



## 2024-05-21 Board Meeting Minutes

The Board of Directors Regular Meeting Agenda of the Fairways Condominium Owners Association for Tuesday, May 21, 2024 6:30 PM at The Fairways Clubhouse.

### Attendees

The following Board of Director members were present:

- Doug Leonard, President
- Jim Willeke, Vice-President
- Chuck Gherman, Secretary
- Kathy Noblet
- VACANT

Quorum achieved

### Greet Guests- Tom Gardner, Valerie Smith

### Review of Minutes

With no unresolved questions on the minutes they shall be adopted without corrections or modifications as part of the Association Records. ***Motion to approve both the 2024-04-16 Regular Meeting minutes and the 2024-04-25 Annual Meeting Minutes by Kathy Noblet and second by Jim Willeke, Motion Passed.***

- [2024-04-16-board-meeting-minutes](#)
- [2024-04-25-board-meeting-minutes](#)

### Property Manager Report

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

- Closed Maintenance Incidents reviewed
- New Maintenance Incidents reviewed
- Outstanding Maintenance Incidents reviewed

With no unresolved questions on the maintenance reports they shall be adopted without corrections or modifications as part of the Association Records.

# Financial Report

Summarizes the available cash balance for the association, a comparison of the current finances with the approved annual budget, and a presentation of unanticipated expenses.

- Treasure Report: [2024-04-30-tresurer report.pdf](#)
- Paid-bills: [2024-04-30-Paid Bills.pdf](#)
- Operating Balance: \$80,565.20
- Reserves Balance:
  - a. 2024-04-16: \$156,392.53
  - b. 2024-04-16: \$101,833.87

Collections for the month were \$17,900 (½ are for operations and ½ for the reserves.

Maintenance expenditures were \$23,000, there were no Reserves expenditures

***Motion to approve financial report by Kathy Noblet, 2nd by Jim Wileke- motion carried.***

With no unresolved questions on the treasurer's reports they shall be adopted without corrections or modifications as part of the Association Records.

## Previous Business

### Amendment Recording

No modification of or amendment to the bylaws is valid unless it is set forth in an amendment to the declaration, and the amendment to the declaration is filed for record.

We have the amendments recorded at the Knox County Recorder's office. As far as I know, we need to do nothing but have them recorded. - Recorded May 16, 2024

as:

[2024-04-25-amendment-language.pdf](#)

## Management Companies Status

The discussion about management companies was moved to the June 18, 2024 meeting when the new Board of Directors is convened.

\*EMS

\*Associa

## New Business

A.

Certificate of Deposit Maturity - May 28, 2024- Motion by Jim second by Kathy to invest in another CD once maturity is reached (income on CD is taxed). Assessments are not taxed.

B. A motion to renew *Community Association Institute Membership* in the amount of \$320.00 for another year. The Community Association Institute is a wealth of information for the Condo Association and HOA's.

Motion to renew by C. Gherman 2nd by Jim Willeke- Motion passed.

C. Mowing Weekly Schedule - moves to Tuesday vs. Thursday

D. Spring/Summer Landscaping Proposal was submitted by Prescription Lawncare Vote to be taken after the new board is in place June 1.

## E. Board Member Transition items

- Bank Account Authorized Signatures
- Email Changes - Fairways Board
- Maintenance Requests and Replies
- Access to Archival Information & Google Training
- Vendor Notifications
- Website Maintenance
- Website Postings (Board Meeting Minutes etc.)
- Landscaping Maintenance
- Shared Directory Maintenance
- Some of this is at: [Board of Directors Recurring Items](#)


## F. Roadway Work

Jim Willeke , [wdjaleonard@outlook.com](mailto:wdjaleonard@outlook.com) and [cdanielgherman@gmail.com](mailto:cdanielgherman@gmail.com) met with Scott from Law construction and asked for quotes for:

- Crack Sealing
- Install Curb at 49-51 FAIRWAY DR
- Install Curb at WEST BIRDIE DR and FAIRWAY DR

**G.** Also spoke about some of the Downspouts that are clogged or collapsed. His suggestion was to hire a roto-rooter or someone to snake and map out drains before we start digging.

## H. Concrete Work

 103-205 Concrete Work Contains all the concrete work that I am aware of. Probably need to do a walkaround to scope out others.

## I. Windows

Windows are exclusively exempted from Association Maintenance in the Declaration. A Motion was presented in email for the work at 5 FAIRWAY CT to be assessed to the Unit Owner.

MOTION PASSED UNANIMOUSLY in EMAIL

<https://groups.google.com/g/fairwayscondos-board/c/iDc7PKf822A/m/0Xj89kDHAAAJ>

## Association should pay the vendor

When the Board of Directors or an Association Manager orders work to be performed, the association should pay the vendor as the Unit Owner has no relationship with the vendor.

The association can always assess the Unit Owner for charges the association incurred on behalf of the Unit Owner.


## J. Community Garden or other Amenities- *Discussion*

Was wondering if there is any interest in a Community Garden. I was thinking of a fenced in space with raised beds for growing food.

Could start small and build from there if interest grew.

Seems like some people need something to do.

## K. New Board of Directors

 Welcome to the Board is a good place to start

## Adjournment

There being no further business to come before the board, the meeting was adjourned by the moderator at 7:30 pm

The next Board of Directors Regular Meeting Agenda will be held on June 18, 2024 6:30 PM at the The Fairways Clubhouse