

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

March 9, 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 Dorward, Yetter, Falkenberry, and King; Jenny Kidd (Ameri-Tech); and Unit 19 owner (D. Fletcher).
3. APPROVAL OF February 9, 2021 MEETING MINUTES: Minutes from the February 9, 2021 board meeting were reviewed. Director King moved, Director Yetter seconded, approved unanimously. Director Falkenberry will post the approved minutes on the bulletin board.
3. MANAGER'S REPORT:
 - Financials: The complete financial report will be sent after 10th of the month, when it is prepared. Our meeting packet included basic financial information.
 - Collections: There is one outstanding account over 60 days. Jenny will be in touch with the owner.
 - Sales/Leases: There were two leases this month.
 - **Unit 9 (Rental) - Ricardo and Leda Domingez; application approved.
 - **Unit 2 (Rental) – Ryan Quinty and Corrine Fish; application approved.
 - Correspondence: E-mail sent to all residents/owners with March meeting agenda.
 - Minutes of today's Board meeting are attached.
 - Bids/Proposals:
 - **Proposal for replacement of control panel for AquaCal heaters. (\$366.04)
 - **Proposal from Stevens Tree Service for tree work. (\$6225).
 - Maintenance Requests:
 - **New Roofing for Unit 2/3 completed with necessary inspections. The company will send wind mitigation report to Jenny.
 - **Lights on Third Avenue North side have been repaired by Sunshine Electric.
 - **E-mail sent to the board from Drew Roofing about inspections of other units.
 - **Terminix letter was sent to owners with necessary forms regarding tenting with deadline of March 15 for return of signed forms. Owners/residents will need sufficient advance notice to prepare for and find location to stay while tenting is in progress. Completed forms received from Units 16/8/3. Jenny needs to get forwarding address for owner of Unit 2, which is now rented.
 - **A pre-bid meeting with Benjamin Moore for cost estimates for painting the condo will be scheduled in May. Damaged stucco on various unit walls needs to be replaced prior to painting.
 - **Al's work schedule continues to be the second and fourth Thursdays. His recent work includes: power washing the pool deck/sidewalks. His TO DO list will be discussed later in the meeting.
 - Violations: None
 - Emergency information forms can now be completed on the website, <https://farehamsquareassoc.com>. The board directed Jenny to also send letters to owners/renters requesting updated information.
 - Jenny advised she will be out of the office the week of March 14. She gave board emergency contacts.
5. FINANCIAL REPORT
 - Outstanding accounts: SEE MANAGERS REPORT.
 - Payment process of 2020 debt: Director Yetter moved and Director King seconded, that we repay the amount owed in four equal payments, one every quarter. Motion approved.

- Change in board meeting dates was discussed. For the months of June/August/November, the meeting will be the third Tuesday of the month to allow **full** financial reports to be distributed to the board.

6. OLD BUSINESS

- Update on AI's work schedule/tasks: SEE MANAGERS REPORT. Added to AI'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 and documenting areas needing stucco repairs; weeding and planting ground cover in area under oak tree at Unit 17/16; continuing to pressure wash as needed and repairing brick on west side of spa. Repair to utility pole behind dumpster needs to be made by City of St. Pete or Duke Energy who will be contacted by Jenny to inform them of recurring damage.
- Repairs of light fixtures along 3rd Avenue: SEE MANAGERS REPORT. These have been repaired. Repairs to units with adjoining entry ways have not been completed by Sunshine Electric. Director King will work with Sunshine to resolve the problem for units 6/7 and 2/3.
- Roof replacement for Units 2/3 was completed and has approved inspection. Jenny has not received the final bills so is unable to report an updated amount for the roof reserve.
- Dryer Vent cleaning by Delintz will occur on April 13. Jenny will notify all residents.
- Roof-replacement annual inspection report: We received a report from Drew about the expected life expectancy of the remaining roofs. Jenny will follow up to ask them for more specifics for each unit roof and estimated costs. The Board understands need for a plan to replace remaining roofs in the next few years. The roofing reserve fund in the budget should reflect that going forward. Drew also offered us a suggestion for an annual maintenance repair of the roofs. No decision was made at this time.
- Termite Inspection and Tenting: SEE MANAGERS REPORT. With the deadline of March 15 for all owners/residents/renters to sign and return the forms, President Shannon will contact those that have not returned signed forms. Tenting schedule from Terminix is not confirmed until all forms received.

