

FAIRFIELD HOUSE CONDOMINIUM UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Pennino Government Center
12011 Government Center Parkway Room 505
June 6, 2019
7:00 PM

Board Members Present: Marilyn Jones, President
Donald Prem, Vice President
Kazauaki Uekawa, Director At Large
Sara Wilson, Director At Large

Others Present: Layton Wilson, Portfolio Manager CMC
Bethany Lammers, Recording Secretary

I. EXECUTIVE SESSION -CALL TO ORDER

MOTION: Mr. Prem **MOVED** and Ms. Wilson **SECONDED** the motion to convene into Executive Session at 6:31 pm to discuss the CMC delinquency report and the attorney's collection report. The motion **PASSED** unanimously.

The Board did re-convene into Open Session at 7:00 pm

Ms. Jones called the Board of Directors meeting to order at 7:05 pm.

II. APPROVAL OF AGENDA

MOTION: Mr. Prem **MOVED** and Ms. Wilson **SECONDED** the motion to approve the agenda as presented. The motion **PASSED** unanimously.

III. APPROVAL OF MINUTES

a. Minutes from May 2, 2019

MOTION: Ms. Wilson **MOVED** and Mr. Uekawa **SECONDED** the motion to approve the May 2, 2019 Board of Directors meeting minutes as presented. The motion **PASSED** unanimously.

IV. OPEN FORUM

Topics discussed were:

- Stated their displeasure with the removal of eight parking spaces on the property.
- Inquired if there is currently a policy for the use of the handicap parking spaces on the property. *Ms. Jones stated that after they do the re-striping of the parking lot they can decide if they want to implement a policy for the handicap spaces.*
- Inquired if the power washing that is being done in the breezeways will also include the patios; stated the water to the hose bib is not turned on for building 33 and, due to a problem with their dryer duct recently stated the Board may want to consider a policy that would require owners to clean their dryer ducts regularly. *Ms. Jones stated that only the breezeways and railings are being power washed.*

- Suggested the Board record the Board meetings.
- Inquired about the usage of the pool at Cedar Lakes. *Ms. Wilson stated that she spoke to the property manager for Cedar Lakes and their Board voted not to allow residents from Fairfield House use their pool this season. Ms. Wilson stated she would like to attend the Cedar Lakes next Board meeting to address this with them.*
- Inquired if they would be able to see the wood rot list. *Mr. Wilson stated he will post the list to the website and any owner who is not on the list who feels they should be, can contact him directly.*
- Stated it would be better if the trash pick up were later in the day rather than in the morning; also stated she observed a contractor using the dumpsters to get rid of materials that filled the dumpster.
- Stated that since the tennis court does not get used, the owner suggested forming a Committee that could come up with ideas for the open space if the tennis court was removed. Another owner volunteered to send a survey out to the community soliciting ideas from the residents on how they would like to see that space used. *Ms. Wilson volunteered to be the Board liaison to the Ad Hoc Committee for the tennis court. Mr. Wilson stated that the Committee would have to write a Charter of what the goals and objectives of the Committee would be for the Board's review. After members for the Committee are obtained; the Committee could then start soliciting feedback and getting opinions from professional as to what can be done with that space. The Board would then consider the recommendations and future expenses. Mr. Wilson stated there may also be a change to the By-Laws required that proffer the tennis court as an amenity.*
- Inquired about the vacant position on the Board and how the Board plans to fill it. *Ms. Jones stated they could appoint a Board member in the interim and at the annual meeting could then officially elect a candidate that either submits their candidate statement in advance or is nominated from the floor and is voted in by the membership.*

President's Report

Ms. Jones reported the following:

- The Board is working on getting the striping, curb painting and repair of a broken curb work started.
- The ceilings were replaced for #05 and #25.
- The regular maintenance technician is currently out on medical leave and CMC has provided a replacement maintenance technician. Some of maintenance he is working on is sanding and painting the mailboxes, power washing the breezeways and railings.
- The large palladium window in building #01 was installed; outside painting will be finished when the wood rot for #01 is addressed.
- Stair treads have arrived for half the buildings.
- Thanked Ms. Wilson and others for putting out the newsletter.
- Another project that will be addressed is the painting of the window frames on the back of #09 and #505.

Landscaping Report

Ms. Jones reported the following:

- A meeting was held with the Branch Manager for BrightView, Tim Mehigan, and Ms. Jones explained the wants and concerns of FFH.
- A new property manager from Bright View was assigned to FFH, Shawn Mahoney.
- The entrance flowers were installed.
- Met with the arborist for Bright View who surveyed the tree work that needs to be done. Various places throughout the property will be cleaned up and the pile of branches will be removed.

CHANGE OF ATTENDANCE

Ms. Wilson departed the meeting at 8:01 pm

V. MATTERS FOR BOARD DECISION

- a. Flat Roof Bid Approval

MOTION: Mr. Prem **MOVED** and Mr. Uekawa **SECONDED** the motion to approve the proposal to repair the flat roof at building #25 for a cost of \$8,500. The motion **PASSED** unanimously.

VI. MATTERS FOR BOARD DISCUSSION

- a. April Financials

Mr. Wilson reviewed the April 2019 financials: total cash and investments were \$911,073; YTD income was \$265,821; YTD expenses were \$277,399, for a net income YTD of \$11,578. The operating account held \$109,219 and the money market account held \$30,762. The delinquency rate was 3.4%.

CHANGE OF ATTENDANCE

Mr. Uekawa departed the meeting at 8:09 pm.

- b. Paving Update -Due to lack of quorum the discussion was TABLED.
- c. Enclosure Lighting- Due to lack of quorum the discussion was TABLED.
- d. Wood Root Update- Due to lack of quorum the discussion was TABLED.

VII. NEW BUSINESS

None.

VIII. ADJOURN

Hearing no further business due to lack of quorum; the meeting did adjourn at 8:09 pm.