

FAREHAM SQUARE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 17, 2021

1. CALL TO ORDER/ ESTABLISH A QUORUM

- ❖ Meeting was called to order at 2:02 PM by President Brad Shannon. President Brad Shannon, Board Member David Dorward, Board Member Greg King, Board Member Rebecca Falkenberry, and Board Member Iris Yetter were present. A quorum of the board was established. Jenny Kidd represented Ameri-Tech community Management.
- ❖ Also in attendance were: Unit 19 owner C. Fletcher, Unit 11 owner S. Stubblevine, Unit 14 owner S. McNeel

2. APPROVAL OF July 13, 2021 MEETING MINUTES

- ❖ MOTION PASSED to approve previous meeting minutes.

3. MANAGER'S REPORT

- ❖ Jenny Kidd reported on various ongoing issues. That report is attached hereto.

4. FINANCIAL REPORT

- ❖ Outstanding accounts
 - ◆ There are no outstanding accounts
- ❖ Confirmation of quarterly debt repayment
 - ◆ This was repaid.
- ❖ CD renewal/re investment options
 - ◆ The board has decided not to renew the CD at this time.

5. OLD BUSINESS

- ❖ Update on Al's work schedule/future tasks
 - ◆ Al needs to check all chairs that need reslung and Jenny to have them all done at the same time.
 - ◆ Al needs to water the plants against the buildings along unit 19 on 3rd Street side
- ❖ Update roof inspections and repair work accomplished by Drew Roofing
 - ◆ The roofing maintenance will be done after the tenting is complete.
- ❖ Strapping situation by Drew Roofing: resolution for insurance
 - ◆ FPAT is providing the wind mitigation report and will be sent to the board and the residents affect as soon as it is received.
- ❖ Tenting details: guards for August 30/31/plants/keys/pre and post security arrangements/ACs
 - ◆ There was discussion on coordination of the pre-tenting process. President Brad Shannon will be the primary contact and he has all unit keys except for Sherry McNeel, which he will be obtaining before the tenting.
 - ◆ A MOTION was made by President Brad Shannon to hire Covenant Security. Board Member David Dorward SECONDED and the MOTION PASSED. Brad Shannon will coordinate with the security company.
- ❖ Lighting fixture repair in entry of Units 6 & 7, 2 & 3
 - ◆ There was discussion of the best way to restore the lighting to these lights. There has been thorough investigation on where the power comes from. It was decided that Board Member

Greg King would speak to Kenney Electric about the possibility of running a conduit from the adjoining garage to restore power to these lights.

- ❖ Dumpster/garbage pick-ups/new complaints?
 - ◆ Jenny Kidd provided a list of missed pick ups. It was decided that the board would monitor future missed pick ups and make a formal complaint in writing, or possibly a visit to the city if the missed pick ups continue.

6. NEW BUSINESS

- ❖ Pool and spa update
 - ◆ Board Member David Dorward provided an update on the water consumption of the community, and it was noted that the usage has dropped dramatically. Overall, Board Member David Dorward is satisfied with the responses from Triangle Pool.
- ❖ Additional painting quotes from Lowe's site inspection
 - ◆ Jenny Kidd provided three quotes for painting. However, an additional proposal is still pending and painting will not be happening until some time after the termite tenting.
- ❖ Grand Oak condition/O'Neils; bark peeling on elms on walkway
 - ◆ Rebecca reported on tree conditions to the board. Board Member Rebecca Falkenberry will be meeting with O'Neils to discuss additional actions for the trees.
- ❖ Update on repair of utility pole behind dumpster/Duke
 - ◆ Jenny Kidd reported that Duke is still waiting for the other utility companies to remove their lines on this pole.
- ❖ Moving termite contract to new contractor/provider: options for action/quotes/time line
 - ◆ There was much discussion on the additional companies who provided proposals. Former board member Unit 19 owner C. Fletcher provided some background from the previous tenting experience. After looking at all options, it appears that Terminix will continue to be the most financially sound option for the community.
- ❖ Set dates for meetings to develop 2022 BUDGET
 - ◆ It was decided that Jenny Kidd should send an email asking for owners to join discussion on the budget planning committee.
- ❖ Tenting: Distribution of Tenting Planning Guide to owners; mail delivery or stop during tenting; notification of Cut Rite and Pool guys;
 - ◆ It was discussed that the mailman would be notified of the tenting. Also, Board Member Iris Yetter would alert the St. Petersburg police of the tenting.
- ❖ Keys to our courtyard gates: who has them?
 - ◆ It was reported by Jenny Kidd that the lawn company and pool company have a key. Jenny Kidd also reported that whenever a vendor needed entry to the community area and she was not present, she loaned them her manager's key and keys were returned to Jenny.

