

FAIRWAYS CONDOMINIUM UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 21, 2020

Due to covid -19 stay-at-home order a virtual meeting was held. Members present were Doug Leonard, Jim Willeke, Patsy Hommon, Susan Deloziesr, Kathy Noblet.

There were no guests.

Contractors present: Thom Collier of Collier Property Management

- I. The meeting was called to order by President Doug Leonard at 6:30pm.
- II. The minutes of the special meeting held on March 17, 2020 were approved. Susan made the motion, seconded by Kathy.
- III. Thom Collier presented the maintenance report.
 - A. Several routine maintenance issues were handled. (see attached report)
 - B. Jim asked Thom to develop a plan and price for refinishing front doors. It will be offered to owners at their expense.
 - C. Need to reschedule the walk around to determine issues that need to be handled this summer.
- IV. The financial documents were approved. Patsy made the motion, seconded by Kathy.
- V. Old Business
 - A. Roadway maintenance should begin soon.
 - B. Roofing project is finished.
 - C. Reserve project is on hold. Documents and photos have been exchanged. The on site visit has been put on hold due to covid-19.
 - D. Jim has created a link to a spreadsheet for board members to comment on repairs and work that needs to be done at each unit.
 - E. A discussion was held about having Renee McDaniel, CPA serve as our Treasurer. She would be an officer of the association but not a board member and would not have voting power.
 - F. The annual meeting must be postponed until stay-at-home order has been lifted. Meeting packets will still be sent out and owners will be advised of the necessary changes. Notification will also be placed on the website.
 - G. The board approved the budget. Jim made the motion, seconded by Susan.
- VI. New Business
 - A. The board voted to continue using Kaman & Cusimano as our legal counsel. Motion made by Susan, seconded by Patsy.
 - B. It was discovered by drone footage that some chimney caps needed replaced or repaired. Suggestion was to have Revere take a look at them to see how serious they may be. Doug will contact Revere.
- VII. Meeting adjourned. Motion made by Kathy, seconded by Patsy. Next meeting will be May 19, 2020 at 6:30.