

# **MINUTES OF THE BOARD OF DIRECTORS MEETING TOWNHOMES II OF FAIRFIELD, INC. HELD ON MONDAY, MAY 25, 2017 AT 7:00 PM, IN THE CLUBHOUSE**

Larry Abrams called the meeting to order at 7:05 PM. The Meeting was properly noticed.

## **ROLL CALL**

Those members present were Larry Abrams, President and Rachelle Cohen, Secretary. Lester Wild, Vice President was absent with notice. Also present were Kerri Brooks and Dawn Bedusa of Residential Management Concepts, Inc.

## **APPROVAL OF MINUTES**

Rachelle Cohen moved to approve the minutes of the last meeting that was held on March 5, 2017 with a correction under new business that vehicles should not be stickered or towed in driveways; second by Larry Abrams. All in favor. Motion carried.

## **FINANCIALS**

The Board reviewed the cash status as presented by RMC. Larry reported that he will be going to the bank to see about increasing the loan. Over the last two – two and half years it has been paid down about \$45,000.00 to \$50,000.00 so he would like to increase it back up that amount.

## **OLD BUSINESS**

**Siding Repairs** – Kerri distributed a proposal from Munyan to complete the rest of the repairs based on the visual inspection of the buildings. Rachelle and Larry asked for the spreadsheet to be resent to them via email so that a decision can be made as to how to progress with the project. Rachelle stated that she is very concerned about the siding project and not having the work be inspected and checked. Kerri produced emails showing that she has been in contact with Munyan and until this week had not received the time sheets or pictures from them as required to process the last invoice. Rachelle was adamant that the managers should be out to make sure the work is being done. Kerri explained that the time sheets are checked against the gate entry log and that her and Dawn are onsite periodically but not only can they not sit there and watch the workers 24/7, they also are not construction experts. Therefore, Kerri suggested the Board consider hiring an engineer to oversee the project and provide the type of evidence they are interested in getting. Both Rachelle and Larry did not feel that was necessary.

**Satellite Dishes** – The Board agreed to send a letter to all owners explaining that any exterior work on the buildings, including the installation of a satellite dish must be approved before work can begin. Furthermore, anyone that has a dish on their unit, must also submit an ARB to keep it so that the Association can make sure it is installed properly, that any and all holes are filled in as well as wiring secured. If there are dishes not being used, they must be removed and the building restored to its original condition. The letter should also advise that the community painting will be coming up and the Association will go ahead with the removal of any unapproved dishes and make any needed repairs with the cost billed back to that unit.

**Landscaping** – Kerri confirmed that Sunset just received a list from Rachelle on work requested and is putting together a proposal. In the meantime, the Board approved the installation of up to three pallets of sod throughout the community as discussed when Rachelle and Carlos walked the property. Rachelle questioned the irrigation schedule as there appears to be some areas on concern. Dawn reported that per Irrigation Design Group, the monthly wet check was performed two weeks ago. RMC will have them make sure all irrigation is functioning in the troubled areas as well as when the new sod is installed. RMC will also ask Sunset to trim the hedge behind 5045 again. RMC will also make sure it is not a pest control problem. Rachelle asked RMC to check the Sunset contract to see if they are responsible to remove tree branches that are hanging down. The Board agreed to schedule the yearly tree trimming for early July. RMC will see when mulch was last done.

**Flooding** – Kerri reviewed complaints from the owner of 5104 regarding the back of her unit flooding and the water coming into her patio. There have been two quotes for work to solve this problem. One proposed running pipes under the ground to take the water to the street and another to install a French drain. Larry stated neither of those things are needed. The area needs to be regraded and that will resolve the problem. The problem also exists at 5047 but according to Larry that is a gutter problem. The gutter needs to be extended to the front of the building to take care of any flooding in the back.

**NEW BUSINESS**

**Committees** – The Board agreed to add to the letter to owners that volunteers are needed to serve on the Grievance Committee and a Document Revisions Committee.

**Parking** – Rachelle requested adding to the letter to be mailed a request that residents use their garages and driveways first before parking in guest spots. Those that can comfortably fit more than one or two cars in their driveway should do that first before using the guest spots so that other residents that can't fit multiple cars in their driveway can use those spots. RMC was instructed to send a letter to the residents of \_\_\_\_\_. They have been driving over the neighboring unit's grass to get into their driveway and parking in the street even after being stickered by the rover both of which are not permitted.

**Painting** – RMC will investigate to see if there is anything on file from the last management company about the last painting project. Larry suggested looking into a clear, non-slippery concrete sealer for the driveways.

The Board agreed future meetings will be back to the third Monday of the month. There being no further business before the Board, the meeting was adjourned at 8:25 PM.

Respectfully submitted,  
On behalf of the Secretary,  
Of the Board of Directors,  
Townhomes II of Fairfield, Inc. Homeowners Association