

# FAREHAM SQUARE CONDOMINIUM ASSOCIATION

## OCTOBER 13, 2020 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:06 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 September 15, 2020 MEETING MINUTES: Minutes from the September 15, 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's report:
  - Financials: A financial report was sent on Friday.
  - Collections: There are no outstanding accounts over 30 days.
  - Sales/Leases: There were no sales or leases.
  - Correspondence: None.
  - Bids/Proposals:
    - \*\*Attached was a quote for stucco wall repair between Units 6/7. The quote is about \$1100 and includes repair of the hole in the wall, reinforcing the internal rebar as well as a few other smaller jobs around the buildings. Jenny will re confirm this. Board decided to move forward with these repairs.
    - \*\*Attached was a quote for a entire-complex painting proposal from Lowe's.
    - \*\*Attached were 2 proposals for tree work, Cut Rite and O'Neils Trees.
    - \*\*Attached was a proposal for installation of Smart Meter for the pool from The Drain Team.
  - Maintenance Requests:
    - \*\*Director Dorward contacted a plumber for quote on Smart Meter installation. Jenny has contacted another plumber but not gotten a response.
    - \*\*Piper Fire has completed the fire extinguisher replacement and repairs.
    - \*\*Jenny contacted Home Love Construction about gutter issues. They are so backed up that they declined and will recommend another company to us for inspections.
    - \*\*Pool furniture has been repaired and returned.
    - \*\*Dean Roofing will coordinate with Unit 14 owner to fix the problems reported.
    - \*\*Dean Roofing has been contacted about roof issues in Units 9/10. Dry Solutions confirmed the location of the leaks and advised that no drywall needed to be replaced.
    - \*\*Sunshine Electric was to come out today to repair/replace the light fixtures in the courtyard.
    - \*\*Jenny has contacted the City of St. Pete's Arborist to evaluate the health of trees between west side of walkway and the curb on 2<sup>nd</sup> Street No side, opposite the entrance to Unit 19.
    - \*\*Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: cleaned, lubricated and replaced 5 outdoor lamp lights and 3 others around the courtyard; paved area under the new pool/spa gate; drilled and tapped for new stainless screws to all condo entrance lights; weeded.
  - Violations: None
  - Other issues:
    - \*\*\*Draft 2021 budget attached. Some adjustments were made in discussion below.
    - \*\*\*Tree evaluations attached.

\*\*\*Directors Yetter and Falkenberry requested hard copy documents for board meetings. Jenny will prepare packets on Monday before the Tuesday board meeting. Director Yetter will pick them up.

## 5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT.

## 6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT. Al needs to re-examine the entrance to the swing gate at the pool/spa to see if he can lay some bricks down for a path. The board discussed asking Al to help with plantings along the walkway in the courtyard. The new budget increases his hours from 4 to 5 hours every other week.
- Hole in the stucco wall between Units 6/7: SEE MANAGERS REPORT. The Board accepted a proposal from Lowes to fix this issue along with other smaller jobs on the property.
- Spa repairs: SEE MANAGERS REPORT. The spa jets have been fixed. We do not need a new filter now. The auto fill valve has been turned off and we are monitoring the water usage on our monthly bills.
- Fire extinguishers: SEE MANAGERS REPORT.
- Lawn chair repairs: SEE MANAGERS REPORT.
- Repairs to Unit 14 roof/gutter: SEE MANAGERS REPORT.

## 7. NEW BUSINESS

- 2021 budget: A 2021 proposed budget with talking points was discussed. The budget committee addressed the issues of: water/sewer bills; insurance costs increases; continuing to build the roof, pool, and painting reserves; unanticipated repairs needed on buildings; possible schedule for painting; lawn work needed; tenting possibility; raising HOA fees; special assessments. The board signed off on the proposed budget, to be presented to owners at the December annual meeting.
- Pool Leaks/corrective actions/evaluation of leaks/bucket test: SEE MANAGERS REPORT. After finding NO LEAKS in the pool, Director Dorward presented a proposal that we install a SMART VALVE on the pool inflow pipes to monitor water usage. Director Yetter moved and Director Shannon seconded that we accept the proposal. Cost estimated about \$500. All were in favor. Director Dorward will order the parts from AMAZON, to be reimbursed by the board, and also work with the plumber to install the meter and also order the parts from AMAZON, to be reimbursed by the board. The issue is that there have been 4 large spikes in our water bills over the past year. With no leak in the pool, we need to monitor the water usage from Building A, where the pool and spa meters are connected.
- Possible refund from City for water usage: Director Dorward, along with Jenny and her office staff, will work together to make an official claim for a refund due to water usage spikes.
- Gutter overflows and continuing issues/new inspection: SEE MANAGERS REPORT.
- Building repairs/2021 budget impacts: There are several issues that need to be addressed with inspections and decisions will be forthcoming. We have one year left on our buildings' paint job, based on the Florida "estimated" 8 years of expected longevity. We have gotten an estimate from LOWES for possible painting/repairs in 2021. When we get closer to the actual timing, we will get additional quotes to compare. Timing due to weather is important. We have painting/paving reserves for costs.
- Roof potential replacements/schedule/Unit 2: Unit 2 roof has been fixed. The board discussed our schedule for replacements. The company that gave us our original roof evaluation will come out for their annual inspection and reassess the roofs. We need to continue building our roof replacement reserve fund in the 2021 budget.

- Termites/number of units/contract with Terminix: Units 7/6/4/18 have recent termite treatments. We will continue our contract with Terminix. If we have at least 50% of the units with activity, we will have to consider tenting. At this point, Units 18/7/6/5 and 2 have had treatments. Jenny needs to follow up with Terminix to re-treat Unit 18 with a taller ladder.
- Repair and/or replacement of lighting fixtures in the courtyard: SEE MANAGERS REPORT.
- Courtyard tree reports: The board agreed to get additional information about the possible treating of the two trees on the walkway nearest the mail box. This was part of the quote from O'Neils Trees.
- Trees on ROW on Second Street North side: SEE MANAGERS REPORT.
- Possible leaks in closets on the second floor balcony in Building B: Due to a leak found in Unit 18 during a pest inspection, we will suggest to owners in Building B that they monitor closets for water damage.
- AMAZON package delivery: Based on issues expressed by Unit 6 owners about delivery problems, Jenny will contact AMAZON to send representative to discuss ways that Amazon can assist with deliveries.
- Roof Leaks in Units 9/20: SEE MANAGERS REPORT.

#### 8. COMMITTEE REPORTS

- Grounds: Director Falkenberry got 2 quotes to address the health of two trees along the sidewalk from 2<sup>nd</sup> Street and the mail box entry. A follow up conversation will take place with O'Neils Trees about treatment cost and expectations.

9. DIRECTORS' COMMENTS: Director Falkenberry advised that Unit 3 owner Allan Brockway is currently at Westminster Palms.

10. OWNERS' COMMENTS: None

11. NEXT MEETING DATE: November 10 will be our next scheduled meeting date by conference call.

12. ANNUAL AND BUDGET MEETING: December 12, 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.

13. ADJOURNMENT: Meeting adjourned at 4:16 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

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