

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

June 15, 2021 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:00 pm on the conference call.
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Yetter, Falkenberry, and King; Jenny Kidd (Ameri-Tech); Unit 19 owner (C. Fletcher).
3. APPROVAL OF May 11, 2021 MEETING MINUTES: Minutes from the May 11, 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: One owner has been sent notice of overdue funds.
 - Sales/Leases: None. Unit 15 listed on Zillow.
 - Correspondence: E-mail sent to all residents/owners with June meeting agenda.
 - Minutes of last month's Board meeting are attached and approved unanimously.
 - Bids/Proposals: Two painting proposals were submitted by L & T Brothers (Lowes) for \$41,200 or \$37,800, depending on paint quality, and GBI Building for \$47,500. Both charge extra for balcony floors and iron railing painting, which traditionally has been unit owners' responsibility.
 - Violations: None.
 - Maintenance Requests:
 - **Duke will be replacing the utility pole at the dumpster, but not for at least 90 days.
 - **Jamie at Drew Roofing has not resolved the wind mitigation report for new roof strapping. This affects the owners of Unit 19 who need this information for insurance purposes. Jenny will follow up. We have not paid them the final \$2000 for their work.
 - **Delintz, the dryer-hose cleaners, has been paid and no follow-up for any more servicing is scheduled. Jenny will look for other options. Next year when we do the cleaning, a board member needs to accompany the company representative to actually enter each unit to clean the inside hoses. Dryer lint is a fire hazard and, therefore, not an owner choice.
 - **The updated pricing for roof maintenance from Drew was \$3337.50, after giving us a 25% discount for doing all roofs in one job. Jenny will ask them for a detailed list of which roofs need to be replaced and how much life expectancy this work would add to the older roofs.
 - **Repairs have been made to Unit 7 roof/second floor eave sidings by Drew Roofing. They have not been paid. Jenny was instructed to ask them for photos taken during the work.
 - ** Al continues to come out on second and fourth Thursdays. His recent work included: replacing the gate spring at front gate; repairing hose connection at Unit 14; weeding around condos and alley way; cleaning up and painting the mail box area; removing Covid signs from pool/spa; removing a broken chaise chair from deck to the pool cage; meeting with paint contractors to point out areas of concern; planting ground cover in front of Unit 15/16. Next tasks are weeding and planting ground cover beside Unit 19; acquiring more information on pet wastes signs; being available for unit owners and complex for tenting preparation. No big jobs for him in June; he may want to accumulate hours for tenting jobs.
 - ** The second installment of repayment of our loan will be made on July 1.

**Emergency contact information for owners/renters is basically complete. There are several owners who do not want their information shared. Jenny will send out an email attaching a word document with contact information to those remaining owners who have allowed distribution to other residents.

**The City does not seem to be emptying the dumpster 3 times a week (M/W/Sat). Jenny is keeping a list of missed pick up dates. Jenny will call to request the removal of a large sofa that was left at our dumpster. Sanitation number to call for large-item removal is 727-893-7351. Overflow at the dumpster is happening because residents are using the dumpster for furniture, box of batteries, books, empty boxes, sofas. A note on the BB and an email about housekeeping issues will be sent to residents.

**Terminix scheduling: There have been many calls/texts/emails and visits to Terminix and Andy, our contact person. Jenny and Phil and various board members have been attempting to contact Andy. So far, we do NOT have a date for tenting. Jenny sent an old contract and followed up with the most recent contract from 2007. Pres. Shannon will contact Attorney Zacur about a plan for moving forward.

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT. Questions about various budget expenses, including grounds and coding, loan repayment, roof reserve funds, painting reserve funds, and garbage pick-up. Some adjustments are needed in ground budget items where expenses were recorded. The approximate roof reserve will be about \$60000 by year's end, with one outstanding bill of \$2000.
- Update on loan repayment: SEE MANAGERS REPORT.

