



2021-09-21 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, September 20, 2021 6:30 PM EST.

Attendees

The following Members were in attendance:

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

A Quorum: Was Established

Recognize Guests

The following Guests were in Attendance:


- There were no guests in attendance

Approve minutes

A motion was made by Dee Merrilees and seconded by Katht Noblet to approve the minutes from the August 17, 2021 meeting without a reading. Motion carried.

Treasurer's Report

The Board of Directors reviewed a copy of the Treasurer's Report dated August 31, 2021.

-  2021-08-31-treasure-report.pdf
 - [2021-06-30 report](#) shows 4,329.17 for Property management Expense which disappeared from YTD Numbers.
 - [2021-08-31 report](#) shows 7,584.93 which I assume includes \$6,222.00 for Knox Concrete which we specifically stated "[paid from the Reserve Account for Concrete Work](#)" as outlined on the following Contract."

- 2021-08-31-Paid Bills.pdf

Property Manager Report

Thom Collier of Collier Properties provided a copy of the Property Manager Report for

2021-09-21-maintenance-aug-sep.pdf which was reviewed and is attached hereto. Thom also reported that he will be selling his property management company in the near future with the maintenance part of the company being purchased by Dan Gum who Thom recommends we use going forward. Thom will stay on until year end to ensure a smooth transition and will provide Mr. Gum with the maintenance history and maintenance software. The 24 hour hotline will have to be changed. After a brief discussion during which time Mr. Leonard endorsed the use of Mr. Gum the board decided to take this recommended change under consideration and if approved, move forward and develop a new contract for these services.

Old Business

19 Fairway Drive

Mrs. Merilees reported on the repairs that were made to the chimney (due to water intrusion) at 19 Fairway Drive by Revere Roofing at a cost of \$2,200 which Mr. Leonard had approved, for new plywood, framing materials, a back pan and a new chimney cap. The work on the basement windows is still out for bids. The downspout has been fixed and the mailbox replaced. As there is probably more work that needs to be done, Mr. Willeke will set up an inspection of the property. Mr. Willeke and Mr. Leonard will contact the legal council for assistance in drafting a letter requesting said inspection.

41-43 Fairway Drive

Mr. Leonard reported that the chimney repair, new roof and vinyl siding replacement needed due to the lightning strike has been completed. The final amount due to Revere Roofing is \$20,289. The association should be receiving a check in the amount of \$16,982 from State Farm insurance in the near future. The board instructed Mr. Leonard to pay the Revere invoice.

Landscape Work

Mrs. Knoblet reported that the fall mulch and shrub/tree removal is well under way and there will in all probability be a cost overrun due to there being a lot more mulch that needed to be removed than was originally estimated. Mrs. Noblet will follow up with Prescription Turf to see that the project is completed and remind Prescription that the beds were to be "fluffed up" as well.

Concrete Work

Mr. Willeke shared with the board a letter from Knox Concrete stating that due to industry wide problems with getting concrete delivered in a timely manner the work will not be started September 13th as originally planned. As we were not able to obtain any other bids for the work the board recommended we continue with Knox Concrete and notify the unit owners of the delay.

Roadway Maintenance

Even though some concrete work is to be included in the roadway work, the board elected to go ahead with the roadway patch work in front of 7 Fairway Drive before the asphalt plants close for the season. Work is

expected to start around late September.

Mail Boxes and Signage

Discussion tabled until next board meeting

Power Washing

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

Past Due Assessment Handling

As there is some confusion as to how our accounting firm is assessing and billing late fees, Mr. Leonard will discuss the process with them and develop a series of collection letters for use by the board.

Fee Collection Policy

Mr. Leonard will follow up with our accounting firm on this as well.

Fairways Trash Service

Mr. Leonard reported that after several discussions with Rumpke, they will not pick up any “extra” items unless the individual unit owner has paid for the pick up in advance. This should alleviate the billings the association has been receiving with extra charges and no indication of which unit owner to collect from.

Bad Check Charges

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

Town Hall Meetings

After a lengthy discussion the board decided to hold a series of town meetings (five) for our unit owners to allow them to ask the board any questions they may have about the Fairways. The first meeting will be held on September 29th from 7:00 to 8:00 PM at the clubhouse. Mr. Willeke will develop a flyer announcing the meetings as well as notifying the unit owner by email. The board members will deliver the flyers.

New Business

Community Association Institute

Mr. Willeke asked the board members if they have found our membership to the Community Association Institute useful. Those board members that had looked into it felt it is useful and worth the price of membership.

Motion to Provide a Directory

Mr. Willeke made a motion to provide a directory to our unit owners that will list all unit owner's names and

addresses (only). Motion was seconded by Mrs. Merilees and the motion carried.

Continuing Discussion on Enforcement

These items were deferred to the executive session of the board.

The Fairways Documents

This discussion was tabled until the next meeting.

Adjournment

The next scheduled board meeting will be held on
October 19, 2021 at the Fairways clubhouse
starting at 6:30 PM

There being no further business to come before the board, the meeting was adjourned by
Doug Leonard at 8:45 PM.

_____, ____/____/2021
Secretary (Secretary must sign minutes when approved)