

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

FEBRUARY 9, 2021 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:04 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); owners from Unit 19 (C. Fletcher) and Unit 6 (Lily/Tom Landon).
3. APPROVAL OF January 12, 2021 MEETING MINUTES: Minutes from the January 12, 2021 board meeting were reviewed and approved. Director Dorward moved, Director King seconded, approved unanimously. Director Falkenberry will post the revised and approved minutes on the bulletin board.
3. MANAGER'S REPORT:
 - Financials: The financial report will be sent Wednesday, February 10.
 - Collections: There are no outstanding accounts over 60 days.
 - Sales/Leases: There were no sales or leases.
 - Correspondence: Corrected e-mail sent to all residents/owners with FEB meeting agenda.
 - Bids/Proposals:
 - **Proposal on silver thorn replacement from Southern Landscaping Solutions received. Estimates from both company quotes are over \$6000. General response is that both quotes are too expensive.
 - **Proposal for dryer vent cleaning.
 - **Proposal from Triangle Pool Services attached.
 - Maintenance Requests:
 - **Roofing contract for Unit 2/3 has been approved and is scheduled for February 24.
 - **Jenny requested information from our insurance company about the savings from having strapping done on the roofs. Our carrier will not offer us any discount for strapping the roofs. Individual unit owners might get a discount from their own insurance companies.
 - **Jenny provided information from Terminix for tenting our unit. Board felt we should move ahead with scheduling tenting of the entire complex for the spring. NaturZone inspected Unit 4 and saw no evidence of termites in unit. Owners/residents will need sufficient advance notice for preparation and finding a place to stay while tenting is occurring. Jenny is to contact Terminix about scheduling.
 - **The follow up from our attorney Zacur regarding the ownership and maintenance of the trees in the city ROW has not revealed a definite answer. Zacur says the city makes the claim that the trees belong to the association. We will not seek further advice from Zacur on this issue.
 - **Jenny thinks the lights on our 3rd Street side have been repaired. Director Dorward will check and let Jenny know. We instructed Jenny to not pay a bill until the work is completed.
 - **Drew Roofing has not reported back on their inspection of all roofs per our request. Jenny will check on the progress.
 - **Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: removed damaged/worn knob from westside AC access door; repaired and rekeyed by Anderson Lock; reinstalled door knob; cleaned and weeded pool area; removed old caulk from wall at Unit 19 and applied silicone and sealant; removed old solar lights from mail box area and replaced with new lights; assisted with electrician and lighting repairs. His TO DO list will be discussed at this meeting.
 - **Jenny spoke to Benjamin Moore about scheduling a pre bid meeting for painting. The board suggested that Jenny make it clear we would not be painting this year but need to get some ballpark

pricing estimates. Stucco on various unit walls needs to be replaced. Director King agreed to walk the grounds to look for issues of concerns.

- Violations: None
- Other issues: Jenny thinks she has current contact information of some kind for all owners. The list included in our board packet was from another association. She will send correct list to Board members for review and comments.
- Jenny advised she will be out of the office the week following our March 9, 2 pm meeting

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT.
- Payment process of 2020 debt: Jenny indicated we did not repay our debt of about \$9000 at the end of the 2020 calendar year due to lack of funds. She confirmed the debt must be paid in 2021. Plans to begin making payments need to be considered by the Board, whether monthly or in lump sums. Hopefully our 2021 budget savings on water bills and lower costs for budgeted expenses will accrue to cover the debt costs.

6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT. Added to Al's list are: cleaning up the area around the mail box, including clean glass, repair Bulletin Board, paint shelf; walking around the property looking for stucco areas that need repairs; assisting Director King with courtyard plantings; weeding and planting ground cover in area under oak tree at Unit 17/16; assisting Director King on cutting back dead plants in 4 planters around pool area; repairing raised brick in walkway to dumpster; continuing to pressure wash as needed; repairing or reinforcing the utility pole at the dumpster that is being worn away by dumpster emptying and repairing brick on west side of spa.
- Repairs of light fixtures along 3rd Avenue and the alley way may not have been completed by Sunshine Electric. Directors Dorward and Yetter will report to Jenny what is unfinished. No bill to Sunshine can be paid until work is completed.
- Roof replacement for Units 2/3 was reconfirmed. The anticipated schedule is February 24. Going forward, President Shannon will be the point person for working with unit owners and roofers on schedules and on-site roofing issues.
- Proposal for biennial Dryer Vent cleaning by Delintz was discussed. Director Yetter moved and Director Dorward seconded, approved unanimously. The quote was \$1520 (\$80x19) for all condo-dryer cleaning. Jenny will work with company to schedule house calls and contact all residents to sign up for service. A notice will be put on the BB listing times when Delintz will be onsite.
- Roof-replacement annual inspection report: We are waiting on a report from Drew Painting to inspect the roofs not recently replaced. Jenny will follow up. The 2019 report from BCMI was circulated. Upon review, it was interesting that the roofs that showed the longest life expectancy of 5 years are the roofs that developed leaks this past year. The Board realizes we need a plan to replace all roofs in the next 2 years and our roofing reserve fund should reflect that need going forward.
- Termite Inspection and Tenting: SEE MANAGERS REPORT. President Shannon will be the point person to work with Jenny to get necessary information to and signatures showing approval from all unit residents for tenting needs. Terminix will not give us a schedule until that information is provided. Hopefully the tenting can occur before the summer rainy season.

