

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

July 13, 2021 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: Director Dorward called the meeting to order at 2:01 pm.

2. ESTABLISH A QUORUM: Participating in the call or at Ameri Tech office: President Shannon, Directors Yetter, Falkenberry, Dorward, and King; Jenny Kidd (Ameri-Tech); Unit 19 owner (D. Fletcher); Unit 11 owner (Stubblebine); Unit 14 owner (McNeel).

3. APPROVAL OF June 15, 2021 MEETING MINUTES: Minutes from the June 15, 2021 board meeting were reviewed. Director Yetter moved, Director King 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.
- Collections: None.
- Sales/Leases: None.
- Correspondence: E-mail sent to all residents/owners with July meeting agenda.
- Minutes of last month's Board meeting are attached and approved unanimously.
- Bids/Proposals: Two painting proposals have been submitted by L & T Brothers (Lowes) for \$41,200 or \$37,800, depending on paint quality and time of guarantee, and GC1 Building for \$47,500. Jenny asked two more companies for bids. Both of the current proposals charge extra for balcony floors and iron railing painting, which traditionally has been unit owners' responsibility. Question was raised about length the quotes' validity, hopefully to 2022 when the painting is likely to occur.
- Drew Roofing submitted a proposal for roofing maintenance, cost of \$3337.50. Director King moved and President Shannon seconded, to approve the proposal. All in favor. We need to ask if the work conflicts with tenting and when they could accomplish the work. When finished, they will give an estimate on the future life expectancy of the roofs.
- Violations: None.
- Maintenance Requests:

**Duke will replace the utility pole at the dumpster, no later than August 21. Jenny will follow up.

**Jamie at Drew Roofing has still not resolved the wind mitigation report for new roof strapping. This affects the owners of various units who need the information for insurance purposes. The problem seems to be the person who signs off on the report must be a wind mitigation specialist, not a general contractor. Jenny will look for a specialist to inspect and sign off on the papers, with an estimated cost of \$300. They do not need access to the units, but to be able to see the photos that Drew took during the work and see the blueprints of the units. We have still not paid Drew the final \$2000 for their earlier roofing replacements.

**Al continues to come out on second and fourth Thursdays. His recent work included: weeding around condos and alley way; pressure washing the pool deck and sidewalks. Next tasks are dependent on tenting but include: weeding and planting ground cover beside Unit 19; acquiring more information on pet wastes signs; being available for unit owners for outside work and complex for tenting preparation the weekend before tenting. Al can help water the plants that are directly next to buildings in the hopes of giving them more protection from tenting, as recommended by Terminix.

**The second installment of repayment of our loan will be paid in July.

**Owner/resident contact information has been distributed.

**Terminix tenting schedule: We have scheduled tenting for August 30 and were given no other alternative dates. Jenny has talked with Andy at Terminix about an onsite, pre-tenting community meeting. We agreed on Friday, July 23, 11 am, courtyard. Jenny needs to remind him about bringing the NYLOFUME bags and any hard copies of information to be given to owners/residents.

**Jenny emailed the board two new sources of tenting guidelines. The documents are too long to print. Jenny gave print copy to Director Yetter who will summarize to determine if these new resources are different from those Terminix gave us months ago. Yetter will inform Jenny and board of her findings. If board finds (some of) new materials important, those pages will be copied for residents—Jenny will send a draft letter about meeting on July 23rd to board members before sending out to the condo association.

**Jenny has contacted four structural engineers related to an inspection for our almost 40 year old property, in light of what happened to Champlain complex in Surfside. There is no Pinellas County or St. Petersburg law about the need for re inspection like the laws in Miami-Dade counties. There is potential state legislation being considered and an advisory group was appointed by the governor.

**Jenny has reached out to two pest control companies to compare their costs and services with Terminix. Natur-Zone does spot treatment only, not tenting. Haskell does tenting as well as monthly services. They MIGHT be willing to take over our property after Terminix tenting occurs. The monthly costs would increase over what we are paying Terminix now but our

payment to Terminix includes tenting costs. This is a decision that has a time deadline to be made, as quickly as possible after August 30. Jenny will compare what she is finding and check with other companies.

**Jenny has started working on our 2022 budget. There is still information we don't have yet from various vendors. A budget committee of Jenny, Director Yetter (treasurer), President Shannon and Director Falkenberry was formed. Initial meeting to be determined as more financial information is received and based on schedules of committee members.

5. FINANCIAL REPORT

- Financials: SEE MANAGERS REPORT. There were some questions about various budget expenses, including grounds and coding, roof reserve funds, painting reserve funds, termite control, building maintenance and water bills.
- Update on loan repayment: SEE MANAGERS REPORT.

