

**FAIRFIELD HOUSE CONDOMINIUM UNIT OWNERS ASSOCIATION
ANNUAL MEETING
Pennino Building
12011 Government Center Parkway Room 505
November 7, 2019
7:00 PM**

Board Members Present: Marilyn Jones, President
Donald Prem, Vice President
Kazuaki Uekawa, Director At Large
Mo Shaban, Director At Large
Mike Rapier, Director At Large

Board Members Absent: NA

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

I. ROLL CALL

Ms. Jones called the meeting of the membership to order at 7:01 pm.

II. PROOF OF NOTICE OF MEETING /PROOF OF QUORUM

Mr. Wilson stated that proof of notice for the annual meeting was mailed to all owners on record by first class mail, and quorum of 25% of the membership represented by either proxy or in person was achieved.

III. READING OF THE MINUTES OF THE PROCEEDING MEETING

MOTION: Mr. Prem **MOVED** and Mr. Uekawa **SECONDED** the motion to waive the reading of the minutes of the 2018 annual meeting. The motion **PASSED** unanimously.

IV. APPROVAL OF THE MINUTES OF PREVIOUS MEETING

MOTION: Mr. Prem **MOVED** and Mr. Shaban **SECONDED** the motion to approve the minutes of the 2018 annual meeting. The motion **PASSED** unanimously.

V. REPORTS OF OFFICERS AND BOARD OF DIRECTORS

President Report

Ms. Jones reported the following:

- The maintenance technician, Mike, has been hired to work five days a week.
- The parking lot has been resurfaced and repainted.
- The fountain is being winterized.
- The gates to trash enclosures will be repaired and ramps built leading into the enclosures.
- The Board is in the process of bidding out the trash contract.
- Wood rot throughout the property is being addressed and work will begin again in the spring.
- The Board is looking into getting stickers for resident cars for parking.
- Ms. Jones thanked Mr. Prem for all his hard work on the Board.

- Thanked all the volunteers and Building Liaison for their help.
- Thanked Mr. Uekawa for updating the association's website and Mr. Shaban for being the liaison to the Ad Hoc Committee.
- Thanked Ms. Rapiere for work on the newsletter.
- Mr. Shawn Mahoney is the association's new landscape manager from BrightView.
- Ms. Shaquida Ano was introduced as the new portfolio manager.

VI. APPOINTMENT OF INSPECTORS OF ELECTION

Mr. Wilson asked for volunteers to be inspectors of the election, Ms. Nancy Bristow and Ms. Janie Tolbert volunteered.

VII. ELECTION

Mr. Wilson stated 78 proxies were submitted; 52 votes were cast for Mr. Uekawa and 11 votes were cast for a write in candidate, Mr. Bryan Edmonson. The Board will reach out to Mr. Edmonson to confirm his acceptance of the nomination.

VIII. UNFINISHED BUSINESS

None.

IX. NEW BUSINESS

Ms. Jones stated the next meeting of the Board of Directors will be held on December 5, 2019 at 7 pm at the Government Center.

X. ADJOURNMENT

MOTION: Mr. Prem **MOVED** and Mr. Uekawa **SECONDED** the motion to adjourn the meeting at 7:37 pm. The motion **PASSED** unanimously.