



September 15, 2020 Board of Directors Meeting Minutes

The September meeting of the Board of Directors of “The Fairways Condominium Unit Owners Association” was convened by the president, Doug Leonard, on Tuesday, September 15, 2020, at 6:30 p.m.. with the meeting taking place in the Fairways Condominium Clubhouse.

The following Board of Director members were present:

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

A quorum was determined as all board of directors were in attendance.

Property Manager Report

Mr. Thom Collier, the property manager, reviewed the maintenance report which was distributed to board members at the meeting. He noted that the concrete work from the list given to Mr. Collier will be started the week of October 5 -- this includes 5 Fairway Court. Ms. Noblet will contact the homeowners and provide them with the work schedule. He also noted the hornets nest issue at 62 Fairway Drive. Independent Pest Control will take care of this matter. The skunk issue will be monitored as well. Items pending are the water issue at 17 Fairway Drive and the leaking ceiling at 65 Fairway Drive. Both matters will be addressed.

- [2020-08-19-July-August-maintenance-report.pdf](#)
- Closed Maintenance Incidents
- New Maintenance Incidents
- Outstanding Maintenance Incidents

The exterior door painting will take place on Thursday, September 17. Mr. Willeke will send a notice to the homeowners who have requested this service reminding them of the schedule.

Mr. Leonard thanked Mr. Collier for his report and Mr. Collier departed the meeting.

Financial Report

Mr. Leonard presented and reviewed the financial statements. He noted the slight shortage on the operating income side of the statements. This is due to late monthly homeowners fees. The good news is that the income and operation reports are close and all looks in order.

- [2020-08-31-treasure-report.pdf](#)
 - [2020-08-31-paid-items.pdf](#)

Approval of Minutes

- [2020-07-21-board-meeting-minutes](#)

The minutes of the August 18, 2020, meeting of the board of directors meeting of The Fairway Condominium Unit Owners Association were approved as distributed with the materials for this meeting. Ms. Delozier moved the motion; Mr. Noblet seconded. Motion was carried..

Old Business

Mr. Leonard led the discussion of the following items:

- UPDATE [The Reserve Project](#) - review is ongoing.
 - Review Documents
 - [Budget-Fees-Calculations](#)
- [2020-power-wash-Unit-Check](#)
 - Will do 18 Units and the work will begin in October.
- [2020-Unit-Check-concrete](#)
 - Any comments?
- [2020-landscape-Unit-Check](#)
 - Ms. Noblet moved for the approval of \$5,000 to complete the landscape issues from the unit check this fall. Ms. Delozier seconded the motion. Motion was carried.
- [43 FAIRWAY DR - Repairs](#) -- work has started on the
 - [43 FAIRWAY DR - maintenance-66-09960.056](#)
 - [2020-08-18-claim-state-farm.pdf](#)

NEW BUSINESS

HOA Management or Site Management company - review continued.

Reserve Fund Checking Account -- Mr. Willieke moved for the creation of a new checking account that will collapse the reserve funds into a reserve checking account. This motion will close out the CD account. Ms. Delozier seconded the motion. Motion carried.

Adjournment

The regular meeting was adjourned by the president, Mr. Leonard at approximately 7:50 p.m. The next meeting of the board of directors of the The Fairways Condominium Unit Owners Association will take place on Tuesday, October 20, 2020, at 6:30 p.m., in the Fairways Association Clubhouse.

Respectfully submitted by

Kathryn Brechler Lake, Secretary