

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

January 12, 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; Phil Colettis who will advise Jenny (Ameri-Tech); owners from Unit 19 (Fletcher) and Unit 6 (Landon).
3. APPROVAL OF November 11, 2020 MEETING MINUTES: Minutes from the November 11, 2020 board meeting were reviewed and approved. 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, as read by Phil Colettis:
 - Financials: The financial report was sent on Friday.
 - Collections: There are no outstanding accounts over 60 days.
 - Sales/Leases: There were no sales or leases.
 - Correspondence: Email sent to all residents/owners with January meeting agenda.
 - Bids/Proposals:
 - **Waiting on proposal on silver thorns from Southern Landscaping Solutions. Jenny will follow up.
 - **Painting specs were sent to board for comments. Jenny to move ahead with getting painting proposals/quotes for review, using approved contractors from Ameri-Tech. Board felt we would probably not paint the complex this year due to other projects.
 - **Attached was Amazon Proposal from Flying Locksmiths. Due to high costs, board members not inclined to move forward on this proposal.
 - Maintenance Requests:
 - **Roofing contract for Unit 8/9 has been approved by the board with Drew Roofing. Due to a misunderstanding, Unit 2/3 roofs will NOT be done at this time. Jenny is to clarify the contract with Drew and request that the start date is changed from February 8 to January 27. Board still needs to approve drip edge color and shingle colors.
 - **Jenny has requested information from our insurance company about the savings from having strapping done on the roofs. Some unit owners offered to get feedback from their own insurance companies.
 - **Jenny has asked for updated information from Terminix. They were unable to inspect infestations at several units on their last visit, due to lack of access by ladders. The recommendation from the technician on site is tenting. Board felt we should move ahead with scheduling tenting of the entire complex for the spring. Owners/residents will need sufficient advance notice. If roofers find termites while replacing Units 8/9, they have to report that for treatment. Jenny is to contact Terminix about scheduling.
 - **We still do not have a final opinion from Zacur and the City about the trees in the city ROW. A copy of our property map was included in the meeting packet. We need a copy of the report from the City arborist or the city that definitely indicates ownership of the trees in the ROW.
 - **Director Dorward provided a list of lights that need repairing on the 3rd Street side. Director Yetter will report about fixtures in the alley that also need repairs.
 - **Roofing companies that came out for quotes indicated the gutters appeared to be in good shape. We will ask Drew when they are out to replace the roofs to check gutters in those two units.

**Al's work schedule continues to be the second and fourth Thursdays. His recent work so far includes: pressure washing pool deck and walkways; checked and replaced the solar powered lights in the mail box area; cleaned out and replaced light bulbs in the tall lights along 3rd Avenue; planted jasmine ground cover by pool area gate; cleaned up storm debris; prepped sanded and painted PVC pipes for the new flow meter in pool area; weeded and cleaned alley way; had doorknob to Building A's door rekeyed.

- Violations: None

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT.
- Year-end summary: There were questions about year-end report that Phil could not answer. Director Yetter will follow up.

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, clean glass, repair Bulletin Board, paint shelf; walk around the property looking for stucco areas that need repairs; possible assistance with plantings in the courtyard.
- Repair of light fixtures along 3rd Avenue and the alley will be addressed by electrician, arranged by Jenny.
- Roof replacement contract for Units 8/9 was reconfirmed by the Board. Units 2/3 will not be replaced at this time. The schedule was discussed and requested for January 27.
- Roof replacement annual inspection report: Due to the lack of specificity from our last roof report from BCMI, the Board asked Jenny to look at other options. The Board decided to ask Drew Roofing when they are here to reroof Units 8/9 to examine all other unit roofs for possible replacement. The Board expects to replace all roofs in the next 2 years.
- Termite Inspection and Tenting: SEE MANAGERS REPORT.
- Follow up on courtyard tree work from O'Neils Trees: Director Falkenberry is working with them on how to best to protect the trees. A budget was approved in 2020 that could be applied to the costs.
- Follow up on letter to our attorney Zacur about the trees on City ROW and the City Arborist report: SEE MANAGERS REPORT.