6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT.
- Update on roof replacement inspection report: SEE MANAGERS REPORT. Jenny was asked to get a list of unit numbers to be repaired and how much life expectancy these repairs would add.
- Emergency information on all owners/renters: SEE MANAGERS REPORT.
- Termite Tenting Schedule: Jenny provided a quote on tenting by Haskell at a cost of about \$30,000 and annual fees higher than Terminix. She will get other options for us to consider. President Shannon will be in touch with Attorney Zacur about our future options for dealing with Terminix, who so far has not given us a date for tenting. Board will tentatively have a phone call in the next two weeks to decide on our plans going forward. We may need to pay for spot treatment or get advice from our attorney. Jenny was instructed to send e-mails to all owners/renters advising them of the issues we are having getting a tenting date. We are headed into summer vacations and hurricane season; several additional unit owners are reporting termite swarming and infestations.

7. NEW BUSINESS

- Pool/spa updates: Director Dorward provided a report on both the pool and the spa and the water bills. Water usage is almost back to normal and costs are below budget. He asked for approval to get a quote on repairs to the watering system so that when he turns off the water due to a leak, our external hoses will stay connected to the water source. Board approved getting a quote.
- Possible refund from City for water usage: Director Dorward submitted a request to the City for water usage, asking for a reimbursement of \$8876 for clean water down the drain and \$1920 for repairs we have made to fix the problems.
- Painting quotes for complex for 2022: SEE MANAGERS REPORT.
- Grand Oak Tree on NE corner of 3rd Ave-2nd St: Director Falkenberry reported that O'Neils Trees had been out to take soil samples around the tree on June 1. The report was issued on June 6. Their arborists were out here on June 11 to begin treatment. The trimming of dead branches will occur on June 29 and all residents will be notified about not parking on the 2nd St. ROW side. Director

Falkenberry was advised to water the tree several times a week, depending on rain frequency. She will contact CUT RITE to see if they can adjust sprinklers.

- Moving our termite contract away from Terminix, due to their lack of service, was discussed. This is on-going and Jenny will look for other options/costs than Haskell.
- Key access to two rental units: President Shannon will check on keys to all units to be sure they are current. He will be in town around July 1. Director Falkenberry delivered the two outstanding keys to the key box in his unit.
- Replacement/repairs of light fixtures at Units 6/7 and 2/3: Director King worked with Kinney Electric. Repairs of interior lighting in hallways in adjoining units: He got an estimate of about \$1100, up to \$1500 to fix the problems. Unit 19 owner explained what they had done on their unit for outside lights. Director King will get a quote on that approach.
- Ameri-Tech Evaluation process: Two board members met with Ameri-Tech about our concerns and questions. A follow up discussion will happen with board members.

8. COMMITTEE REPORTS

- GROUNDS

Director Falkenberry submitted a two-page report to the Board. New silver thorns seem to be OK. CUT RITE comes every Wednesday until the fall. Dead palm removed near spa. We may want to replace after tenting. Blowing inside and outside patios/on walkways will continue as contracted. When tenting happens, owners/renters should put their personal plants on bricks, not in the ground cover inside the patio. Flowering plants around the pool are doing well. We have a watering team of Directors Falkenberry and King, and resident Leda in Unit 9. 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. There are many hot spots around the grounds that need attention. Grounds budget was \$2000 and we have spent \$713. The budget for tree trimming is \$3000. We have approved a budget of about \$3400 to try and save the Grand Oak. CUTRITE destroyed several monkey grass plants in front of Units 19/18 when they planted new silver thorns. Dennis has agreed to replace them. Installation of new AC for Unit 18 did not damage the shrubs along the west sidewalk.

9. DIRECTORS' COMMENTS: None

10. OWNERS' COMMENTS: Unit 19 owner C. Fletcher understood the status of Drew Roofing and the needed information for insurance quotes. She also had useful comments on a solution to the lights in common areas of Units 2/3 and Units 6/7. Director King will follow up with Kinney Electric.

11. NEXT MEETING DATE: July 13 will be our next scheduled meeting date by conference call at 2 pm.

12. ADJOURNMENT: Meeting adjourned at 4:02 pm. Director King moved and Director Yetter seconded. All were in favor.

SUBMITTED _____ DATE: _____

Rebecca Falkenberry, Secretary