



Board of Directors MINUTES

Call to Order and Establish Quorum

Call to Order of this regular meeting of the Board of Directors of “The Fairways Condominium Unit Owners Association” starting on 2020-12-15 06:30 PM ([Board of Director Conference Link](#))

The following Board of Director members are present:

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

The moderator has determined a quorum by declaring a majority is present.

Greet Guests

Ask each Guest to state their name and Unit Number or for vendors whom they represent and their primary purpose for attending.

- No Guests tonight

Property Manager Report

Details what has taken place in the association from the last meeting and should include any:

Roof repairs on 73 Fairway?

Reminder to owners to pick up after their dogs

Wet basement at 7 Fairway Dr. - Jim to get estimates for repair

Doug will follow up with John re: snow removal

- [2020-12-15-maintenance-nov-dec.pdf](#)
- Closed Maintenance Incidents
- New Maintenance Incidents
- Outstanding Maintenance Incidents
- [Stair Repairs](#) ?

This report should be provided to the board members several days in advance of the meeting. Targeting discussion to the items needing board approval will help accelerate this portion of the meeting.

Financial Report

- [2020-11-30-treasure-report.pdf](#)
- [2020-11-30-paid-items.pdf](#)
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- Doug moved one of the balances to another account that earned more interest

Approval of Minutes

The board of directors votes to approve the minutes:

- [2020-11-17-Board Meeting Minutes](#) Motion to approve made by Kathy N., seconded by Doug

The minutes should be provided to the board members several days in advance of the meeting. Targeting discussion to the items needing board approval will help accelerate this portion of the meeting.

Old Business

These items were discussed in previous meetings that require further research or discussion before action by the board.

Under old business maybe an update on road sealing, the roofing project, walk around inspection and landscaping. Under new business chimney caps.

[2020-landscape-Unit-Check](#) Discussion of grasses being left longer to cover the utility boxes. Not all of the action items Kathy had in mind for John were completed

Dan Robey' mother in 78 Fairway - tree was removed leaving a low spot at the corner of her house. John looked at it and said it was a drainage problem that would not be fixed by adding soil. Jim and Doug will look at it.

[43 FAIRWAY DR - Repairs](#) - This condo should be getting new roof and siding likely in the Spring. /at this time there is some confusion about invoices from Revere and a check from State Farm. Doug will follow up.

[Reserves-Signage and Entrance](#) - Tabled until spring.

New estimate and pictures from Signarama for the proposed updated street signage.

- What about Mail Boxes?

Rumpke

[The Fairways Trash Service](#)

[Discussion Fairways Drainage](#) - Jim

Wet basement on Carol's condo, 7 Fairway Drive

The catch basin at the corner of Fairway Dr and Fairway Court need to be addressed.

Discussion on Fees Charged to Association

Doug to follow up on extra fees from Rumpke, owners should be responsible for fees for extra trash and fees for returned items check charges. Motion made by Jim seconded by Doug

There have been some Fees Charged to Association due to actions by specific Unit Owners

- [Bank Charges for NSF Checks](#)
 - I noticed we had a returned check charge on our account.
 - Oct 30, 2020 RETURNED ITEM CHARGE \$15.00
 - Oct 30, 2020 RETURNED DEPOSITED ITEMS \$500.00
 - Mar 30, 2020 RETURNED ITEM CHARGE \$30.00
 - Mar 30, 2020 RETURNED DEPOSITED ITEMS \$604.00
- Excess Trash ([The Fairways Trash Service](#))

We should be adding assessments to the Unit Owner for these fees.

Motion from last meeting to charge 3x what we are charged.

Invoices to fairwayscondos-board@googlegroups.com

We should insist that all invoices be at LEAST copied to us in email (fairwayscondos-board@googlegroups.com) so that these conditions and others are noted.

How many come to us via mail at 89 FAIRWAY DR?

Most invoices are emails to our accountant and it can not be that difficult.

payables-fairways@googlegroups.com could be set up for this and then they would be sent to us and whomever we desire them to go to.

Some, eBills specifically, may be difficult.

New Business

New topics for future consideration are presented during this portion of the meeting. Information for new topics should be submitted in writing when possible.

McDaniel CPA's engagement letter for 2021

[2020-12-01-contract-mcdaniel-cpa.pdf](#)

There is no fee increase or changes in the services being provided. (They did just increase the fees)

Record Retention (-jim)

Our records retention policy requires us to return all original client-prepared documents to you at the completion of the engagement. Your company records are the primary records for your operations and comprise the backup and support of your financial reports and tax returns. Our records and files are our property and are not a substitute for your own records. The balance of our engagement file is our property, and we will provide copies of such documents at our discretion and if compensated for any time and costs associated with the effort. If you should need replacements, we will provide additional copies at our standard copying fees. In accordance with our firm's current document retention policy we will retain our work papers for your engagement for four (4) years. After four years, we will destroy our work papers and files. By signing this engagement letter, you acknowledge and agree upon the expiration of the four year period, we are free to destroy our records related to this engagement. Physical deterioration or catastrophic events may result in our firm's records being unavailable before the expiration of the above retention period.

As we often, as far as I know, are NOT provided our "primary records" as they currently go direct to them and I know we typically do not usually have Tax Document copies available.

We must retain all IRS and any other TAX Related documents:

- 1120-H - We only have a couple of years
- 1099-MISC - We only have a couple of years

The Reserve Project

[The Reserve Project](#) is the lead document to links and information on the Reserve Study.

When can we all meet to do a Q&A on the reserves and fees increases?

Do we want to schedule a Q&A with Association Reserves? (We should have a list of items we want to talk about)

Everyone to look at the Reserve Study and come prepared with questions and concerns by the end of February. We also deem to come up with a budget and determine what the fees will be.

HOA Management or Site Management company

- Much of our recent hunting of payments and invoices would have been minimized by the proper use of software packages.

Adjournment

This closes the meeting. The time of adjournment can be posted in the meeting notice which provides certainty of a meeting's end. A specific adjournment time also encourages focus on the agenda items.

Before adjourning, the board should announce the meeting time of the next meeting. January 19th, 2021.

Executive Session

If a board member asks us to go into an Executive Session following the regular scheduled meeting.

Only the Board of Directors and specifically invited guests are permitted.

2020-12-15-Executive-Session Meeting Agenda

Discussion of delinquent condo fees, we need to begin foreclosure proceeding for 13 Birdie. More information forthcoming

Random question - Do we still have Welcoming people?