



2020-08-18 Board of Directors Meeting Minutes

Call to Order and Establish Quorum

The August meeting of the Board of Directors of “The Fairways Condominium Unit Owners Association” was convened by the president, Doug Leonard, on August 18, 2020, at 6:30 p.m.. with the meeting taking place in the Fairways Condominium Clubhouse.

The following Board of Director members are present:

- Doug Leonard, President
- Jim Willeke, Vice President
- Kathryn Lake, Secretary
- Susan Delozier
- Kathy Noblet

A quorum was determined as all board of directors were in attendance.

Property Manager Report

Mr. Thom Collier, the property manager, reviewed the maintenance report which was distributed to board members at the meeting. He noted in particular the hornets nest issue at 62 Fairway Drive. Independent Pest Control will take care of this matter. The 60 inch railing to be installed at 80 Fairway Drive, and the uneven steps issues at 5 Fairway Court and concrete issues at 7 Fairway Drive.

- maintenance-report.pdf
- Closed Maintenance Incidents
- New Maintenance Incidents
- Outstanding Maintenance Incidents

Ms. Lake reviewed the color selections from the sample stock that was provided by Ms. Noblet. Three colors have been suggested and Mr. Willeke will send a notice to homeowners requesting their work orders for painting the exterior doors of their respective condominiums.

Mr. Leonard thanked Mr. Collier for his report and Mr. Collier departed the meeting.

Financial Report

Mr. Leonard presented and reviewed the financial statements. He noted the slight shortage on the operating income side of the statements. This is due to late monthly homeowners fees. He noted that the grounds and roads are well maintained and that Revere Roofing will be tarping 43 Fairway Drive. Updated reports will be submitted within the next couple of days. All in all the financials are ahead of schedule and all looks in order.

- [2020-07-30-treasure-report.pdf](#)
 - [2020-07-20-paid.pdf](#)

Ms. Noblet inquired of how the landscaper charges for extra landscaping requests. Is there a separate charge for removals/replacements and extra work order requests? Mr. Leonard will contact Prescription Landscaping and will request an itemized invoice to be sent to the board of directors prior to sending the charges to the accountant. Ms. Noblet will review the charges and then the invoices will be sent to McDaniel accounting firm.

Approval of Minutes

- [2020-07-21-board-meeting-minutes](#)

The minutes of the July 21, 2020 meeting of the board of directors meeting of The Fairway Condominium Unit Owners Association were approved as distributed with the materials for this meeting. Ms. Delozier moved the motion; Mr. Willeke seconded. Motion was carried..

Old Business

Mr. Leonard led the discussion of the following items:

- UPDATE [The Reserve Project](#) -
 - Review Documents
 - [Budget-Fees-Calculations](#)
- [2020-power-wash-Unit-Check](#)
 - Will do 17 Units
 - A motion to proceed with powerwashing and concrete repair/replacement was moved by Mr. Willeke. Ms. Noblet seconded; motion carried.
- [2020-Unit-Check-concrete](#)
 - Asking for \$4,000.00 (Reserve Expense according to Reserve Study)
 - **RESOLVED**, the Resolution has been unanimously adopted.
- [2020-landscape-Unit-Check](#)
- [Disccusion-policy-complaints-violations](#) - tabled til later
- [Reserves-Signage and Entrance](#) - Susan

- What about Mail Boxes
- [43 FAIRWAY DR - Repairs](#)
 - <https://groups.google.com/g/fairwayscondos-board/c/wYxwQlkg66I/m/4STa1irABAAJ>
 - [2020-08-18-claim-state-farm.pdf](#)
 - [Stair Repairs](#) - Mr. Collier will assess the repair work.
- Doors - Mr. Willeke will prepare an email request orders for the exterior doors. Color selections have been made. We need five requests.
 - <https://groups.google.com/g/fairwayscondos-administrator/c/yf5E4WWadtc/m/TPXkcO3gAwAJ>

Adjournment

The regular meeting was adjourned by the president, Mr. Leonard at approximately 7:46 p.m. The next meeting of the board of directors of the The Fairways Condominium Unit Owners Association will take place on Tuesday, September 15, 2020, at 6:30 p.m., in the Fairways Association Clubhouse.

Respectfully submitted by

Kathryn Brechler Lake, Secretary