7. COMMITTEE REPORTS

- ❖ Grounds/Rebecca: monthly report
 - ◆ Board Member Rebecca Falkenberry submitted a report in advance of the meeting. That report is attached hereto.

8. DIRECTORS' COMMENTS

9. OWNERS' COMMENTS

- ❖ Unit 19 owner C. Fletcher suggested we open up the budget committee membership to any condo unit owners.
- ❖ Unit 11 owner S. Stubblevine expressed concerns over finding a place to stay during tenting
- ❖ Unit 14 owner S. McNeel expressed concerns over security of complex and units during tenting.

10. NEXT MEETING DATE: September 14

11. ADJOURNMENT

LANDSCAPING/GROUNDS REPORT TO BOARD

AUGUST 2021

I have regular communications with Dennis of Cut Rite. They are here every Wednesday in the summer months. They will go back to every other week as we get closer to winter. Since the tree trimming of our Grand Oak, I have been playing phone tag with O'Neils trees asking them for an evaluation of the tree. This is a summary of what has been done and what remains undone.

1. **Flowering plants in the courtyard.** The flowering begonias along the courtyard walkway have been removed by Greg, since they needed to be replaced (THANKS). I suggest a modest budget of \$200 for replanting after tenting. Hopefully Greg will be willing to help again. The flowering plants in the pots by the pool are doing well, except one. We might have to replace some plants after the tenting and the hot summer.
2. **Sprinklers in planters** come on WED/FRI/SUN. Some minor repairs have been made recently.
3. **Silver thorns:** After our team hand watered the new plants, they seem fine. There is enough rain now. I don't suggest we plant any more new ones.
4. **Trampling on monkey grass:** I have asked CUT RITE to wait until after tenting to replace the monkey grass in front of Units 19/18/17/16 that they trampled and destroyed while planting the new silver thorns. Dennis agreed to replace them.
5. **Trees along the walkway, with distressed root systems.** The Chinese Elms are losing their bark. According to Cut Rite, this is normal and does not affect their health. Any trimming of small dead branches will be done when we do the other tree work. Need to keep an eye on them. They look OK for now.
6. **Trees leaning along the walkway.** CUT RITE does not recommend staking them.
7. **Jobs to be completed by CUT RITE:** replace monkey grass after tenting; monitor new silver thorns; fertilize grounds in June (may have been postponed due to RED TIDE.)
8. **Trees in ROW:** The current contract with O'Neils Trees has been completed. The treatment/trimming of the Grand Oak was done in late June. I have asked O'Neils to come out to evaluate the tree and give us an idea of what we should be looking for (new leaves) and when any additional decisions need to be made.
9. **Two new hedge plants next to unit 19 door** and ground cover replacement. One of these does not look good. The ground cover behind the plants needs to be replaced. We asked Al to do this work after tenting.
10. **Cutting back the holly next to Unit 7:** We decided to wait on any trimming, since it is not touching the building at this point. Owner likes the privacy the tree provides. Tenting will affect this tree.
11. **Blowing inside patios:** This won't happen unless we pay CUT RITE more per month. Board has decided against paying about \$100 additional per visit.
12. **Blowing front breezeways on Third Avenue side:** This will continue as long as the iron gates are left open for them to enter. They are not always good about closing the gates after blowing.

