

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

November 10, 2021 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:01 pm.
2. ESTABLISH A QUORUM: Participating in the call: President Shannon, Directors Yetter, Falkenberry, Dorward, and King; Jenny Kidd (Ameri-Tech); Unit 19 owner (C. Fletcher).
3. APPROVAL OF October 12, 2021 MEETING MINUTES: Minutes from the October 12, 2021 board meeting were approved unanimously (Director Dorward moved, Director King seconded, all in favor). Minutes from the corrected August 17 were approved, Director Dorward moved, Director King seconded, all in favor). Director Falkenberry will post to the Bulletin Board after the meeting.

4. MANAGER'S REPORT:

- Financials: The October financials were sent out day before meeting.
- Jenny will make the last repayment on our loan on December 1.
- Collections: One unit owner is 30 days past due. A note will be sent at the appropriate time.
- Sales/Leases: None.
- Correspondence: E-mail sent to all residents/owners with November 10 meeting agenda.
- Notice of the 2021 Annual and Budget meeting to be sent out this week.
- Bids/Proposals:
 - Painting proposals from Lowes, Al Leach, Elite and GCI were included in packet. No decision made on dates.
 - Terry Elias proposal for replacing AC door for \$647.83. Need more information to decide.
 - Gutter Man proposal to replace gutter at Unit 18, \$375. Approved.
 - Gutter Man proposal for cleaning out all gutters, \$2700. Only need to clean gutters from Units 2/3/8.9. Get new costs and competitive bids.
- Maintenance Requests:
 - ** Al continues to come out on second and fourth Thursdays, dependent on pressure washing efforts. His recent work included: removed unclaimed plants from pool deck; pressure washed pool deck; cleaned mail area; cleaned pavers near Unit 15; replaced and cleaned water hose used by construction crew from Unit 15 back to Unit 2; watered silver thorns; replaced 6 burned out lights along Third Avenue; sent photos of damaged AC door; removed debris from recent storm; coiled all hoses. Next tasks will be: weeding and planting ground cover beside Unit 19 and in front of Unit 16; repairing gate by mail box; checking gate to dumpster for repairs. Director Yetter will continue to work with Al via texting and meeting with him on days he is on site.
 - **Violation was reported by Director Falkenberry with Unit 15. The owner has not cleaned up the plaster and white paint in the planter after several requests. Jenny was instructed to send him a letter.
 - **Other Issues from Jenny: met on 11/9/21 with the budget committee; connected Board member Dorward with Korene to answer questions about costs of city utilities such as water/sewer/storm water/trash.

**ANNUAL CONDO MEETING: December 14 at 4 pm poolside.

5. FINANCIAL REPORT

**Outstanding accounts: One owner is 30 days past due. Letter will be sent at appropriate time if not paid

**Next quarterly repayment will be made on December 1, for our outstanding loan.

6. OLD BUSINESS

- Update on Al's work schedule/tasks: SEE MANAGER'S REPORT.
- Update on roof inspections report: The board discussed the condition of the roofs based on the recent report from DREW. There are 11 units with life expectancy for no more than 2 years. There are 2 other units with life expectancy of no more than a year. The board asked Jenny to get a second quote and opinion of our roofs.
- Dumpster/garbage pick-up/boxes: There have not been additional reports of NO PICK UPS since our last board meeting. Jenny was instructed to draft a letter to go to all residents about dumpster rules.
- Update on pool/spa: Director Dorward reported that daily average water use is down or steady mostly due to our work on fixing leaks and equipment and monitoring the usage. Building A uses more total water than Building B even with fewer full time residents and fewer total people. His conversation with Korene was helpful in understanding the city billing and our

budget lines. He will be looking at other ways to quantify the water usage. Unit owner 19 C. Fletcher will help with providing dyes for owners to check for leaks.

7. NEW BUSINESS

- Grand Oak tree: Director Falkenberry reported that O'Neils Trees had visited the property in October, as promised once a month, to evaluate the tree. O'Neil's Trees does not think the tree will recover and recommended it be removed within the next 6 months. Jenny was instructed to arrange for other quotes from reputable tree removal services. There were mixed opinions about removal of any/all of the trees in Second Street North ROW side and schedules. Based on this range of opinions, Director Falkenberry will tell O'Neils there is no need to come out monthly but quarterly would be appreciated.
- Leaks in Unit 18 roof: Drew will be out to inspect on Friday, November 12.
- Gutter Man proposal to replace the gutter at Unit 18 for \$375 was approved unanimously. Motion made by President Shannon, seconded by Director Dorward. Jenny to ask them to contact owners before arriving at the condo.
- Proposed 2022 budget discussion: The board discussed the draft budget from the budget committee. Many questions were asked and answered. There were differing opinions about several line items such as tree trimming, emergency fund, and roof reserves. Based on some savings from 2021 and addressing many cost increases, the budget will reflect a new monthly fee. We are fully funding all reserves but the roof reserve. We will need an assessment when we replace them in 2023. The board agreed to present the draft budget to the membership at our annual December meeting.
- Insurance approval for 2022: Director Dorward moved, seconded by Director Yetter, to approve the insurance liability policy as presented. All in favor. Liability limits/coverages were discussed. Jenny will get this signed and returned.
- Annual meeting mailings: The Board discussed with Jenny what would be included in the mailing.
- 2022 Budget Letter to owners: Director Dorward moved, Director King seconded, to approve the draft letter provided by President Shannon with corrections to sentence about roofing. All in favor.
- Candidates for the 2022 board: Running for another term: President Shannon, Director Dorward, Director King. Additional candidate running is Unit 19 owner C. Fletcher. With 4 candidates, there is no need for an election at the annual meeting.
- Communications between Jenny and owners/residents: The board should be copied on any such communications.
- Cracks in cement on driveways on 3rd Street N side: Jenny will get quotes for review.
- Multiple estimates/quotes from various vendors for work costing more than a pre-determined cost: The board agreed that having multiple quotes was a good idea. There was no discussion on the amount of the work that would trigger this.
- CUT RITE dates of service in 2021: Nov 24/Dec 8/Dec 22. The 2022 schedule has not been set.

8. COMMITTEE REPORT: Grounds

Director Falkenberry submitted a two-page report to the Board. Director King will use the \$200 budget to purchase flowering plants for the courtyard before the annual meeting and also replace one of the plants in the white pots by the pool. Unit owner 19 C. Fletcher will be back in town on November 20 and begin evaluating the silver thorns and the monkey grass situation. O'Neils Trees has inspected the grand oak again and does not believe it will recover. The planter from Unit 15 needs to be cleaned out by owner. Cut Rite is in their winter schedule of every other Wednesday. Other issues remain the same as in earlier reports.

9. DIRECTORS' COMMENTS: President Shannon reported an unknown car in his parking space. When he called ELVIS TOWING, they did not find our contract. Jenny was instructed to contact Elvis Towing and arrange for contract.

10. OWNERS' COMMENTS: None

11. NEXT MEETING DATE: December 14, annual meeting, 4 pm, pool side.

12. ADJOURNMENT: Meeting adjourned at 4:27 pm. Director King moved and Director Yetter seconded. All were in favor.

SUBMITTED _____ DATE: _____

Rebecca Falkenberry, Secretary