7. NEW BUSINESS

- Pool Leaks/corrective actions/evaluation of leaks/bucket test: SEE MANAGERS REPORT. The SMART VALVE on the pool inflow pipes to monitor water usage has been installed and is working. The wireless connection is in Director Yetter's unit. Director Dorward reported that water usage is almost back to normal usage based on the last 3 months water bills. The current thinking is that the leak is coming from the spa. The Board approved a budget of \$450 to have the spa inspected to identify problems. At this time, the auto water fill valve is turned off until further notice.
- Possible refund from City for water usage: Director Dorward will use the costs of the repairs the association has paid to fix the identified leaks, as he requests a refund from the City. He will work with Jenny to submit a formal request.
- Gutter overflows and continuing issues/new inspection: SEE MANAGERS REPORT.
- Painting quotes: Jenny will get 3 quotes from painting companies anticipating a possible full paint job of the complex. There was some discussion that we want to wait another year due to the other on-going needs and budget restraints.

- Roof replacements/schedule/Units 8 and 9: The owners of the two units will be advised of the work schedule for re-roofing projects. Director Dorward and Jenny will facilitate.
- Roofing replacements for remaining roofs in the complex: SEE MANAGERS REPORT.
- Painting quotes/schedules: SEE MANAGERS REPORT.
- Termites/Terminix/Tenting: SEE MANAGERS REPORT.
- Silver Thorns: Jenny waiting on a second quote from Southern Landscaping. CUT RITE says that replacement of silver thorns will cost \$28 per bush. Several owners have complained about the appearance of their hedges in the planters.
- Trees on ROW on Second Street North side: SEE MANAGERS REPORT. We requested our attorney write a letter to the City on our behalf regarding tree ownership. We await a final notice from our attorney on the liability, requirements of ownership and maintenance of these trees.
- AMAZON package delivery: After reviewing two quotes from the Flying Locksmiths about the AMAZON key situation, the Board decided against the installment due to the costs. Unit owner Fletcher advised about how to handle Amazon deliveries on an individual unit basis.
- Emergency contact information on all owners/residents: Jenny was asked to advise the Board of any outstanding information from owners/residents. This was requested in the notice for our annual meeting in December.
- Distribution of basic owner contact information to be shared with only Fareham residents: Jenny was asked to contact all owners to get their permission to do this.
- Clean up of Bulletin Board area/mail boxes: The Board put this on the list of projects for AI. Director Falkenberry will assist with current information posted.
- 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.
- Board training events: Director King will be attending a session on January 28, sponsored by Ameri-Tech. Jenny needs to get the proper papers to the Board for signatures, per Florida law.

8. COMMITTEE REPORTS

- Grounds: Director Falkenberry is working with O'Neils Trees about the health of the two trees closest to the mail box. She is working with CUT RITE on the silver thorn replacement, new plants in the four pool planters, the area along the walkway and a planting in the area next to the door of Unit 19 on the 2nd Street side. CUT RITE says that the irrigation system we have for the four planters near the pool need a larger hose to keep the planters watered. That can be fixed when they replace the plants. Quotes for costs and optional plants will be distributed to the Board for review. There are several yard projects that have been put on hold since 2020. They need to be addressed for the general positive appearance of the complex.
9. DIRECTORS' COMMENTS: Director Yetter reported that Unit 13 owner Stamper was recovering from a fall. Director Falkenberry reported that Unit 3 owner Brockway was still at Westminster Palms
 10. OWNERS' COMMENTS: Owners from Units 19 and 6 made several helpful comments during the meeting. Unit 6 owners reported two 2 bikes stolen from their garage on the alley.
 11. NEXT MEETING DATE: February 9 will be our next scheduled meeting date by conference call.
 12. ADJOURNMENT: Meeting adjourned at 4:18 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: _____ DATE: _____

Rebecca Falkenberry, Secretary