

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

April 13, 2021 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, and King; Jenny Kidd (Ameri-Tech); Unit 19 owner (C. Fletcher); Unit 14 owner (McNeel).
3. APPROVAL OF March 9, 2021 MEETING MINUTES: Minutes from the February 9, 2021 board meeting were reviewed. Director King moved, Director Yetter seconded, approved unanimously. Director Falkenberry will post the approved minutes on the bulletin board after the meeting.
3. MANAGER'S REPORT:
 - Financials: The complete financial report was sent out last week by e-mail. Our meeting packet included basic financial information.
 - Collections: None.
 - Sales/Leases: None.
 - Correspondence: E-mail sent to all residents/owners with April meeting agenda.
 - Minutes of last month's Board meeting are attached.
 - Bids/Proposals: None.
 - Violations: None.
 - Maintenance Requests:
 - **Delintz will be out April 13. Several questions arose about the inspection today, which units were serviced inside or outside. Jenny needs to arrange another visit to be sure all units have been cleaned. In the past, the condo president has accompanied them on property with keys to open any units when resident is not at home. We need more specific information about their scheduled visit times.
 - **AquaCal will come out to install the new spa control panel. No date yet. Jenny had to give approval by voice activation, not by e-mail.
 - **Al continues to be on property the second and fourth Thursday. His recent work included cleaning up and painting around the mail box and fixing a raised brick near the spa. Next tasks are weeding and planting ground cover in front of Units 17/16 and 19; checking on signs to post to stop pet wastes.
 - **DUKE Power has been contacted about the utility pole by the dumpster. Director Yetter will give information to Jenny for the City contact person dealing with issues with DUKE.
 - **There are issues with the mitigation report from Drew Roofing. More documentation is needed for insurance companies to approve policy costs reductions. Jenny and President Shannon will follow up.
 - **Terminix forms received from all but one owner. During the meeting, Board member King called the contact for the unit, and was able to get agreement to sign the necessary forms and return the key to the unit. Jenny will email the necessary forms. Once all signatures are collected, Jenny will contact Terminix for a tenting schedule, asking for earliest possible date. Owners/renters will need sufficient advance notice to prepare for and find location to stay while tenting is in progress.
 - **Terminix can offer tenting preparation services for any units of \$500 each.
 - **A pre-bid meeting with Benjamin Moore for cost estimates for painting will be scheduled in May. Damaged stucco on various walls and other repair needs have been documented by Al with photos.
 - ** The first installment of repayment of our loan was made in March. Similar checks of \$2310 will be paid on June 1, September 1 and December 1.

**Emergency contacts for owners/renters can now be submitted on line at <https://farehamsquareassoc/emergency-contact.php>. Information is still missing on several units. Jenny and President Shannon will follow up with various individuals.

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT. Questions about various budget expenses, including grounds, loan repayment, water/sewer/storm water, reserve funds, and garbage pick-up. Some adjustments are needed in where expenses were recorded.
- Update on loan repayment: SEE MANAGERS REPORT

6. OLD BUSINESS

- Update on AI's work schedule/tasks: SEE MANAGERS REPORT. Added to AI's list are: planting ground cover by Unit 19; checking out potential signs for stopping pet wastes on our green areas.
- Repairs of interior hallways in adjoining units: Director King will continue to work with Sunshine to resolve the problem for units 6/7 and 2/3.
- Roof replacement for Units 2/3: Final payment is pending clarification on wind mitigation report. A detailed inspection from DREW for the remaining 11 unit roofs to be replaced was requested again. Jenny will let us know if the posted permit can be removed.
- Emergency information on all owners/renters: Jenny will provide the board with a new completed copy. She and President Shannon will get the outstanding information from owners. Jenny will check which owners have given permission for sharing their contact information within the condo complex.
- Termite Inspection and Tenting: SEE MANAGERS REPORT.
- Point person system was written by Director Yetter and posted to the Bulletin Board.

7. NEW BUSINESS

- Pool/spa updates: Director Dorward provided a report on both the pool and the spa and the water bills. He reported that water usage is almost back to normal and costs are below budget. The automatic water turn-off app works well. Directors King and Shannon will also get the app on their phones to help monitor water usage and stoppage. Time and place established to share this information.
- Possible refund from City for water usage: Director Dorward will work with Jenny on applying for a refund from the city, using the costs of the repairs the association has paid to fix the identified leaks and the water bills over the past year.
- Roofing replacements for remaining roofs in the complex: SEE MANAGERS REPORT.
- Painting quotes for complex for 2022: SEE MANAGERS REPORT.
- Clean up of Bulletin Board area at mail boxes: Directors Yetter and Falkenberry have revised and posted information of 2022 meetings, point person system, and updated vendor information.
- Trees: After various quotes and arborists inspections, the decision was affirmed to hire CUT RITE for tree work including: in the ROW, trim the northern most oak tree, remove the second most northern small tree; trim the third most northern tree, trim the grand oak on the corner; trim various trees along 3rd Avenue side. The health of trees along the walkway inside the courtyard was discussed. The ground cover around the bases of those trees has been removed and the trees have been fertilized.
- Key access to two rental units: Key to unit 9 has been provided. President Shannon will contact the other new renters in Unit 2 for a key.

- Ameri-Tech Evaluation process: The board will continue to work on the results of the board survey and then set up a meeting with Ameri-Tech and Jenny to discuss.
- Key/combination to locks for the pool cage: Al might have the keys. Code for the lock was shared.
- Rot under eaves on Unit 7. Director Yetter will take photos to determine the extent of the damage.

8. COMMITTEE REPORTS

- GROUNDS

Director Falkenberry submitted a two-page report to the Board. New silver thorns will be planted soon. CUT RITE will begin coming every Wednesday in May. Dead palm to be removed near spa. Blowing inside and outside patios/walkways will continue as contracted. Tree trimming will happen no earlier than June. When tenting happens, owners/renters should put their personal plants on bricks, not in the ground cover inside the patio. Al did a great job of cleaning up the mail box area. Flowering plants around the pool are doing well, thanks to Kings and C. Fletcher. Al will gather information on possible signage to stop pet owners from allowing their dogs to pee/poop on our green areas. Possible shrub replacement along Unit 19 side will be needed when a new AC unit is put in.

9. DIRECTORS' COMMENTS: Director Falkenberry asked about removing the work permit from Units 2/3.
10. OWNERS' COMMENTS: Unit 19 owner D. Fletcher confirmed information needed for insurance quotes related to wind mitigation. Unit owner 14 McNeel asked about silver thorns and roof strapping.
11. NEXT MEETING DATE: May 11 will be our next scheduled meeting date by conference call at 2 pm.
12. ADJOURNMENT: Meeting adjourned at 3:48 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: _____ DATE: _____

Rebecca Falkenberry, Secretary