



# 12-21-21 Board Meeting Minutes

These are the minutes of a Regular Meeting of the Board of Directors of The Fairways Condominium Unit Owners Association, INC. held at the Clubhouse, 89 Fairway DR, Mount Vernon, OH, December 21, 2021 6:30 PM EST.

## Attendees

The following Members were in attendance:

- Doug Leonard, President
- James Willeke, Vice-President
- Dee Merrilees, Board Member (Virtual)
- Kathy Noblet, Board Member

A Quorum: Was Established

## Recognize Guests

The following Guests were in Attendance:

- There were no guests in attendance

## Property Manager Report

- Dan Gum of Board & Beam reported on the maintenance items requested and completed for the month of November. All of the requests made have been addressed with the exception of a couple of weather related items that will be deferred until this spring.

## Financial Report

Mr. Leonard presented a review of November's Financials and pointed out that since the HOA does not own the club house or any other assets the financials will no longer reflect those assets.

# Approve minutes

A motion was made by Ms. Noblet and seconded by Mr. Willeke to approve the minutes from the November 16, 2021 meeting without a reading. Motion carried.

## Old Business

### 19 Fairway Drive

Ms. Merilees reported that the basement window and trim at 19 Fairway Drive have been repaired and replaced. The board would like to have an inspection done of the property to see if anything else needs repaired. Mr. Willeke will draft a letter to the unit owner requesting a date and time to have the inspection done.

### Landscape Work

Ms. Noblet reported that the fall landscaping project is pretty much complete. Ms. Noblet and Mr. Leonard reported on the meeting they had with John Schillinger of Prescription Turf on November 19<sup>th</sup> to discuss the lack of detail on the invoices we are receiving from Prescription Turf and to see where we are financially compared to budget. Mr. Schillinger will see that in the future the invoices will contain more detail so we can monitor expenses more easily. In reviewing the existing invoices with Mr. Schillinger it was determined that we are at or below our budget numbers for the year.

### Mail Boxes and Signage

The board will revisit mail box replacements in the spring.

### Power Washing

Some of the power washing has been completed with mixed results. Mr. Willeke to follow up with Prescription.

### Past Due Assessment Handling

Mr. Willeke and Mr. Leonard reported on the meeting they attended on December 14<sup>th</sup> with Renee McDaniel and Sara Jordan of McDaniel CPA. One of the primary reasons for the meeting with McDaniel CPA was to verify what past due notices and information are being sent to our unit owners by McDaniel CPA. At the meeting it was confirmed that McDaniel CPA is sending the first late notice only along with a statement showing the total amount due including past due charges and interest. The Fairways Board is responsible for any additional collection letters and legal actions.

### Fee Collection Policy

Mr. Willeke and Mr. Leonard reported that at their previously mentioned meeting with McDaniel CPA it was verified that McDaniel CPA is calculating and billing the proper HOA late fees. They will be providing the board on a timely basis any information on late fees assessed.

### Fairways Trash Service

Mr. Leonard reported that the new contract with Rumpke that was approved by the board via emails has been executed. He also reported that Rumpke has subcontracted out trash service with B & C Rubbish out of Bellville, Ohio but any problems should be dealt with through Rumpke.

## **Bad Check Charges**

Mr. Leonard will follow up on collecting the bad check charge and the penalty.

# Town Hall Meetings

Our town Hall meetings for the year have been completed and Mr. Willeke will be writing up a summary of what was learned at those meetings.

## New Business

### Roofing Contract

Mr. Leonard reported that the roofing contract with Revere approved via email by the board has been executed with work to begin the week of December 27<sup>th</sup>. The unit owners have been notified.

## Adjournment

On a motion by Mr. Willeke, seconded by Ms. Noblet and approved by the board the meeting was adjourned at 7:15 PM. The next scheduled board meeting will be held at the clubhouse at 6:30 PM on January 18, 2022.

\_\_\_\_\_, 12/21/2021  
President

