

# FAREHAM SQUARE CONDOMINIUM ASSOCIATION

## SEPTEMBER 8, 2020 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:06 pm on the conference call.
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Dorward, Yetter, Falkenberry, Phil Colettis, (Ameri-Tech), sitting in for Jenny Kidd..
3. APPROVAL OF August 11, 2020 MEETING MINUTES: Minutes from the August 11, 2020 board meeting were reviewed and approved. Director Yetter moved and Director Dorward seconded. Approved unanimously. Director Falkenberry will post the approved minutes on the bulletin board.
3. MANAGER'S REPORT: Jenny Kidd's report was read by Phil as follows:
  - Financials: A complete financial report will be sent later this week.
  - Collections: There are no outstanding balances.
  - Sales/Leases: An application was received for sale of Unit 6. After review and discussion, the Board approved the application. Director Dorward moved, Director Yetter seconded, all in favor, with the agreement and understanding that a one-time exception to our R and R regarding occupancy was made and that the unit will be part of a family trust.
  - Correspondence: None
  - Bids/Proposals:
    - \*\*Attached was a quote from NaturZone for dry wood termite treatment. They are our current pest control company for all NON TERMITE issues. This quote was requested by Jenny for comparison purposes, in response to the doubling of the cost of Terminix annual contract. NaturZone offers tenting as an additional cost. Terminix does not. So the board did not accept the new quote from NaturZone.
    - \*\*Attached was also a quote from CUT RITE for four (4) possible jobs to be completed on property.
  - Maintenance Requests:
    - \*\*Jenny has contacted a plumber to discuss water metering and possible leaks. At his request, Jenny obtained an "AS BUILD" drawing from the City. A copy was attached for the Board to review.
    - \*\*Simpsons Pool has completed the bucket test and found no leaks in the pool.
    - \*\*Piper Fire has been scheduled for fire extinguisher replacement and repairs.
    - \*\*Jenny contacted Terminix for treatment of Units 6/7/4/18.
    - \*\*Jenny contacted Home Love Construction about gutter issues. They will advise when they can come out to property.
    - \*\*The spa jets have been repaired. We don't know about the need for a new filter.
    - \*\*Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: repairing a leak on second floor balcony storage closet in Unit 14; removal of construction insulation panel from Unit 12 roof; repair of sprinkler head near Unit 18; power washing court yard; photographing stucco issues; painting over graffiti on exterior courtyard wall; application of organic weed killer.
  - Violations: None
  - Other issues:
    - \*\*\*Draft 2021 budget attached. Budget meeting is scheduled for September 16 with the budget committee (Directors Shannon and Yetter) and Jenny. Some issues to be considered are: raising the monthly fees, special assessments, paying back our current loan, figuring cost of new water fees imposed by the city; adjusting costs for increase in condo insurance and increasing reserve accounts.
5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT. There are no outstanding accounts.

## 6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT. The Board added a new item for his work list: replacing dead foliage with bricks at entrance to the new gate by the pool equipment area.
- Cracks in stucco at Units 6/7: SEE MANAGERS REPORT. This situation has not been repaired yet. Jenny will contact Lowe's for a repair estimate. Al has walked the property and taken pictures of other places that need attention.
- Spa repairs: SEE MANAGERS REPORT. The spa jets have been fixed.
- Fire extinguishers: SEE MANAGERS REPORT.
- Pool leaks/report: SEE MANAGERS REPORT. With no leaks found by our pool service, we still need to find the source of the high water bills. Directors Dorward and Shannon are working on it. Director Dorward has requested a copy of water bills from Jenny.
- Lawn chair repairs: The ripped chairs have been picked up. There were more chairs than anticipated.

## 7. NEW BUSINESS

- Four work projects from CUT RITE: After reviewing the budget, a decision was made to wait on any of these projects.
- 2020 budget planning process: A 2021 proposed budget with talking points was discussed. A meeting on Wednesday, September 16 of the budget committee will deal with the issues such as: water/sewer bills; insurance costs increases; continuing to build the roof reserve; unanticipated repairs needed on buildings; possible schedule for painting; lawn work needed; tenting possibility; raising HOA fees; special assessments.
- Pool Leaks/corrective actions/evaluation of leaks/bucket test: SEE MANAGERS REPORT. After discussion about finding NO LEAKS in the pool, Director Dorward suggested that we install a SMART VALVE on the pool inflow pipes to monitor water usage. Director Dorward needs to meet with the plumber and the pool people before he can submit a proposal on the valve. These meetings have to be coordinated with Jenny. Estimated costs are about \$500. Director Dorward also needs to see past and continuing water bills to gage our water usage/costs each month. Jenny will provide these.
- Gutter overflows and continuing issues/new inspection: SEE MANAGERS REPORT.
- Sale of Unit 6: The contract for sale of Unit 6 was approved. Director Dorward moved and Director Yetter seconded the approval with the agreement and understanding of a one-time exemption given regarding the occupancy and that the unit will be in a family trust. All in favor, it passed unanimously.
- Building repairs/2021 budget impacts: There are several issues that need to be addressed with inspections and decisions will be forthcoming. We have one year left on our buildings' painting job, based on the Florida "estimated" 8 years of expected longevity. Jenny has asked LOWE'S to come out for an estimate on painting and cosmetic repairs. We have a painting reserve fund.
- Roof potential replacements/schedule/Unit 2: With Unit 2 experiencing roof leaks, we need to continue building our roof replacement reserve fund in the 2021 budget.
- Termites/number of units/contract with Terminix: We know that Units 7/6/4/18 have had recent termite treatments. At this point, even though Terminix has doubled the annual contract costs, we need to keep that contract valid, since they offer tenting as part of the annual fee. If we have at least 50% of the units with activity, we will have to consider tenting.

## 8. COMMITTEE REPORTS

- Grounds: Director Falkenberry went over issues/needs we might be facing with the grounds. There are some 2021 budget implications for the projects we have asked CUT RITE to give us quotes on. At this point, due to budget constraints, we are not moving forward with any new jobs. There are some concerns about the health of some of the trees along the sidewalk and continuing complaints about the silver thorns in the planters. She has asked CUT RITE to do a sprinkler inspection.
9. DIRECTORS' COMMENTS: Director Falkenberry advised that Unit 3 owner Allan Brockway is currently in the hospital but hopes to go back to Westminster Shores soon. Director Falkenberry also noted that some unit owners are leaving garbage on their porches/patios that might attract rodents. This needs to be addressed.
  10. OWNERS' COMMENTS: None
  11. NEXT MEETING DATE: October 13 will be our next scheduled meeting date by conference call.
  12. ANNUAL AND BUDGET MEETING: December 12. Time and place to be announced
  13. ADJOURNMENT: Meeting adjourned at 3:38 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: \_\_\_\_\_ DATE: