

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

November 10, 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 (Ameri-Tech).
3. APPROVAL OF October 11, 2020 MEETING MINUTES: Minutes from the September 15, 2020 board meeting were reviewed and approved with one correction on the date of the December annual meeting. Director Yetter moved and Director Dorward seconded, approved unanimously. Director Falkenberry will post the revised and approved minutes on the bulletin board.
3. MANAGER'S REPORT: Jenny Kidd's report:
 - Financials: A financial report will be sent in the next few days.
 - Collections: There are no outstanding accounts over 60 days. One unit is over 30 days and Jenny has sent a letter to the unit owner.
 - Sales/Leases: There were no sales or leases.
 - Correspondence: Second notice of annual meeting to be sent this week, including the proposed 2021 budget and the ballot for election of board members.
 - Bids/Proposals:
 - **Waiting on proposals for roofing issues at Units 8/9 and 2/3. Some quotes have come in but not distributed to the board yet. One proposal from ACOMA was sent to board today by email.
 - **Waiting on proposals from Flying Locksmiths. (Received on day of board meeting).
 - Maintenance Requests:
 - **Director Dorward and Jenny met with Flying Locksmiths about the AMAZON key proposal.
 - **Dean Roofing was contacted to repair roof in Unit 14. He was given owners contact information. Owner notified us that the repairs were made.
 - **Lowes should have completed the stucco repairs.
 - **Sunshine Electric was out to make lighting repairs
 - **Jenny contacted the City of St. Pete's Arborist to evaluate the health of trees between west side of walkway and the curb on 2nd Street No side, opposite the entrance to Unit 19. They gave a very brief and incomplete verbal report on 1 tree. Exact tree was not specified.
 - **Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: pressure washing pool deck; various weeding activities. His 'TO DO' list includes painting the PVC pipe at the new Smart Meter; planting ground cover near new gate; assisting with planting bushes along sidewalk leading to the back gate.
 - Violations: None
 - Other issues:
 - **Draft 2021 budget attached and will be sent out with the annual meeting notice.
5. FINANCIAL REPORT
 - Outstanding accounts: SEE MANAGERS REPORT.
6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT. Al will plant ground cover in the area by the new swing gate at the pool equipment fence. Al will help with planting of flowers/shrubs along the walkway in the courtyard. He will paint the PVC pipe near the Smart Meter.
- Hole in the stucco wall between Units 6/7: SEE MANAGERS REPORT. Lowes has completed this work. From observation, they appear to have done a good job on all areas of stucco repair. Repaired stucco will be painted when Fareham Square is fully repainted.
- Light fixtures in the courtyard have been repaired.
- Possible leaks in the second floor balcony closets on Third Avenue North Side. After contacting unit owners on that side, it appears that Unit 18 is the only one with water damage from possible roof or gutter leaks. These repairs would need to be made when gutters or roofs are repaired/replaced. Unit 11 owner has not been contacted yet.

7. NEW BUSINESS

- 2021 budget: A 2021 proposed budget was reviewed with no changes. It will be sent out with the annual meeting notice and presented at the December annual meeting.
- Pool Leaks/corrective actions/evaluation of leaks/bucket test: SEE MANAGERS REPORT. Director Dorward has worked with a plumber to install the SMART VALVE on the pool inflow pipes to monitor water usage. Director Dorward ordered the parts from AMAZON, and will be reimbursed by the board. The latest monthly water bill shows a return to normal usage. The anticipated leak in the pool was not evident, and the apparent reason for the 4 large spikes in water usage seems to be from faulty maintenance and operation of the pool. At this time, the auto water fill valve is turned off until further notice. Director Dorward and the pool company are monitoring. The spa water is not being heated on a continuous basis, until further notice.
- Possible refund from City for water usage: Director Dorward is waiting on another monthly water bill to see the new usage before making an official claim for a refund due to water usage spikes. He will work with Jenny to submit a formal request.
- Gutter overflows and continuing issues/new inspection: SEE MANAGERS REPORT. Still waiting on another company to come out.
- Painting quotes: Jenny will continue to get quotes from painting companies anticipating a possible full paint job of the complex in 2021. There was some discussion that we might want to wait another year due to the other on-going needs and budget restraints.
- Roof potential replacements/schedule/Unit 2/3 and 8/9/10: The board discussed our schedule for replacements. BMCI, the company that completed our roof evaluation report 2 years ago, came out for their annual inspection. The verbal report was less than complete. We need to ask them for a quote for roofing all or part of our remaining 14 roofs. Jenny has 8 requests out for quotes for roof replacements. The board asked Jenny to request a quote for the roofs we know have leaks and also for full replacement of all roofs. A possible assessment in 2021 was discussed. The one quote we have seen today from ACOMA was very expensive. The Board will need to have other comparative quotes to review before making a decision.
- Termites/Terminix: Jenny needs to follow up with Terminix to re-treat Unit 18 with a taller ladder. Director Falkenberry reported on a very large court settlement in Alabama with Terminix for poor service and increase in annual contract fees without notice.

- Courtyard tree reports: The board agreed to contract with O'Neils Trees to treat the two damaged trees nearest the mail boxes. A maximum of \$945 would be spent. This work would not be done until 2021.
- Trees on ROW on Second Street North side: SEE MANAGERS REPORT. Our attorney has been contacted about the liability, ownership and maintenance of these trees. According to a site plan provided by Jenny, these trees are not on condo property. Jenny will ask our attorney to write a letter to that effect to send to the city.
- Treatment/replacement of Silver thorns in all planters: One bush in front of Unit 7 was cut by CUT RITE due to disease. A verbal quote was given to Director Falkenberry from CUT RITE on the phone, to replace all silver thorns with another shrub. The quote was estimated at about \$6000. Expect costs to rise in 2021. Jenny will ask another landscaping company to come out for a quote.
- AMAZON package delivery: Jenny and Director Dorward met with Flying Locksmiths about the possible AMAZON key situation. An initial proposal from them was almost \$4000. Jenny will go back to them regarding a new cost of putting the key on just one gate by the mailbox.

8. COMMITTEE REPORTS

- Grounds: Director Falkenberry will follow up with O'Neils Trees to work on the health of the two trees closest to the mail box. This work will happen in 2021. Another company will be coming out to give us a quote on replacement of all the silver thorns in the planters. There are several yard projects that have been put on hold for 2020. They need to be addressed for the general positive appearance of the complex.

9. DIRECTORS' COMMENTS: Director Falkenberry will provide a list to Jenny of several housekeeping items that need to be sent to the entire complex. Jenny will send the email/letter to all unit owners.

10. OWNERS' COMMENTS: None

11. NEXT MEETING DATE: December 8 will be our next scheduled meeting by conference call.

12. ANNUAL AND BUDGET MEETING: December 8, at 7 pm by conference call. Jenny was advised to remind owners about the need for a quorum and/or proxy. There will be no face-to-face meeting by the pool. 2021 budget and ballots will be included in the mailing.

13. ADJOURNMENT: Meeting adjourned at 3:56 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: _____ DATE: