

FAREHAM SQUARE CONDOMINIUM ASSOCIATION

October 12, 2021 BOARD OF DIRECTORS MINUTES

1. CALL TO ORDER: President Shannon called the meeting to order at 2:13 pm. There were some connection issues with the call.
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); Unit 11 owner (S. Stubblebine); Unit 6 owner (T. Landon).
3. APPROVAL OF September 14, 2021 MEETING MINUTES: Minutes from the September 14, 2021 board meeting were approved unanimously (Director King moved, Director Dorward seconded, all in favor). Director Falkenberry will post them to the Bulletin Board after the meeting. After discussion of August 10, 2021 minutes that needed corrections, Director Falkenberry will send comments to Jenny and after revisions are made, they can be approved by email before the next meeting.
3. MANAGER'S REPORT:
 - Financials: The financials from September were sent out in advance of meeting. After review, board members asked relevant questions for clarification
 - December 1 is the date for last repayment on our loan.
 - Collections: None. Several owners have paid in advance.
 - Sales/Leases: None.
 - Correspondence: E-mail sent to all residents/owners with October 12 meeting agenda.
 - First notice of 2021 Annual and Budget meeting to be sent out this week.
 - Bids/Proposals:
 - O'Neil's Trees proposal is attached.
 - Painting proposals from Lowes, Al Leach, Elite and GCI. No decision made on dates. Trees probably need to be trimmed away from buildings before painting. Our specs require all painters use Benjamin Moore paint.
 - Lowes.....\$41,200 for 8 years or \$37,800 for 7 years
 - Al Leach Painting....\$47,617 for 8 years or \$41,828 for 7 years
 - Elite Painting...\$56,800 for 8 years
 - GCI for \$47,400 for 8 years
 - Maintenance Requests:
 - **The issue with Duke's power pole has been submitted to SeeClickFix by Jenny. Last month we asked that a letter be sent to Duke indicating we were NOT able to move the dumpster, as they had suggested as a solution. The board requested again that Jenny respond to them in writing stating that we cannot move the dumpster, and that we did not intend to make any repairs on the pole since we don't own the pole, and for them to suggest a better solution.
 - **Phil C. (Ameri Tech) called Andy at Terminix to express our concerns over the damages to our plants. Andy responded that per the contract, they were not responsible for the condition of the plants. There was no reported discussion about the damages to roofs/gutters/fences/gates on the call. We did not find out the name of the subcontractor.
 - **Chris from Drew Roofing has sent out a report on the conditions of all our roofs. It was received shortly before the board meeting. A quick review indicates there are many roofs that have no more than 1 to 2 years of life remaining and some may need attention before then. Director Falkenberry urged that we dramatically increase our roof reserve in our 2022 budget.
 - **SeeClickFix now allows for reporting of missed trash pickups. The link for anybody to use is <https://seeclickfix.com/downtown-nbrhd-fl/report>. Jenny is keeping a list of missed dates.
 - **Gutter Man of Tampa Bay will provide a proposal for all gutter repairs needed. He was asked to check the entire system.
 - ** Al continues to come out on second and fourth Thursdays, dependent on pressure washing efforts. His recent work included: pressure washing pool deck; cleaning mail area; moving planters around pool area; blowing leaves off several patios; replacing corner lattice that covers AC unit (SE corner); repair PVC fence between neighboring condo and AC condenser (west side of complex). Next tasks will be: watering silver thorns; clean up brick section of side walk leading to mail box with bird droppings; help remove personal plants by spa; be sure hoses are always put back neatly by owners; weeding and planting ground cover beside Unit 19 and in front of Unit 16; replace light bulbs in front of various units on Third Avenue side (Director King will help identify those). Director Yetter will continue to work with Al via texting and meeting with him on days he is on site.
 - **Director Yetter indicated that the wooden fence on the west side of the complex near Unit 7 was destroyed by tenting. This is not something that Al can do. Jenny will need to get someone to come out to rebuild the fence. Al or Director Yetter will send photos of the fence to Jenny.

**Director Yetter also mentioned that there is a continuing issue with water flooding down the drain pipe from her neighbors next door to the west of her unit. The board decided it would be good to speak to her neighbor before we wrote a letter. She agreed to do that and report back.

**Violation was reported by Director Falkenberry of the work happening in Unit 15. The workers are dumping plaster and white paint into the planter. President Shannon will contact the owner to request this be stopped and cleaned up.

**Other Issues from Jenny:

She met on 9/23/21 with the budget committee and will be meeting again on 10/13.

She is confirming the Spectrum increase of 5% for 2022 and will check on any changes in channel selections.

She attached an Ameri-Tech contract addendum that was not approved by the board at our meeting.