7. NEW BUSINESS

- Pool/spa updates: Director Dorward provided a report on both the pool and the spa and the water bills. He reported that water usage is almost back to normal based on the last few months' water bills. The board approved the quote from AquaCal to replace the control panel for the spa, cost of \$366.04. During **our** board meeting, Triangle Pools was on property and advised that the mechanism releasing chemicals into the spa was not functioning properly. After discussion of our options, Director Dorward moved and Director Yetter seconded, that we lease rather than purchase the equipment at the cost of \$100 a month. Motion passed. One unit owner is not responding to requests to correctly shut off water source after using pool deck hose after watering their plants.
- 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. Target date is next month.
- New Pool and Spa company, TRIANGLE POOLS, was reconfirmed. Their monthly fee will now increase by \$100 due to the addition of leasing spa equipment.
- Roofing replacements for remaining roofs in the complex: SEE MANAGERS REPORT.
- Painting quotes/schedules: SEE MANAGERS REPORT.
- Emergency contact information on all owners/renters: Jenny was instructed to send out a notice to all owners/renters/residents to provide the association with their most current information. Our website has been updated to include the form for online completion.

- Painting quotes for complex for 2022: SEE MANAGERS REPORT.
- Distribution of basic owner contact information to be shared with only Fareham residents: Jenny will contact all Fareham residents to get their permission to do this.
- Clean up of Bulletin Board area at mail boxes: Director Falkenberry has posted revised information of meetings and updated vendor information. Director Yetter will assist.
- Board meeting dates/times: The board changed meeting dates for June/August/November from the regular second Tuesday of the month, to the third Tuesday of the month due to financials' availability.
- Quotes from Stevens Tree and CUT RITE re tree work: Based on differences in the cost estimates for basically the same work, the board decided to use CUT RITE. Details about tree health were discussed.
- Replacement of light fixture controls in entry ways between Units 6/7 and Units 2/3 have not been fixed. Director King will coordinate with Sunshine Lighting to find solutions.
- Board Communications: An instruction sheet on the board point- person system set up for gathering information about problems or issues in the complex will be posted by Director Yetter.
- Repair of utility pole next to dumpster. Board asked Jenny to contact the relevant people at City/Duke to inform about damage done to pole and inquire about pole's protection from future damage.
- Confirmation of two rental leases and key access to those units: President Shannon will ask new renters of both units for emergency key, to be kept with other residents' keys in a lockbox at his unit.
- Review of contract with Ameri-Tech: Jenny will send to board members the evaluation form used annually by Ameri-Tech. Board discussed the current status of our contract with them.

8. COMMITTEE REPORTS

• GROUNDS

Director Falkenberry submitted a two-page report to the Board. President Shannon made a motion and Director King seconded a request for a budget of up to \$300 to replace more silver thorns; motion passed. An email from City of St Petersburg confirmed that the trees in the ROW along 2nd Street are our responsibility. DUKE will continue to trim the trees for power line interference. CUT RITE wants extra money to blow out inside patios so board declined the offer.

9. DIRECTORS' COMMENTS: Director Falkenberry reported that Unit 3 owner Brockway is back in his unit. The board expressed sympathy about the death of Unit 10 Owner Scott Tyler. Obituary notice was posted on bulletin board. Jenny will send to board members the FL STATUE about access to units. A discussion about requesting a wellness check by St. Pete Police Dept. when necessary was held.
10. OWNERS' COMMENTS: Unit 19 owner D. Fletcher asked about the city permit signs and was informed it was OK to remove them. He also agreed to send Jenny an information form that he gives to their **renters** about this complex.
11. NEXT MEETING DATE: April 13th will be our next scheduled meeting date by conference call at 2 pm.
12. ADJOURNMENT: Meeting adjourned at 5:23 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED: _____ DATE: _____

Rebecca Falkenberry, Secretary