

FAREHAM SQUARE CONDOMINIUM ASSOCIATION, INC.
301 2ND STREET NORTH; ST. PETERSBURG, FL 33701
BOARD OF DIRECTORS MEETING MINUTES

September 11, 2018

1. **CALL TO ORDER:** The meeting was called to order by Board President Shannon at 2:05 p.m. in Unit 16, 301 2nd Street North, St. Petersburg, Florida 33701.
2. **ESTABLISH A QUORUM:** A quorum was established with Directors Falkenberry and Yetter present; Director Dorward was traveling out of town. Additional attendees were: Jenny Schoenfeld (AmeriTech), Dick Morris (Think Utility Services), and ?? (AmeriTech). Ameri-Tech is correct
3. **APPROVAL OF JUNE 12, MEETING MINUTES:** Director Shannon moved, and Director Yetter seconded, approval of the June 12 Board of Directors meeting as submitted. There was no discussion and the motion passed unanimously.
4. **MANAGER'S REPORT:**

Financials reviewed with no outstanding or unusual issues.

Noted that our condo Wind Mitigation report is out of date.

Allan Brockway's (Unit 3) request for window replacements was approved by email with board members during the summer.

Discussion about changing our pest control company/contract. After discussion, the contract with Natur-Zone was approved unanimously. Motion by Director Shannon, seconded by Director Yetter. This reduces the costs and frequency of visits to our complex and will change the current contract with Terminix from full service to only termite service.

Continuing discussion about repairs to Unit 17 regarding the roofing hatch. Director Shannon and Jenny withwill both follow up with various contacts.

DumtpsterDumpster handle has been repaired.

Irrigation to one white pot in the patio has not been repaired. Director Shannon will attempt to fix it.

The fence between apartments and our walkway on the east side wall near the dumpster has been repaired for the time being. Property manager for apartments indicates if we want the fence replaced we would need to help pay for it.

Maintenance worker, Arthur, pressure washed walkway pavers from 2nd Street gate to ~~some of the sidewalks in the patio~~ edge of pool deck to clean up mold/mildew.

Tree outside mail box door was fixed by R and R.

Director Yetter asked that a note be sent to the owners of the new condo duplex next to Unit 7. Drainage and dripping from their AC is pooling water and creating hazard on our property; also, falling fronds from their 4th floor palm is being left in our walkway.

A notice was sent out to condo owners/renters about pets in the courtyard.

Draft 2019 budget was distributed for review. NOTE: Due to the passing of Director Furtek, Bill Blews served on the finance committee. Thank you, Bill, for your help.

ANNUAL BUDGET Meeting scheduled for Tuesday December 11. Jenny will be sending out appropriate announcement. To be held in the courtyard

5. OLD BUSINESS:

- a. Unit 17 skylight repairs/replacement. Discussed under MANAGERS REPORT
- b. Unit 17 interior repairs update. Discussed under MANAGERS REPORT
- c. Roof strapping. Jenny has provided several responses about this from various roofing experts as the board considers roof replacement. The wind mitigation report for the current roof is out of date. The board reviewed our roof reserve amounts. Jenny has asked the city for permits from our current roof replacement in 2010 to see if any strapping was done. This is a major issue the board will need to deal with. It affects the safety of our units and the cost of our individual insurance policies.
- d. Installation of individual unit water meters. The board watched a PowerPoint presentation by Dick Morris, from THINK Utility Services. This change is being considered for several reasons: In an effort to encourage water conservation; as well as to reduce our water/sewer bills which increase every year, and in an effort to not increase our monthly condo fees to keep pace with city utility charges. Board did not make a decision since more numbers need to be examined. The company that would install and monitor the individual units needs a month's advance notice to begin the process after a contract is signed..

6. NEW BUSINESS:

- a. Pressure washing pavers along sidewalks and courtyard. This is being done the day of our meeting.
- b. Pest control contract. Discussed under MANAGERS REPORT
- c. Tree wire repairs Unit 18 and 19. Jenny has asked R and R to do this and check others.
- d. Weeding around property. Arthur will be doing this next week.
- e. Interior courtyard fire extinguishers need to be inspected and repaired or replaced. Jenny will follow through on this.
- f. Fence repair on back walkway. Discussed under MANAGERS REPORT
- g. Landscaping duties for R and R. Jenny will ask them for a written contract for 2019 so we can understand their duties.
- h. Pool equipment area and door lock repair. Jenny and Director Shannon will follow up on this. There are items housed within the fenced area that can be thrown away and it is possible we will need a new shed.
- i. Status of Units 14 and 15. Both are currently vacant. No sales to report on Unit 14. No decision on Unit 15 about sales.

This led to a discussion about units vacant for long periods of time. Jenny has all the emergency phone numbers. Director Shannon has keys to all units. It was stressed that any unit owners being away for extended periods of time (more than a week) should notify someone on the board. Jenny will send out a reminder about turning off water when owners are away and being sure that all fire alarms

are working as basic safety measures. Jenny will send out an official notice in case of impending hurricanes to our area with instructions on what owners need to know.

- j. 2019 budget was reviewed. Changes need to be made due to the new contract with Natur Zone to reduce some costs. Board is also awaiting the quotes from our condo insurance, which is likely to rise but is unpredictable.

7. COMMITTEE REPORTS:

- a. Grounds committee. Director Falkenberry brought up several issues that need to be addressed in the near future. Tree in front of unit 8, street side, needs trimming. The canopy along east fencing above the plants in the courtyard can be removed. We need to get a proposal from R and R about replanting the bottom of the lattice work at the end of the sidewalk. The trees along the west side of the condo, near unit 19, need some attention. The tree overhanging the pool equipment area outside of unit 7's planter needs to be trimmed. Jenny is going to check to see who controls the trees and how we can make the area look better.

8. DIRECTORS COMMENTS: NONE

9. OWNERS COMMENTS: NONE

10. NEXT MEETING: The next Meeting of the Board will be held on October 9 in Unit 7. Director Falkenberry will be traveling so Director Yetter will take minutes.

11. ADJOURNMENT: Director Shannon moved, and Director Falkenberry seconded, adjournment. The motion passed unanimously, and the meeting was adjourned at 4:05 pm

Posted ?? by Director Falkenberry, Secretary.