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

5. OLD BUSINESS

- Update on AI's work schedule/tasks: SEE MANAGER'S REPORT.
- Update on roof replacement inspection report: SEE MANAGER'S REPORT.
- Drew Roofing has completed their preventative maintenance work on the roofs and has submitted a report on the life expectancy of all roofs.
- Lighting repairs for inside hallways of units 6/7 and 2/3. A solution has been found and the work has been completed by Kenney Electric, at the cost of \$575.
- Grand Oak tree: Director Falkenberry reported that the evaluation of the tree after treatment and trimming was not positive and O'Neil's Trees recommended it be removed no later than 6 months. She and the owner of the company met on site on September 15 to discuss both removal and annual on-going tree work and budgets. O'Neil's Trees will check on the oak tree each month and report out. New estimate to remove all four ROW trees, stump grinding, hauling away debris, permits from City is estimated at \$6500. This cost needs to be addressed in the 2022 budget.
- Status of Duke Energy pole in the alley: SEE MANAGER'S REPORT.
- Dumpster/garbage pick-ups: SEE MANAGER'S REPORT.
- Pool and spa update: Director Dorward reported that water use is lower than last year. We are under budget for pool/spa/water use expenses. He mentioned issues regarding understanding the bills compared to the financial report and needs to speak with someone at Ameri-Tech for information.

7. NEW BUSINESS

- 2022 budget committee meeting date: Wednesday, October 13, 2 pm, by Zoom. Members of the committee include President Shannon, Director Yetter (treasurer), Unit 19 owner C. Fletcher and Unit 6 owner T. Landon, plus Jenny.
- Terminix concerns: A majority of the board wants to keep the current contract with Terminix, even with the problems we had with them over tenting. Director Falkenberry asked for a complaint to be filed with BBB. A majority of the board did not want to file a complaint on Terminix.
- Repairs from tenting: Jenny will keep up with the costs associated with repairs we have to make due to tenting. This will include gutters/roofs/gates/fences/plants. Unit 18 has a damaged gutter and possible roof leak above the elevator; Unit 8 also has reported a post-tenting gutter problem.
- Budget Committee will meet Wednesday, October 13. A proposed budget will be presented to the board at our November 10 meeting for approval. The budget committee might have to meet more than once. The budget needs to be mailed by November 14, 30 days before the annual meeting on December 14.
- Expected increases in 2022 budget include: insurance, garbage, Spectrum, tree removals, re-plantings.
- The board expressed appreciation for Unit 19 owner C. Fletcher and Unit 12 owner G. King for volunteering to remove leaves from planters, to watch the regeneration of the silver thorns and monkey grass, and to make recommendations on how to address concerns. A letter went out to all residents about this situation, over the signature of C. Fletcher.
- There are personal plants that have been left in the spa area since tenting. Attempts to find out who they belong to have been unsuccessful. A note has been posted on the Bulletin Board asking for owner to remove them. The board decided to send a note to all residents that the plants must be removed by Thursday, October 14 by noon. AI will assist with this work. Director Falkenberry will compose the note.

- Date of CUT RITE expiration: After repeated requests for information on our contracts, Jenny presented a chart to the board with the contract information on all our vendors. CUT RITE 3 year contract was signed in July 2020.

8. COMMITTEE REPORT

Grounds

Director Falkenberry submitted a two-page report to the Board, along with quotes from O'Neil's trees and two earlier quotes from CUT RITE. CUT RITE was notified that we did not want to accept any of their quotes or recommendations about silver thorns and monkey grass. Unit owner 19 C. Fletcher has volunteered and been approved by the board to be the contact person on how we move forward on this issue and a note was sent out to the owners about this situation. O'Neil's Trees' extensive quote included tree removals/trimming and generally watching the health of all our trees. We did not make a decision on moving forward on any part of that quote. Removal of all 4 trees in the ROW at the same time will save us money. What we replant and how the cost is covered were not discussed at the meeting. Director King agreed to use our approved \$200 budget to put in some flowering plants before the December annual meeting.

9. DIRECTORS' COMMENTS: None

10. OWNERS' COMMENTS: Unit Owner 11 Stubblebine mentioned the construction noise coming from Unit 10 next door, which she thinks may be put on the market soon.

11. NEXT MEETING DATE: November 10 is the next scheduled meeting date with call at 2 pm. Meeting to be used for budget approval. Note date change from regular second Tuesday due to conflicting schedules and mailing requirements.

12. ADJOURNMENT: Meeting adjourned at 3:44 pm. Director King moved and Director Yetter seconded. All were in favor.

SUBMITTED _____ DATE: _____

Rebecca Falkenberry, Secretary