- Follow up on letter to our attorney Zacur about the trees on City ROW: SEE MANAGERS REPORT. Unit 19 owner C. Fletcher indicated in the past that the condo association had trimmed the street trees on an annual basis.

7. NEW BUSINESS

- Pool Leaks/corrective actions/evaluation of leaks/bucket test: SEE MANAGERS REPORT. Director Dorward provided a detailed report on actions/corrections/issues regarding both the pool and the spa and the water bills. Director Dorward reported that water usage is almost back to normal usage based on the last few months' water bills. At this time, the auto water fill valve is turned off until further notice. The Board had discussion about gas vs. electric but no action taken. After considering two new pool service companies, we received a quote from Triangle Pools. Director Dorward moved and Director King seconded, that we accept their contract of \$450 a month, for three visits a week (M-W-F). The motion was approved unanimously. They only need a 24 hour notice to begin a contract with us. Jenny will notify our current pool service that we are terminating our relationship. Jenny will contact Triangle and ask for them to begin February 22. Triangle Pools did suggest that we need to be thinking long term about major repairs/replacements for both spa and pool.
- 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.
- Roof replacements/schedule/Units 8 and 9: According to the two unit owners, the process went smoothly, the pictures showed their work and the strapping looked appropriate, as far as they could tell. No termites were found in Unit 8.
- Roofing replacement for Units 2/3 is scheduled for February 24. President Shannon will be the contact with the owners and Drew Roofing.
- Roofing replacements for remaining roofs in the complex: SEE MANAGERS REPORT.
- Painting quotes/schedules: SEE MANAGERS REPORT.
- Termites/Terminix/Tenting: SEE MANAGERS REPORT.
- Emergency contact information on all owners/renters: Jenny provided a copy of the most current information on Fareham residents. This information was requested in the notice for our annual meeting in December 2020. At this point, Ameri-Tech is missing information from many Fareham residents. We need a plan to collect essential data. The use of our website was suggested, as well as hard copy letters and emails to all units.
- Distribution of basic owner contact information to be shared with only Fareham residents: Jenny will need to contact all Fareham residents to get their permission to do this. We are asking for either/both emails or phone numbers for contacting purposes.
- Clean up of Bulletin Board area at mail boxes: Director Falkenberry has circulated list of vendors and list of Board meetings to the Board members. The revised information will be posted on the Bulletin Board.
- Reconfirm the Board meeting dates/times: The Board agreed to continue meeting on the SECOND Tuesday of the month, at 2 pm, and by conference call until further notice.
- Replacement of light fixture controls in entry way between Units 6/7 will be coordinated with Director Yetter, Jenny, and Sunshine Lighting. It has not been fixed so far. The same problem may exist in the walkway to Units 2/3.

- Board Communications: There is a need to appoint a Board member to be a point person for major issues in the complex. That list is evolving and will be posted as soon as it is finalized. Also, each resident will be notified of this improvement.

8. COMMITTEE REPORTS

- Grounds: Director Falkenberry submitted a two page report to the Board. Included were items such as: replacing the dead plants in four free-standing planters around pool; replacing silver thorns on partial basis in unit planters -- an expensive but necessary action with long term implications; planting some colorful plants along the interior east walkway; watching and fertilizing trees along the mail box walk way; monitoring trees in the ROW along 2nd Street; working with CUT RITE on cost, if any, of blowing out patios; getting key or lock for pool area for sprinkler maintenance person (Jenny will get a key to CUT RITE for this access); getting an additional quote for possible tree removal/trimming on 2nd Street North (the current ball park quote from CUT RITE is \$2500). NB: Residents will need to be notified that if they want either the front entrance ways or the inside patios blown out, they MUST leave their gates ajar/unlocked for access. Jenny will get a key to CutRite for the sprinkler maintenance person.
 - GOOD NEWS is that Director King and his wife Deana are willing to help with planting and activities on the grounds. Discussions on optional plants will be on-going. Unit 19 and Unit 7 owners offered to contribute gardening tools to help with the work. Unit 19 owner C. Fletcher offered to help with planting.
 - SEVERAL BUDGET ITEMS were approved: Director Yetter moved, seconded by Director Dorward to approve: up to \$300 for CUT RITE to begin replacing silver thorns in specific unit planters; up to \$500 for Director King and Deana King to plant flowering plants along the interior walkway and in the planters around the pool; up to \$100 to put a hedge plant at the corner of Unit 19 on 2nd Street;
9. DIRECTORS' COMMENTS: Director Falkenberry reported that Unit 3 owner Brockway was scheduled to move back into his unit in late February. Director Yetter reported that Unit 13 owner Stamper is home and doing well. Director Falkenberry asked Jenny about necessary forms for Directors to sign. Our signatures from 2 years ago are still valid and Director King has attended a Board class for certification. Director Falkenberry reported that construction debris in our dumpster is keeping owners from being able to dispose of their garbage bags. Jenny confirmed that we do pay the City to pick up garbage 3 times a week, M/W/Saturday. Various Directors agreed to confirm when they are seeing the garbage disposal services by the City, i.e., that removal is, in fact, occurring three-times/week.
10. OWNERS' COMMENTS: Owners from Units 19 and 6 had questions and comments during the meeting. Unit 19 owner C. Fletcher had some observations about the tenting process.
11. NEXT MEETING DATE: March 9 will be our next scheduled meeting date by conference call.
12. ADJOURNMENT: Meeting adjourned at 4:39 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: _____ DATE: _____

Rebecca Falkenberry, Secretary