the clubhouse. Everyone had a great time as we cheered for our favorite teams.

May 20: Neighborhood Pool Party – Weather didn't stop Olde Ivy Residents from having a great time – we just brought the event inside the beautiful clubhouse. BBQ chicken and pork was catered and residents brought delicious side dishes and desserts. It was a great turnout!

September: We will have an end of the season Pool Pizza Party – date TBD

November: The Social Committee will provide refreshments for all four Annual HOA Meetings – dates TBD.

December: Our annual Holiday Party will take place in the clubhouse. We will also have a Holiday Decorating party (with pizza!). We'll provide more details in the fall.

If you like to have fun and meet new people, please consider joining the Social Committee. All residents—owners and renters alike—are invited to all events. If you can commit to helping with events, please email

[Social@OldeIvy.org](mailto:Social@OldeIvy.org).

