

**FAREHAM SQUARE CONDOMINIUM ASSOCIATION, INC.**  
**301 2ND STREET NORTH; ST. PETERSBURG, FL 33701**  
**BOARD OF DIRECTORS' MEETING MINUTES for OCTOBER 9, 2018**  
Available at <[www.farehamsquareassoc.com](http://www.farehamsquareassoc.com)>

1. **CALL TO ORDER:** The meeting was called to order by Board President Shannon at 1:55 p.m. in Unit 7, 301 2<sup>nd</sup> Street N., St. Petersburg, FL 33701.
2. **ESTABLISH A QUORUM:** A quorum was established with Directors Shannon, Dorward and Yetter present. Additional attendees: Jenny Schoenfeld (Ameri-Tech).
3. **APPROVAL OF SEPTEMBER 11, 2018 MEETING MINUTES:** Director Shannon moved to accept; Director Dorward seconded approval of the September 11 Board of Directors meeting minutes as submitted. No discussion and the motion passed unanimously. Minutes were posted at conclusion of today's meeting.

4. **MANAGER'S REPORT:**

The first notice of **annual meeting** on December 11 was mailed on Monday, October 8<sup>th</sup>. This included the letter to remind unit owners of procedures during their extended periods away from their units.

Letter to **Terminex**, indicating change in contractual services from full service to only-termite service, has been sent. Natur-Zone, which will now provide other services, was signed and proposal sent. Change-over to happen on November 1<sup>st</sup>.

Letter was sent to **neighbor at 128 Fareham Place** – on west side of Building A – requesting he address dripping AC drain lines which were overflowing onto our walkway between the buildings.

Fire extinguishers were inspected by **Pye Barker Fire Safety**. Five of seven extinguishers needed to be replaced; remaining two were recharged.

**Reasonable & Reliable (R&R)** Lawn and Landscape Service provided an official maintenance contract. Some of the services listed have not been provided consistently in the past; Jenny Schoenfeld will follow-up with R&R about these services.

Dave at R&R will continue to perform landscaping work; work on our street and courtyard trees will be scheduled after we get a proposal for work from arborist with **O'Neil's Tree Service** who will inspect the grounds on 10/16/18 with Jenny.

All roofing permits have been ordered from the **City of St. Petersburg**.

The property appraisal has been updated as it is required to be every 36 months.

Jenny is waiting to hear from **All Lines Insurance Group** to set appointment to discuss Fareham's insurance coverage, which will be based on new property appraisal.

5. **OLD BUSINESS:**

Related to **Unit 17's water damage:** **Servpro** has provided to Unit owner a plan for interior repairs necessary after water damage from faulty roofing hatch replacement.

**Servpro** did air quality testing in the unit and based on results from aforementioned water damage, extensive repairs will need to be made to the Unit's interior.

**Think Utility Services** submitted a proposal for costs associated with installation of 19 individual-unit water meters: \$366/meter or \$6,954 for one-time installations. This total, in addition to the monthly \$10/meter (\$190) administrative cost would be paid from our annual budget, as will costs

associated with water used for Fareham-wide needs. Individual owners would be billed for their personal water usage.

This new procedure is being considered because the City of St. Petersburg will be increasing the annual cost of water usage for commercial/condo properties by 10% over the next five years. By Unit owners managing their own water usage, water bills would be more effectively and efficiently managed. This would enable Fareham to better manage the monthly HOA fee in the future.

This vendor was selected because of satisfactory services provided to other condo complexes served by Ameri-Tech Management. Jenny will request that Think Utility provide Fareham with pre- and post-water usage cost comparisons from other condo properties they manage for further Board consideration.

**Lock on door to pool equipment area** will be repaired by Arthur, our maintenance person.

**Adjustment to Terminex's 2019 contract** has been made and is ready for review at annual meeting of proposed **2019 annual budget**.

**6. NEW BUSINESS:**

**Arborist** will be on premises on October 16 to meet with Jenny to inspect trees and provide a plan for service. (See Manager's Report above, **O'Neil's Tree Service**.)

**7. COMMITTEE REPORTS:**

NONE

**8. DIRECTORS' COMMENTS:**

NONE

**9. OWNERS' COMMENTS:**

NONE

**10. NEXT MEETING DATE:**

Next Board Meeting will be held on November 20, 2018 in Unit 16.

**11. ADJOURNMENT:**

Call to adjourn the meeting made by Director Dorward, seconded by Director Yetter. Meeting was adjourned at 2:40 p.m.

Posted: November 20, 2018