6. OLD BUSINESS

- Update on AI's work schedule/tasks: SEE MANAGER'S REPORT.
- Update on roof replacement inspection report: SEE MANAGER'S REPORT.
- Strapping situation with Drew Roofing: SEE MANAGER'S REPORT.
- Termite Tenting Schedule: SEE MANAGER'S REPORT.
- Notification on tenting sent to owners/residents: SEE MANAGER'S REPORT. We discussed hiring a guard, 24/7 to be on property during tenting. Unit 19 owner D. Fletcher will ask C. Fletcher how this was handled when she was president and send information to President Shannon. Jenny will also gather information about guards. Director Yetter will contact Police Dept. to see if they send cruisers to check on tented buildings. Director Falkenberry will notify CUT RITE about tenting date; note to inform our mail deliverer, Scott, also will be left on mail boxes informing him of tenting dates.
- Emergency information sent to owners/residents: SEE MANAGER'S REPORT.

7. NEW BUSINESS

- Pool/spa updates: Director Dorward provided a written report. Water usage is almost back to normal and costs are below budget. He presented a quote to address wiring issues related to the system that notifies us of excess water usage. President Shannon moved, Director King seconded to approve the work for up to \$800. Approved unanimously. There was a discussion about adding new watering hoses to various units on the inside of the courtyard. It was deemed too expensive at this time. There was a discussion about the possibility of decreasing the cost of our pool service. Director Dorward believes the new company is doing a great job and that there is no cost savings to be made.
- The Board thanked Director Dorward for his attempt to get a refund from the City for our water leaks and attempts to correct the problems. The request was denied due to the leak being from the spa, not the pool.
- Painting quotes for complex for 2022: SEE MANAGER'S REPORT.
- Grand Oak Tree on NE corner of 3rd Ave-2nd St: Director Falkenberry reported that O'Neils Trees trimmed the dead branches on June 29. We have done all we can to save the tree. Now we wait and see if new leaves appear. She will contact O'Neils to see how long it takes to evaluate the tree's health. CUT RITE said they could not adjust the sprinklers to water the area any more. Summer rains are helping. We need an annual budget with O'Neils to finish the work outlined in original quote.
- Key access: President Shannon will check on keys to all units to be sure they are current for tenting.
- Replacement/repairs of light fixtures at Units 6/7 and 2/3: Director King will contact Kinney Electric again about the repairs of interior lighting in hallways in adjoining units. The estimate of about \$1100, up to \$1500 to fix the problems has not changed. We would save about \$400 if we went solar.
- Dumpster complaints: Jenny has been in touch with the Sanitation Department by phone and they tell her they are addressing our complaints. The sofa was picked up. Director Dorward suggested Jenny keep a record of all the times the City misses a pick up since we pay for three times/week.
- Annual Ameri-Tech Evaluation process: This is a continuing process. A follow up discussion will happen with board members.
- 40-year inspection plans: SEE MANAGER'S REPORT. We are reminded that invoices need to be detailed about what and how work was done and also that we require photos of the work.
- 2022 Budget: See MANAGER'S REPORT.

8. COMMITTEE REPORTS

- GROUND

Director Falkenberry submitted a two-page report to the Board. New silver thorns are OK. CUT RITE comes every Wednesday until the fall. After tenting, we may need to replace some plants. Director King will remove the dead flowering begonias along the walk way. The board agreed to a \$200 budget to replace them with different flowering plants after tenting. Before tenting happens, owners/renters should put their personal plants on bricks, not in the ground cover inside the patio. The watering team of Directors Falkenberry and King, and resident Leda in Unit 9 has stopped due to summer rains. Discussion about options to stop dogs from using our grounds is on-going. Pet signs have not been installed. General agreement was to spend up to \$200 for signs. The budget for tree trimming is \$3000 and we have spent about \$3400 to try to save the Grand Oak. CUT RITE has agreed to replace monkey grass after tenting.

9. DIRECTORS' COMMENTS: Director Falkenberry thanked the two board members, Yetter and Shannon, for being on-site during the tenting on August 30.
10. OWNERS' COMMENTS: Unit 19 owner D. Fletcher had questions about Drew Roofing and the needed information for insurance quotes. Owner Stubblebine had questions about where the meeting minutes were posted and was directed to the Bulletin Board and the website. She also had some issues with the tenting date. Owner McNeel expressed concerns about security and access to her unit during tenting, as well as Terminix not being held responsible for damage to residents' property during tents being put up and taken down.
11. NEXT MEETING DATE: August 17 will be our next scheduled meeting date call at 2 pm. Participation can be in person at Ameri-Tech office, by phone and by Zoom.
12. ADJOURNMENT: Meeting adjourned at 4:02 pm. Director King moved and Director Yetter seconded. All were in favor.

SUBMITTED _____ DATE: _____

Rebecca Falkenberry, Secretary