

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

May 11, 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); Unit 19 owner (D. Fletcher); Unit 16 owners (Landons).
3. APPROVAL OF March 9, 2021 MEETING MINUTES: Minutes from the April 13, 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. One owner has been sent notice of overdue funds
 - Sales/Leases: None.
 - Correspondence: E-mail sent to all residents/owners with May meeting agenda.
 - Minutes of last month's Board meeting are attached.
 - Bids/Proposals: Drew Painting submitted proposals for roof maintenance work on various roofs. The cost seemed high and the report was confusing. Jenny is to ask about pricing. Drew has still not given us a comprehensive report on which roofs need to be replaced and a time line. Jenny will ask again.
 - Violations: None.
 - Maintenance Requests:
 - **AquaCal was out to install/repair the spa control panel.
 - **A pre-bid planning meeting for painting is set of May 27 at 10 am; painting will not occur until 2022.
 - **Delintz has been contacted about not servicing all units inside and outside and to set up a return visit. We will need specific information about their scheduled visit times.
 - ** Al continues to come out on second and fourth Thursdays. His recent work included cleaning up and painting around the mail box; repair tile near the spa; power washing the courtyard, walkways. Next tasks are weeding and planting ground cover in front of Units 17/16 and 19; locating signs to post in the grass easement area on 2nd Street to stop pet wastes.
 - **DUKE Power sent someone out to inspect the power pole by the dumpster. No report on what they recommend or plan to do.
 - **Jenny has spoken to her supervisor about the problems with Sunshine Electric. We ask that they not come back to our complex. President Shannon recommends Kinney Electric for Director King to call.
 - **The issues with the mitigation report from Drew Roofing will be solved shortly. The solution is for Drew to resubmit the invoice forms with license information of a general contractor.
 - ** The second installment of repayment of our loan will be made on July 1.
 - **Emergency contact information for owners/renters is nearing completion.
 - Violations: None
 - Other Issues:
 - **Some of the forms for Terminix are still missing. Discussion on this issue will occur later in meeting.
 - **The board will set up a meeting with Phil and Jenny to discuss the evaluation survey results.
 - **The City does not seem to be emptying the dumpster 3 times a week (M/W/Sat). Jenny called to report the lack of pick-ups. Number to call Sanitation is 727-893-7351. Overflow at the dumpster is

happening because residents are using the dumpster for furniture, box of batteries, books, empty boxes that take up space.

5. FINANCIAL REPORT

- Outstanding accounts: SEE MANAGERS REPORT. Questions about various budget expenses, including grounds and coding, loan repayment, water/sewer/storm water expenses, roof reserve funds, and garbage pick-up. Some adjustments are needed in categories where expenses were recorded. The approximate roof reserve will be about \$60,000 by year's end, after bills are paid.
- Update on loan repayment: SEE MANAGERS REPORT

6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGERS REPORT. Added to Al's list are: planting ground cover by Unit 19; Director Yetter will get Al to send photos of potential signs for stopping pet wastes on our green areas; repairing the spring on the gate door by mail box; checking on hose at Unit 15; inspecting the pool chairs for broken webbing; removing one broken chair.
- Repairs of interior lighting in hallways in adjoining units: Director King will work with Kinney Electric since Sunshine is not responding to requests to work on problems for units 6/7 and 2/3.
- Roof replacement for Units 2/3: Final payment of about \$2000 is pending clarification on wind mitigation report and clarification of strapping for insurance purposes. A refile of the forms with new general contractor license number is needed. A detailed inspection from DREW for the remaining 11 roofs to be replaced was requested again. Our anticipated roof reserve by end of 2021 was discussed. There was a brief discussion of replacing all remaining roofs, which would most likely require an assessment.
- Emergency information on all owners/renters: Jenny will provide the board with a new completed copy. Jenny will check on which owners have given permission for sharing their contact information within the condo complex and circulate appropriate information.
- Termite Inspection and Tenting: Frustration was expressed that we are still waiting on all forms to be completed in order for Terminix to give us optional dates for tenting. Jenny was instructed to send e-mails immediately to all those owners/renters to get the correct forms. Directors Yetter and Falkenberry agreed to go door-to-door and to make necessary calls, as needed, to get the corrected forms. We are headed into summer vacations and hurricane season; some units are having repeated termite swarming that must be addressed.

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. The new spa control was installed at the quoted cost, even though it was a more expensive control set than ordered.
- Possible refund from City for water usage: Director Dorward has identified a person at the City water that may help with getting our refund. Initial requests estimated to be as much as \$8800.
- Roofing replacements for remaining roofs in the complex: SEE MANAGERS REPORT.
- Painting quotes for complex for 2022: SEE MANAGERS REPORT.
- Trees: After CUT RITE indicated the grand oak on the corner needed to be removed, Director Falkenberry asked the City Arborists (SHANE) to give us yet another evaluation. At his visit, he felt that trimming was appropriate for the grand oak and that the three remaining trees on our 2nd St. row could be removed, but are not presenting a danger. A general decision was made to not use CUT RITE but to find a certified tree company. Director Falkenberry has arranged to get a quote from O'Neils

Trees. Appointment set up for Thursday, May 12 around noon. Other directors are invited. We already have two quotes for the work, ranging from \$2500/\$3000 (CUTRITE) to \$6225 (Stevens).

- Key access to two rental units: Key to unit 9 has been provided. Jenny will get the key to Unit 2 from the owner's management company.
- Replacement/repairs of light fixtures at Units 6/7 and 2/3 will be arranged by Director King, working with Kinney Electric.
- Ameri-Tech Evaluation process: The board will set up a meeting with Phil and Jenny soon to discuss the survey results. Directors Dorward and Yetter will attend the meeting, with input from other board members.
- Key/combination to locks for the pool cage: Director Dorward has the key, will get another copy made and unlock the gate for AC inspection.
- Rot under eaves on Unit 7: Jenny will arrange for a contractor to come out to inspect and give a quote.

8. COMMITTEE REPORTS

- GROUNDS

Director Falkenberry submitted a two-page report to the Board. New silver thorns have been planted. CUT RITE will come every Wednesday until the fall. Dead palm removed near spa. Blowing inside and outside patios/walkways will continue as contracted. Another quote for tree trimming and removal from O'Neils set up for May 13. Any work most likely won't occur until June. 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, and the Kings removed the dead violets. We have a watering team of Directors Falkenberry and King, and resident Leda in Unit 9. Director Yetter will send photos that Al took of possible pet signs. Discussion about other options to stop dogs from using our grounds included options such as changing grass types, small fence, installing rocks/gravel instead of grass, deterrent spraying, different type of bushes, etc. 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. CUTRITE destroyed several monkey grass plants in front of Units 19/18 when they planted new silver thorns. These will need to be replaced by CUTRITE.

9. DIRECTORS' COMMENTS: None

10. OWNERS' COMMENTS: Unit 19 owner D. Fletcher was informed about the status of Drew Roofing and the needed information for insurance quotes. Unit owners (#6) Landons asked about tenting schedule and had some comments about Terminix and pool chairs to be repaired.

11. NEXT MEETING DATE: June 15 will be our next scheduled meeting date by conference call at 2 pm.

12. ADJOURNMENT: Meeting adjourned at 4:01 pm. Director Dorward moved and Director Yetter seconded. All were in favor.

SUBMITTED _____ DATE: _____

Rebecca Falkenberry, Secretary