

The Fairways at Torrington
Board of Directors Meeting
Wednesday, July 13, 2011
PSams

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

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

Unit Owners: Also present unit owners: Nancy Cuzzo, Mary Winslow, MaryAnn Delay, and Patty Jacobs

Issues: Nancy Cuzzo, Unit #77 spoke first. She received an infraction letter regarding her garage door #20. Jennifer and Stacey conducted a walk around and noted the bottom panels of the door need to be replaced and painted. Nancy felt that she has been addressing this issue with the previous management company and the current management company for months and nothing has been done. She feels that it should be the association's responsibility to replace the door since she is not responsible. Nancy indicated that the roof leaks on all the detached garages. She has found water in her garage on the floor. The board agreed to have the roof and door inspected before a decision is made. Nancy was asked to provide the letters she wrote to the management company when the issue first occurred. The Board will then take her matter into consideration. Paul Zeller made the motion to accept these conditions and Stacey Munson seconded. All board members approved.

Mary Winslow, Unit #(?) asked that old shrubs be taken out and she would replace at her own cost. We will have Fran Ducotey look at the conditions and make a recommendation to the board. The board asked Mary to write up a proposal on exactly what bushes she wants removed (location) and what kind of bushes she will be planting. Mary will send her proposal to Jennifer Feinman, Property Manager for review with the board members. Once the board receives the information, we will inform Mary of our decision. Mary was very agreeable to this proposal. Paul Zeller made the motion and Stacey Munson seconded. The board approved the motion.

Patty Jacobs, Unit #80 is a new resident at the Fairways and wanted to meet the board members. She also asked the management company about the payment coupon book. Jennifer will answer/handle Patty's questions.

Minutes: Reading of minutes from our June 8, 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. List of items either done or in-progress.

- Jennifer to send letters to homeowners who have not returned requested information sheets. They will have two weeks from receipt of letter to get their sheets back to Jennifer. Paul made the motion and Stacey seconded
- Harwinton Paving to reseed grass on Spyglass. Rich Morin will ask Cal Bensch to water daily to ensure grass comes up.
- Snow removal bids received by Harwinton Paving and Greenway Landscaping. Board review bids.
- Common Courtesy rules for common buildings being reviewed by board
- Jennifer to inspect condition of fence on Spyglass. Board needs to determine if a fence is needed and or if fence should be repaired or replaced.
- Jennifer will get the cost of building one deck that is in very poor condition (15__ Berkshire ?Oval) I think it's Pugnacki's deck (spelling?)
- Parking area behind St Andrews needs to be addressed – in-progress
- Brickwork on Bldg. #20 nearly complete – in-progress
- Limits of responsibility for additional insulation requests by homeowners – in-progress
- Board approved paving contract from Lafferty. Berkshire Oval to Tamarak, Rockledge loop (120ft from Baltic Rd) and rear of St. Andrews Place.
- DCS to submit bid for decks and building new dumpster coverings.
- Obtain bids for gutter cleaning – in-progress
- Review complex insurance renewal document – in-progress

New Business:

- Reviewed current work orders.
- Desks that were replaced last year on Rockledge loop need to be power washed and stained
 - Concrete around complex needs to be inspected
 - Inspect broken or leaking drain pipes
 - Garage roofs (shingles) have never been replaced. All detached garages need to be inspected for leaks and shingle replacement.
 - Siding issues will be looked at by Jim Pescatore for an estimate on cost of repair/replacement
 - All fences in Fairways complex need to be inspected
 - Repair work from winter storm damage is on schedule
 - Jennifer will research the complexes electric bills with CL&P. Discrepancies with cost of electric for each common building. Some extremely high while other are average to low.
 - Board to review budget for 2012

Financials

The board reviewed the delinquency report provided by Imagineers. Also reviewed infraction letters sent out in June. Reviewed association financial records and operating expenses for the month of June

Adjournment: Motion was made by Paul Zeller; seconded by Rich Morin all board members approved. The Board adjourned their meeting at 8:46PM

Respectfully Submitted;

Helen Finello
Secretary