



2023-8-15 Board Meeting Minutes

The Board of Directors Regular Meeting Agenda of the Fairways Condominium Owners Association for August 15, 2023 06:30 PM at The Fairways Clubhouse.

Attendees

The following Board of Director members were present:

Quorum established

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

Greet Guests

Pat Harrington- asked for approval of railing for the patio of her home as it is slightly different from the that standard railing due to the stair height. Motion by Jim Willeke to approve the sample railing provider for 82 Fairway Drive with the provision that the homeowner pays for the railing. Seconded by Clyde Kaufman; Motion carries.

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 minutes by Kathy Noblet, seconded by Doug Leonard- motion ; Motion carried.

Property Manager Report

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

- Closed Maintenance Incidents
- New Maintenance Incidents
- Outstanding Maintenance Incidents-a. 1 Birdie Drive - surface water issue; 2. Install drain at 10 Eagle drive 3. Need catch basin at 60 Fairway Drive for water runoff
- Driveway at Club House -89 Fairway dr. will need a drain or a raising of the pad
- 49 Fairway Drive floods to the steps and patio- will need a catch basin after 60 Fairway Drive water issue is remedied. 10 Fairway Drive should be done first.
- see: [Surface Water](#)

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

Financial Report.

- Treasure Report ■ 2023-06-30-treasure-report.pdf
- Paid-bills ■ 2023-06-30-Paid Bills.pdf
- Operating Balance \$78,000
- Reserves Balance: \$116,180 + \$150,000.00 (CD) = \$266,180
- Expenses appear to high for the month as the Condo Insurance of \$33,000 was prepaid
Motion to Approve Financial report by Chuck Gherman, 2nd by Doug Leonard Motion carries

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

Previous Business

Insurance Meeting- Asking for an in person meeting with Kahrl & Company for clarification on several items.

Jim Willeke believes we are waiting on Karl to reply on a list of questions that were submitted.

- ☰ Current Insurance Policy Questions
 - 📄 2023-06-20-karl-Building-Value-Sheet
- ☰ H06 Coverage Breakdown
- ☰ Discussion-Unit owner Responsible for Deductible

Project Proposals-items not done by Board and Beam

☰ Project Proposals is a list of larger maintenance projects that are mostly outside the purview of our routine

- Continuing maintenance- discussion of water draining from top of hill.
- Continuing landscaping including pulling dead or dying shrubs. Also a meeting with John of Prescription lawncare about the quality of work and complaints
- [103-205 Concrete Work](#) This year 70, 72, 74 & 78 are scheduled for replacement as they are in the worst shape.
- [201-203 Roadway Maintenance](#) - there will be no additional road maintenance this year.

Many of these may involve multiple contractors. This is a combined list of any of those projects.

I have moved the projects that have been completed to the bottom for reference.

Concrete Work

Carpenter concrete will advise when they can start. They are only doing the 70-78 Drive Apron.

Raise Master completed work on three units was completed **July 7th**.

- Clubhouse
- 59 FAIRWAY DR
- 60 FAIRWAY DR - Danny is or will be finishing some work here.

Pressure Washing

Power washing was Completed

I was able to come up with a method to collect emails for power washing on Units to be done.

- Using the [1115 Power Washing Work](#) sheet
- linking the Parcel ID column with the [Shared-Fairways-Directory](#) Column "A"
- Reading the Email-1 value into "Email"
- Filtering on [1115 Power Washing Work](#) on "DO These" where they were "YES"
- Copying the "Email" values into an email (with a little data massaging) as BCC
- Then sending an email to all.
- Any units with "blank" emails have no emails.

Email and responses:

So now I can easily link to the shares board directory and get the emails, but the data massaging and sending the emails, and making responses took at least two hours of time.

I am confident that I could program to send the emails direct from a sheet like [1115 Power Washing Work](#) sheet.

Maintenance Requests-

When I was working with the Raise Master folks, I was approached by three different people about Maintenance requests. They wanted to tell me about this or that and wanted me to do something about it.

Two different people, both long term residents, appeared to NOT know that there was a Maintenance Line that they could use if they were not online.

How can we get this addressed? - Possibilities- send a letter (or drop off a letter about the Maintenance line, send a Maintenance Sticker with the information to all residents).

New Business

Owner Occupant Changes

"The Fairways is required by [Ohio Revised Code Section 5311.09](#) to collect information for the unit owner and all occupants of the unit.

If you are a new or existing Owner, [Ohio Revised Code](#) requires you to provide and keep the information current.

[Please fill out this form](#) for the unit owner and each occupant. This form is secure and all information will be kept confidential."

We have several folks who are occupants and even owners which are not current.

These are generally defined at [Website Signup Process](#) .

We have at least the following lists that need to be maintained:

- Shared-Fairways-Directory
 - The official document for all Unit Owners and Residents all MUST be on this list.
- Website
 - Anyone on the Fairways-Directory COULD be a member.
 - Generally they are made a member unless they will not go through the process.
 - If they do not access the site after so many days, they do become inactive.
- Occupants Group
 - Anyone on the Fairways-Directory COULD be a member.
- Newsletter
 - Anyone on the Fairways-Directory COULD be a member.

The fairwayscondos-administrator@googlegroups.com (Carol and I) are notified, we verify it at [Knox County Auditor's site](#) and then make changes.

We also use data from <https://www.fairwayscondos.org/change-occupancy> form which we also add or update.

Notifications of changes to the Board of Directors should come directly from the "President" (or any one (1) Board member).

Changes to the Board of Directors requires the Board of Director to update at least some of the following:

- [Kamon & Cusimano Atlas](#).

- Update [Community Association Site](#)
- Update Bank Information
- Update Insurance items

Collection Policy and Letters

Jim Willeke started to put this together within: see the section "Senate Bill 61 Changes (SB61)":

[Discussion-collections](#)

We also need to update:

- <https://www.fairwayscondos.org/assessments>
- [Assessment Collection Policy \(102.01\)](#)
- [Sample Collection Letter](#)

Adjournment

There being no further business to come before the board, the meeting was adjourned by the moderator at 7:36pm_____.

The next Board of Directors Regular Meeting Agenda will be held on Sept. 19, 2023 18:30 PM at the The Fairways Clubhouse