

The Fairways at Torrington
Board of Directors Meeting
Wednesday, May 11, 2011
PSams

Present: Paul Zeller, President; Richard Morin, Vice President; Helen Finello, Secretary; Stacey Munson, Director; Connie Hall, Director, Jennifer Feiman, Property Manager

Call to Order: The Board of Directors meeting was called to order at 6:00PM

Minutes: Reading of minutes from our April 13, 2011 board meeting was waived. Motion made by Paul Zeller, seconded by Connie Hall.

Business: Action Points: Property Manager, Jennifer Feiman and Board members reviewed the action point's document. These were the items unit owners submitted to Jennifer during our May 9th Unit Owners Meeting. Jennifer will submit this report to the board members on a monthly basis. This document will ensure that all requests for work or issues submitted by any unit owner is being handled and completed in a timely manner.

New Business: Decks – complex has approx 23 more decks to replace. Jennifer will be sending out bid requests. If financially possible, we would like to replace the remaining decks in 2011

Also, power wash and sealing of decks on Rockledge loop. Jennifer to send out bids

Front stoop of units – bricks need pointing. Jennifer to send out bids

Paving – beginning of Berkshire (front) Oval to beginning of Tamarak/Cypress. Top of Rockledge Loop (entrance only). Jennifer will be sending out bids for this work. Again, would like to complete in 2011 if financially possible. In the meantime, all potholes will be hot patch filled

Snow Plowing for winter 2011-2012 – current contractor Keith Larson has accepted a job with the town of West Hartford and can no longer manage our complex. Jennifer will be sending out bids. We expect to have all bids in by June 30th for review by the board.

Shutter Replacement – all shutter in the complex need to be replaced (except for St. Andrews Place) because of either damage or severe fading. Jennifer will send out bids. Again, if financially possible, would like to complete in 2011.

Maintenance Requests – all requests should be sent to Rich Morin for review and handling. Our complex does not have a maintenance person at this time but are looking to hire someone shortly.

Dryer vents – should all have screens to prevent birds from nesting. Anyone with this issue should have the vent cleaned and a screen put on. Unit owner is responsible for the cleaning of the vent and the screen.

Tag Sale – A complex wide Tag Sale will be held on Saturday, June 18th. Lee Murphy will handle the advertisement and the flyers. Anyone wishing to participate should contact Lee Murphy, 65 Rockledge Loop

Complex Sewer Drain cleaning – another item that Jennifer will put out to bid.

Reviewed Landscaping Contract – Fran Ducotey Lawn Services. All board members accepted, Paul Zeller, President will sign.

Financials Operating Account as of 3-31-11: \$34,148.23, Reserve Account as of 3-31-11: \$165,902.02.

Adjournment: Motion was made by Paul Zeller; seconded by Rich Morin all board members approved. The Board adjourned their meeting at 8:30PM

Respectfully Submitted;

Helen Finello
Secretary