

Reserve at the Fairways Condominium Association

Board Meeting Minutes

January 19, 2023

CALL TO ORDER: 1:00 PM

ROLL CALL:

- Board Members: Joe Fiori, Walt Hoy, Nancy Behr, Dave Dotson, Phil Pietrzak (Quorum verified)
- Committee Members: Joe Rothstein, Sue Bartrum, John Moore
- Apple Property Management: Mike Rotramel (via phone)

DOCUMENTS DISTRIBUTED:

- Budget for 2023
- Aqualon Quote (Irrigation System Upkeep)
- Directors & Officers Insurance Renewal Quote

DEFINITIONS OF ACRONYMS:

- APM: Apple Property Management
- CD: Certificate of Deposit

REPORT FROM PROPERTY MANAGER:

- Site Visits:
 - It was noted that Mike had met with a painting company at the community on 24 December to discuss the painting project (painting the trim).
 - It was noted that no site visits had been made by APM since the holidays.
- Project Updates:
 - Clubhouse Chimney Repair: It was promised that Mike would engage a general contractor at some point during the following week to arrange for inspection and repair of the clubhouse chimneys.
 - Asphalt/Storm Drain Repair: It was noted that one quote had been received, and a second quote was pending.
 - Painting Project (Trim): It was noted that one quote had been received, and that two additional quotes were pending.
- Additional Topics:
 - It was noted that Dayton Pool Management, our new pool management company, would be coming out soon to look at the pool and give their opinion.

REPORTS FROM OFFICERS:

- Joe (President):

- PNC Account Signing Officers: The matter was raised about who would be the new signing officers on our PNC accounts, since four of the five current signing officers (all except Walt) were no longer on the Board. It was decided that Joe, Nancy, and Walt should be the new signing officers on the accounts.
- 2022 Tax Preparation: The question was raised of who will prepare our 2022 tax return. John said he would send us a contact. Joe said he would reach out to the local tax professional who does his personal taxes.
- Security Cameras for Clubhouse: Joe suggested that Board should get a revised quote for a more scaled-down camera system as compared to the quote we got from Custom Connections. The rest of the Board agreed. Dave mentioned that he has a good security system at his office. It was decided that the Board would follow up with him later for advice and suggestions.
- Drainage Issues from Construction Site: The matter was raised about a not insignificant amount of muddy water draining from the construction site next door into our community. It was noted that Simms Development appeared to have taken satisfactory measures to prevent any further mud flow. It was decided that the Board would follow up with Simms later about this matter to discuss a possible flushing/cleaning of our drainage system.
- Walt (Vice President):
 - New Towing Sign: It was noted that Leon's, the towing company whose name is on our current sign out front, has been out of business for a while and that we are in need of a new sign. Walt said that a new sign is on its way (from Rusty Dog towing company in Brandt).
 - Generator for Power Outages: It was reported that the cost for a generator that would satisfy our requirements (for heating or cooling the clubhouse in the event of an emergency) would most likely be in the range of \$7,000-\$8,000, far above the amount authorized by the Board at the previous meeting. The Board decided to table the generator idea for now and instead focus on making sure the gas fireplaces are functioning properly in all units, since these fireplaces are a good backup source of heat if needed.
 - Inspection of Gas Fireplaces: Walt said that he is making good progress on inspecting the gas fireplaces in all the units. He noticed that one or two of the fireplaces he had inspected are missing a battery-powered backup power source.
 - Other Maintenance Issues: It was noted that one of the units (8827 Salon Circle) has a crack in the entryway/foyer area. The question was raised of whether the obligation for repair belongs to the owner or to the Association. John said he thinks the affected area is considered a stoop, and is not in the original drawings for the unit. Walt said that he would inspect the area.
- Nancy (Treasurer):
 - Certificates of Deposit: Nancy said she is working on getting information about our CD with Home Loan Savings Bank.

- Miscellaneous: Nancy reported that there is a strange odor in her unit and in the unit adjacent to hers (6976 and 6970 Salon Circle). Walt said that he would inspect the problem.
- Dave (Secretary):
 - Nothing to report.
- Phil (Member At-Large):
 - Nothing to report.

COMMITTEE REPORTS:

- ADVISORY (John Moore):
 - Projects and Quotes: John suggested that the Board consider setting a spending threshold on all quotes. He noted that according to our contract with APM, APM receives a certain percentage or fee (paid by the Association) if a contract exceeds \$50K. He also suggested the Board consider a policy of always requiring at least three (3) quotes on any project.
 - Travel Expenses: John asked that the Board consider submitting John's travel costs (gas, rental car) to APM for reimbursement. (John traveled from Florida to attend this meeting and to see to several administrative matters for the Association.) A motion was made by Joe, seconded by Nancy, and passed unanimously to authorize the submission of these costs for reimbursement.
- CLUBHOUSE (Anne Hoy):
 - Not present.
- LANDSCAPING (Joe Rothstein):
 - Nothing to report.

MOTION TO END MEETING:

- Motion to adjourn the meeting was made by Joe, seconded by Nancy, and carried unanimously. Meeting was adjourned around 2:15 PM.