

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

JULY 14, 2020 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:01 pm on the conference call.
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Dorward, Yetter, Falkenberry, Jenny Kidd (Amer-tech). No others on the call.
3. APPROVAL OF June 9, 2020 MEETING MINUTES: Minutes from the June 9, 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. We noted there was an overage of about \$1000 on our water/sewer bill for last month. Jenny will send our recent water bills to Director Dorward for him to analyze if we are using more water or just seeing increased costs for water. This is a budget issue for 2021.
 - Collections: Unit 2 and Unit 11 have outstanding balances. Jenny will contact owners to remind them.
 - Sales/Leases: None.
 - Correspondence: Jenny sent an e-mail to all owners about the pool reopening. Director Yetter composed a more detailed letter about the reopening, and it has been given to all residents/owners and posted on the Bulletin Board. Jenny also sent out a note to the unit owners/residents about hurricane preparedness.
 - Bids/Proposals: None.
 - Maintenance Requests:

Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: checking on covers for the fire extinguishers; power washing the pool deck and walkways; checking on the locks for gate door to AC and gate door at the mailbox. Our new requests for him are: inspect the awning over the mail box shed; level a few bricks in front of Unit 16/15 and under the big tree; clean a brick in front of Unit 8 . Al has a \$40 charge to power wash individual patios.

Bayfront Central Locksmith made repairs on the lock on the gate door by the mailboxes.

Bruce at Simpsons Pool has fixed the spa but says that the separation tank may need to be replaced at the cost of \$625.00. He also says that we may need a new filter soon. The board asked Jenny to get a cost of a new filter that might include a separation tank.

Jenny is going to get a fire extinguisher company to inspect all 7 of our outside extinguishers. Director Yetter has helped to find the information on the last time they were inspected.
 - Violations: None
 - Other issues:

Jenny advised that she has never received the signed documents for filing the new amendments with the attorney/county. The board made arrangements for getting the signatures of both President Shannon and Director Yetter notarized and then send to the attorney for filing to be officially registered with the county. After that is accomplished, Jenny will send a notice to all unit owners about the new approved amendments. This will be in effect for any new unit purchases.

Beryl Engineering will be out on July 16 to inspect the stucco on Units 6/7. Director Yetter will meet with the engineers and allow them access.
5. FINANCIAL REPORT
 - Outstanding accounts: SEE MANAGERS REPORT.

6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT.
- Condo signage replacements/installation: The new signs have been installed on both of the gate doors.
- Approved Amendments update: SEE MANAGERS REPORT.
- Pool reopening letter: SEE MANAGERS REPORT with letter from Director Yetter.
- Cracks in stucco at Units 6/7: SEE MANAGERS REPORT
- Gate lock repairs: SEE MANAGER REPORT
- Spa repairs: SEE MANAGERS REPORT
- Fire extinguishers: SEE MANAGERS REPORT

7. NEW BUSINESS

- The Board has decided to terminate the services for A Premium Lawn effective July 31. Director Yetter made a motion, Director Dorward seconded, to terminate their services and sign a contract with CUT RITE effective August 1. Motion passed unanimously. SEE MANAGERS REPORT
- CUT RITE: Director Falkenberry will prepare the list of issues for our new lawn company to address.
- Our next summer meeting will be August 11 by phone.
- 2020 budget planning process over the summer: Jenny will send a proposed budget with talking points about why any increase or decrease is needed. The big issues for consideration will be our water/sewer bills; insurance costs increases; continuing to build the roof reserve; any repairs needed on buildings. Director Yetter and President Shannon will serve as our budget committee working with Jenny.
- Preparation for Hurricane Season: The main responsibility for the condo association will be to get all the pool furniture in the pool in case of an impending hurricane. Owners are responsible for clearing all their decks of all furniture, grills, plants, etc. Some owners are not here in the summer so those need to be notified about taking care of their units. Director Falkenberry will be responsible for Unit 3 Brockway. Director Yetter will contact the owners of Units 5 and 6. Director Falkenberry will contact Unit 17 owner about the box with keys to all units.

8. COMMITTEE REPORTS

- Grounds: Jenny has notified A Premium Lawn that their last date of service is July 31. CUT RITE will begin on August 1, date of the week to be determined. Director Falkenberry will prepare a list of all the issues we want them to address. A walk through the grounds with the owner on their first visit is anticipated.

9. DIRECTORS' COMMENTS: Director Falkenberry advised that Unit 3 owner Allan Brockway is in the hospital.

10. OWNERS' COMMENTS: None

11. NEXT MEETING DATE: August 11 will be our next scheduled meeting date by conference call.

12. ADJOURNMENT: Meeting adjourned at 3:04 pm. Director Dorward moved and Director Yetter seconded. All were in favor.