

# FAREHAM SQUARE CONDOMINIUM ASSOCIATION

## AUGUST 11, 2020 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:02 pm on the conference call.
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Dorward, Yetter, Falkenberry, Jenny Kidd (Ameri-tech). Also on the call was Tamaria Freeman, Ameri-Tech.
3. APPROVAL OF July14, 2020 MEETING MINUTES: Minutes from the July 14, 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 reported on the following:
  - Financials: A complete financial report was sent yesterday. There is still an issue with high water bills and monthly costs. Directors Dorward and Shannon will look at possible reasons for this. This is a budget issue for 2021.
  - Collections: There are no outstanding balances.
  - Sales/Leases: An incomplete application came in for sale of Unit 6. No application fees were paid. No background checks have been made. Jenny sent the owner and the real estate agent the current and new Rules and Regulations for the association.
  - Correspondence: Unit 14 owner McNeel reported some issues including outside closet damage (her responsibility); flashing detached (Jenny will ask Al to fix this); and trees close to the unit (Cut Rite will be trimming on next visit). Jenny will respond to owner with this information.
  - Bids/Proposals: None.
  - Maintenance Requests:
    - \*\*Jenny met this morning with a plumber to discuss water issues. One option is to add a water meter to the pool. Cost is estimated at about \$500.
    - \*\*Simpsons Pool is also investigating. Bruce has Al's number so they can meet at the condo. Bruce has suggested a BUCKET test to see if the leaks are coming from the pool.
    - \*\*Jenny contacted Terminix for treatment of Unit 6.
    - \*\*The engineering report has been received and paid. There is no structural damage to the area between Units 6 and 7.
    - \*\*Bruce at Simpsons's Pool also notified us that the spa needs a new separation tank, for about \$625.00. He also says that the spa may soon need a new filter and this is in addition to the separation tank. The Board gave approval to have the new separation tank installed.
    - \*\*Jenny contacted Piper Fire to inspect and repair the fire extinguishers.
    - \*\*Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: repairing and reattaching front post supporting the awning over the mail box shed; scrubbed and attempted to clean the awning without much success; leveled few bricks in front of Unit 16/15 and under the big tree; cleaned a brick in front of Unit 8; weeded areas around courtyard and pool; cleaned up broken glass at the dumpster. His new list includes: fixing flashing at unit 14; walking the property and taking photos of possible damages/mildew/paint/etc. Al also fixed the sprinkler head at Unit 18.
  - Violations: None
  - Other issues:

The documents of the revised R and R condo docs have been filed and we have copies from Attorney Zacur. Jenny will send out a note to all unit owners with this new information. These will be in effect for any new unit purchases.

Draft 2021 budget was sent out with financials with some unusual calculations that Jenny will check. The budget committee (Directors Shannon and Yetter) will meet with Jenny on Wednesday, August 19.

## 5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT.

## 6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT.
- Approved Amendments update: SEE MANAGERS REPORT.
- Cracks in stucco at Units 6/7: SEE MANAGERS REPORT. Several other issues in the buildings have been noticed. We are asking Al to walk the property and take pictures of any places that need attention.
- Spa repairs: SEE MANAGERS REPORT. The Board authorized the purchase of the new separation tank.
- Fire extinguishers: SEE MANAGERS REPORT. The Board authorized the overdue inspection and repairs.

## 7. NEW BUSINESS

- CUT RITE First Visit: Director Falkenberry sent a long list of items that need to be addressed to the owner. This past Wednesday, there was a meeting with Nick on property to go over the list
- CUT RITE Work Projects/walk through: Issues were noted, CUT RITE was here for 4 hours. Wednesday mornings are the most likely regular time of services.
- 2020 budget planning process: Jenny sent a proposed budget with talking points about why any increase is needed or decrease is possible. There are some unusual numbers that need to be reexamined. A meeting on Wednesday, August 19 of the budget committee will deal with the issues such as: our water/sewer bills; insurance costs increases; continuing to build the roof reserve; repairs needed on buildings; possible schedule for painting.
- Preparation for Hurricane Season/Updated letter: Letter sent by Jenny to all unit owners. Owners are responsible for clearing all their decks of all furniture, grills, plants, etc. Owners who are not here in the summer must arrange to have their units cleared by a surrogate at least 24 hours before predicted hurricane touchdown.
- Gutter overflows and continuing issues/new inspection: There are issues with several gutters overflowing and with plants growing in them. The last inspection apparently did not find all the problems. Jenny will get a new company for complete inspection again.
- Possible Sale of Unit 6/questions: The incomplete application came in, without all necessary information and without the application fee. There is a question about the number of people occupying the unit. Jenny will ask our attorney Zacur for an opinion which will be shared with the owner and the buyers.
- Building repairs/2021 budget impacts: There are several issues that need to be addressed. Al will help us evaluate where the problems are.
- Pool chairs needing repairs: There are 3 chaise lounge chairs that need repair. Jenny will call the company we have used before to come and pick them up for repairs.

## 8. COMMITTEE REPORTS

- Grounds: Director Falkenberry anticipates a good working relationship with CUT RITE. Nick is our contact person. Wednesday mornings are the anticipated times to be on property. There are some 2021 budget implications for the projects we asked CUT RITE to give us quotes on: replacing the dead

hibiscus tree at gate; planting caladium leaves along the walkway; and replacing ground cover in front of Unit 16/17.

9. DIRECTORS' COMMENTS: Director Falkenberry advised that Unit 3 owner Allan Brockway now living at Westminster Shores. He and his sons will determine the future of his unit.
10. OWNERS' COMMENTS: None
11. NEXT MEETING DATE: September 8 will be our next scheduled meeting date by conference call.
12. ADJOURNMENT: Meeting adjourned at 3:18 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

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