

Reserve at the Fairways Condominium Association

Board Meeting Minutes

December 26, 2022

CALL TO ORDER: 6:30 PM

ROLL CALL:

- Board Members: Joe Fiori, Walt Hoy, Nancy Behr, Dave Dotson, Phil Pietrzak (Quorum verified)
- Committee Members: John Moore, Anne Hoy

DEFINITIONS OF ACRONYMS:

- APM: Apple Property Management
- EAP: Emergency Action Plan
- CD: Certificate of Deposit

REPORTS FROM BOARD MEMBERS:

- Joe (President):
 - New Advisory Committee: A motion was made by Joe, seconded by Dave, and carried unanimously, that John Moore should be named the sole member of a new Advisory Committee. (It was noted that according to the Association's governing documents, an individual does not need to be a resident of the community to be named to a committee.)
 - Emergency Action Plan (EAP):
 - Communication during an Emergency: Ideas were discussed on how to communicate quickly and effectively in the event of an emergency. A motion was made by Phil, seconded by Joe, and carried unanimously, that an EAP was necessary. It was decided that Joe would divide the roster of residents into five sub-lists, each of which will be assigned to one of the Board members to call in the event of an emergency.
 - Generator in Event of Power Outage: A motion was made by Phil, seconded by Walt, and carried unanimously, that Walt would be in charge of purchasing a generator to heat the clubhouse in the event of a power outage, with a spending cap of \$2,500.
 - Miscellaneous Maintenance Items:
 - It was noted that the furnace filter in main area of the clubhouse needs replaced.
 - It was noted that there is a flushing issue with one of the toilets in the women's bathroom in the clubhouse.
- Walt (Vice President):

- Fireplaces in Clubhouse: It was noted that the chimney cap and flue for the fireplace in the gaming lounge (a.k.a. the card room) are damaged and need fixing. It was decided that Joe would ask APM to get a company out to do this work and to inspect the other chimney as well.
- Nancy (Treasurer):
 - Nothing to report.
- Dave (Secretary):
 - Nothing to report.
- Phil (Member At-Large):
 - Nothing to report.

COMMITTEE REPORTS:

- ADVISORY (John Moore):
 - Status of Bank Accounts:
 - Alliance (Account Managed by Apple Management): In light of the recent Board member turnover, it was recommended that the Board ask APM about updating who has access to the Alliance account. It was decided that Nancy would spearhead this.
 - PNC: It was recommended that the Board make an appointment with the bank to remove old signing officers who are no longer on the Board, and to add any new signing officers as desired. It was also suggested that more of our reserves should be invested in CDs, but with enough funds left liquidated to pay for upcoming projects in 2023. It was decided that Joe and Nancy would coordinate these efforts.
 - Home Loan Savings Bank: It was noted that the Association has a CD with this bank currently. It was decided that Nancy would get more information about this account/CD.
 - Board Positions: It was recommended that we settle on official titles for the current Board members. A motion was made by Joe, seconded by Phil, and carried unanimously, that the following position titles would be assigned to Board members effective immediately:
 - Joe – President
 - Walt – Vice President
 - Nancy – Treasurer
 - Dave – Secretary
 - Phil – Member At-Large

It was decided that Joe would ask APM to update the list of Board members and titles on the ATLAS website (the web portal associated with Kaman and Cusimano, our lawyers).
 - Collection Policy: It was suggested that we should have an official collection policy for late HOA fees. A motion was made by Joe, seconded by Nancy, and

carried unanimously, that Joe would get a quote from Kaman & Cusimano to write such a policy for us.

- Master Association Dissolution: It was explained that the Board of the Master Association needs to be fully staffed in order to dissolve itself, and that state statutes require at least a three-member Board for the Master Association. A motion was made by Joe, seconded by Phil, and carried unanimously, that the three members of the Master Association Board should be Joe, Walt, and Phil. A document was signed to that effect. Joe, Walt, and Phil also signed a second document that authorized the dissolution of the Master Association. It was decided that Joe would work to get these two documents notarized, after which John would submit them to the Montgomery County Recorder.
- Security Camera System for Clubhouse: A quote from Custom Connections for a security camera system for the clubhouse was presented to the Board. A motion was made by Phil, seconded by Dave, and carried 4 to 1 (Walt dissenting), that the quote be accepted. It was also decided that Phil would look into the possibility of integrating the camera system with an alarm system.
- CLUBHOUSE (Anne Hoy):
 - Christmas Tree: It was decided that Dave would follow up with Sandy Hiegel about purchasing a new Christmas tree.
 - Other Item Replacements: It was noted that the clubhouse is in need of four to six additional chairs, an additional table or two, and two new coffee pots. A motion was made by Dave, seconded by Phil, and carried unanimously, to authorize the purchase of these items by Anne.
 - Carpet Cleaning: It was noted that a carpet cleaning company is scheduled to come and clean the carpets in the clubhouse at some point in January 2023.
- LANDSCAPING (Joe Rothstein):
 - Not present.
- ARCHITECTURAL (Sue Bartrum):
 - Not present.

ADDITIONAL TOPICS DISCUSSED:

- Coupon Books: It was decided that Joe would ask APM about the status of the coupon books for 2023.

MOTION TO END MEETING:

- A motion to adjourn the meeting was made by Joe, seconded by Dave, and carried unanimously. Meeting was adjourned at 8:00 PM.