

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

JUNE 2020 BOARD OF DIRECTORS MEETING AGENDA

Date: June 9, 2020 Time: 2 PM

By Conference Call: Phone number: 425-436-6366 Access Code: 596483

1. CALL TO ORDER: President Shannon called the meeting to order at 2:07 pm
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Dorward, Yetter, Falkenberry, Jenny Kidd (Amer-tech), Ryan with *Specialized Services*. No other owners on the call.
3. APPROVAL OF May 12, 2020 MEETING MINUTES: Minutes from the May 12, 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.

APPROVAL of May 12, 2020 Special Board Meeting on Amendments: Minutes of the special meeting on Amendments were reviewed. Director Dorward moved and Director Yetter seconded. Approved unanimously.

4. MANAGER'S REPORT: Jenny Kidd reported on the following:

- Financials: A complete financial report will be sent later. In the brief summary of our expenses, we noted that there was an overage of about \$1500 on our water/sewer bill. Jenny will compare our water/sewer usage from last year to see if we are using more water or the overage is due to increased costs for water.
- Collections: Unit 2 has a small outstanding balance. Jenny will contact owner to clear this up.
- Sales/Leases: None
- Correspondence: Jenny sent an e-mail to all owners about the pool reopening. Some of the Directors (Yetter and Falkenberry) did not remember getting this. Director Yetter will compose a more complete letter about the reopening, to be edited by the board, and then sent to all residents/owners.
- Bids/Proposals: None
- Maintenance: Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: repair and replace lock on gate door to AC on alley; salting for weeds; repairing and replacing light fixture hardware along Third Avenue; paint rust spot on planter in front of Unit 19; reattach pool sign that had fallen down.
- Violations: None
- Other issues:
President Shannon has signed and mailed the documents for filing amendments with the attorney/county. Jenny has not received them yet but as soon as she does, the amendments will go to the attorney and then on to the county to be registered. After that is accomplished, Jenny will send a notice to all unit owners about the new approved amendments.

Specialized Services will be out to evaluate the cracks in unit walls between Units 6 and 7.

July 14, our next meeting date, can be used for a budget planning meeting if needed. We don't usually meet in the summer months of July and August.

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT.

6. OLD BUSINESS

- Update on Al's work schedule/tasks: In addition to the tasks that Al has done in the past month, we added: Check the awning over the mailbox; check the covers on the fire extinguishers around the pool; repair or clean the bricks in front of Unit 8; fix the lock on the gate door leading into the AC units on the east side of Unit 8; replace the lock with one that uses a key that matches the key to the dumpster; on-going deck washing as needed; attach the second new sign on the back gate leading to the dumpster.
- Condo signage replacements/installation: The new sign has been installed on the gate door by the mail box. The sign for the back gate door has not been installed. Jenny will ask Al to do this.
- Approved Amendments update: SEE MANAGERS REPORT.
- Update on Gutter cleaning: The recent inspection showing a mesh cover on all gutters is satisfactory for now and no cleaning needed.
- Pool opening/cleaning/deck furniture/letter to residents: The pool has been opened based on a decision by Pinellas County. Signs have been posted. Director Yetter will draft a letter for review to send to all unit owners/tenants with additional information about user responsibilities.
- Cracks in walls between Units 6 and 7 repairs: Ryan from *Specialized Services* was at Director Yetter's unit during the board meeting call. He has found what appears to be a larger problem, involving water leaks and rebar damage. He and Jenny will review names of engineers. We will get an inspection of the site and make decisions about how to move forward and how to pay for this. With hurricane season coming, this should happen sooner than later.

7. NEW BUSINESS

- Join organization "HOALeader" for condo association issues: Director Dorward will make the application and work with Jenny to cover the \$119 annual cost. He will put all Directors' names on the application for our use. Director Yetter will read and report on one issue a month.
- Report on sprinkler system inspection/work done: The bill for repairs made on our system from TJ was not very instructive about what they actually fixed. With watering restrictions beginning in July, Jenny will ask the company to be sure our watering schedule is in line with the restrictions and to give us a more complete report of the schedule and repairs.
- Work projects for A Premium Lawn: Several issues have arisen with this company. They are not very responsive to our requests of work projects. They say they are so busy that it will be a month before they can get to some of our projects. The board has gotten complaints from various unit owners. We discussed looking into another company that had given us a quote when we changed lawn services in January. Jenny will ask that company if they are still interested and can offer the same services as quoted. If that works out, we will terminate our contract with A Premium Lawn (a month to month contract) and go with the new company. That will be determined in the next month.
- Fire extinguisher cover replacements: Jenny will ask Al if this is something he can do or if we need to call in a Fire Extinguisher company.
- Summer plans for meetings and making decisions: We will not meet in July or August unless there are issues that need to be addressed that we are unable to handle by e-mail or phone. If so, proper notice will be posted on the bulletin board.
- 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.

- Preparation for Hurricane Season: Jenny will send out the usual letter to all unit owners about how to prepare for hurricanes this season.
- Repair of lock on gate door leading to AC units on the east side of Unit 8. There was a problem with accessing the gate for AC repairs for Unit 9. Al was been able to lubricate the lock and get the gate open using the current code. The board has decided that since the lock is old, we should get a lock with keys to match the dumpster lock for those owners of Units 8 to 14 and Unit 1. The owners will be notified of this action by Jenny.
- Update on Massey: They have been out to spray but we still don't know the regular schedule. They have a sub contract with A Premium Lawn and with the possibility of changing our lawn service, we tabled any future discussion on Massey.

8. COMMITTEE REPORTS

- Grounds/Rebecca: A Premium Lawn progress review: This was discussed under several other agenda items.
9. DIRECTORS' COMMENTS: Directors had a short discussion about ownership of the property in front of Units 19 to 8 where the cars are parked. Jenny has confirmed that the condo association does not own the property by looking at a tax assessor's map but we maintain it. Our condo insurance does not cover the property. Jenny will contact our insurance agent to be sure this is correct.
10. OWNERS' COMMENTS: None
11. NEXT MEETING DATE: September 8 will be our next scheduled meeting date. If we need to meet over the summer in July or August, proper notice will be given and posted on the bulletin board.
12. ADJOURNMENT: Meeting adjourned at 3:14 pm. Director Dorward moved and Director Yetter seconded. All were in favor.