13. **Weeding and planting in front of unit 17/16:** This job was assigned to AL to weed the area and replant some ground cover, like he did in front of the pool equipment gate. The weeding has been done, but no new ground cover has been planted. Probably need to wait until after tenting.
14. **Replacement of hibiscus** by front gate door: If we want to replace the hibiscus plant that died, the cost is \$90. We have not decided to do this. The remaining hibiscus needs to be trimmed this fall after blooming.
15. **Replacing monkey grass along the interior walkway.** I think we can wait on this until after tenting/painting but seems to be filling in. CUT RITE destroyed several monkey grass plants when they were planting the silver thorns. They need to replace the plants after tenting.
16. **Tenting and protecting/removing plants in individual patios:** In the letter to residents, we need to tell residents NOT to put any personal plants from their patios/decks in our common plant beds. That would kill existing ground cover and cost us money to replace. We need to tell them to put personal plants on sidewalks or around the pool/spa where there are bricks. The plants closest to the buildings need to be hand watered before tenting to help protect them. I won't be here the weekend before tenting. Need another volunteer or Al.
17. **Signs for dog owners:** Even though we have approved a budget of \$200 for signs, we have not moved forward on deciding or installing any designs. This has dropped to the bottom of our TO DO list.
18. **On-going contract with O'Neils:** As you may remember, there were multiple items that they recommended, other than tree trimming in ROW, when they did an assessment of the entire property. I suggest we have an on-going contract with them to begin completing the work they mentioned. A 2022 budget item for their services needs to reflect the work we want to have done in 2022. Tree trimming is a high priority on several trees on property.
19. **BUDGET for 2022:** I suggest a budget of \$3000 for landscaping/replacements and a budget of \$5000 for tree trimming and possible removals.

2021 BUDGET (amounts to be updated based on bills submitted since first of the year)

\$7200 CUT RITE

\$2000 landscaping...minus \$713 spent on new plants

\$3000 tree trimming/cuts....minus \$3500(?) for treatment of grand oak.

Invoices have been received and paid from O'Neils.

FAREHAM SQUARE CONDOMINIUM ASSOCIATION, INC.

MANAGEMENT REPORT

For the August 17, 2021 Board Meeting @ 2:00 p.m.

FINANCIAL/ADMINISTRATIVE:

- **Financials** – Financials were sent on August 9th.
- **Collections -**
 - There are no accounts past due.
- **Sales/Leases**
 - Unit 15 (sale) – Application has been received.
- **Correspondence**
 - Email sent regarding bags for tenting.
 - Email sent in all residents with the agenda.

MEETING MINUTES:

- **Board Minutes** – The last month's Board Meeting Minutes are attached for your review and approval.

MANAGEMENT REPORT:

- **Bids/Proposals**
 - I have requested security proposals for the tenting from four companies and have only received a quote of \$36.25 an hour for one person from Covenant Security.
 - Below are the proposals obtained for painting.
 - Lowes
 - \$41,200 (8 year)
 - \$37,800 (7 year)
 - Al Leach
 - \$47,617 (8 year)
 - \$41,828 (7 year)
 - GC1
 - \$47,400 (8 year)
 - Elite Painting
 - \$56,800 (8 year)
- **Maintenance Requests:**
 - Requested that Drew Roofing do tenting the week of September 6th due to tenting.
 - Duke contacted me May 21st to let me know they will be replacing the electric pole. However, it will be at least 90 days until that happens. I have followed up again.
 - I spoke to Jamie at Drew Roofing again about the wind mitigation report. They are going to pay to have FPAT do the wind mitigation report, but I do not yet have a date that FPAT will be out.

- **Al's Work**
Completed

- Cleaned Mail Area
- Caulked, sealed and repaired rear gate door
- Cleaned pool area and discarded old supplies
- Weeding

- To Do

- Adding ground cover at unit 19 where the plants were removed (on hold until after tenting)

- **Violations**

- None.

- **Other Issues**

- I have received one proposal for \$3,800.00 for a structural engineer to do a building inspection for budgeting purposes. I still have other companies I am waiting to return a proposal.
- Termite Issues – Natur-Zone will do spot treatments for \$950.00 a year. Would charge \$3,890.00.
- Missing trash pick up list is attached.

FUTURE PLANNING:

- I have started working on numbers for the 2022 budget.
- Next meeting scheduled for September 14th at 2 PM.