

The Fairways at Torrington  
Board of Directors Meeting  
Wednesday, September 14, 2011

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 and Jennifer Feiman, Property Manager

Unit Owners: Also present unit owners: William Koldys, Mary Winslow, Lillian Crovo, Lucille Matiago, Lee Murphy, Gordon Benedict and Joyce Almsted

Issues: William Koldys, Unit #36 addressed the board regarding a charge to him for snow removal from his deck this past winter. The board took his letters and statement into consideration. The board agreed to wave the charge.

Lillian Crovo, Unit #51 – received the nuance rules notice for the common buildings. Board wanted to frame and place these rules in the common buildings entranceways. Lillian felt that it was not necessary and in poor taste. The notice to each unit owner was sufficient. Board agreed to hold off on placing the notices in the hallways. But, if complaints continue to come in board will revisit whether to hang the rules in the common hallways.

Mary Winslow Unit #88 submitted a detailed variance request to remove 2 shrubs from the front of her unit and replace them with others. Board has denied her request. Further study indicates the bushes are healthy. If removed, they would probably not survive and we currently do not have a place to put them. Also, board cannot afford the cost of removal and replanting.

Lucille Maniago Unit #76 is still having issues with her front door. Frame not painted and door needs to be replaced. On Friday, Sept. 23<sup>rd</sup>, Kevin Trumbull will look at door and the cracked tile in her foyer. Property Manager, Jennifer Feiman and Board President Paul Zeller will also meet with Lucille to assess her front door.

Lee Murphy Unit 65 light is still out in hallway (common building) and the broken globe has not been replaced. Insulation in ceiling above her (Paul Summer's Unit) has water damage because of poor insulation and should be replaced. Jennifer will investigate.

Gordon Benedict Unit #158 raised questions on the budget. Gordon inquired on the cost of the recent paving done on Baltic Road and Berkshire Oval. Total cost for paving was \$145,000. Amount budgeted was only \$50,000. Excess was due to several pipe/drainage/sink holes that came to light and were unexpected additional costs.

Minutes: Reading of the minutes from our August 10, 2011 board meeting was waived. Motion made by Paul Zeller, seconded by Rich Morin.

Financial Report

Assets – Bal as of 8/31/11     \$292,783.99  
The board reviewed the delinquency report provided by Imagineers. Also reviewed infraction letters sent out in August.

Business: Action Points: Property Manager, Jennifer Feiman and the board members reviewed the action point's document for the past month.

- Fire Alarms in common buildings – will be inspected and serviced this fall, 2011.
- Looking for “handyman” to address smaller repair work in our complex. Jennifer has contacted and met with candidates. Board will review.
- Received bids for power washing and staining decks. Board reviewing. Scheduled for Spring 2012.
- Jennifer checking on the utility usage for our complex (some areas are quite high)
- Wooden steps between building 13&14 (Berkshire Oval) are unsafe and may need to be partially or completely replaced or repaired. Jim Pescatore will repair and or replace steps as needed. Also looking at the concrete steps in need of repair.
- Collection policy document has been reviewed by the board and the association attorney. Notice will be sent out to all unit owners before the annual meeting scheduled for Oct. 3rd.
- Gutter Cleaning will be done late Nov. early Dec after all the leaves have fallen
- Shutter replacement will be revisited in 2012.
- Catch-basin will be done in the Spring of 2012
- Issue with outdoor lights going on and off at the wrong time of day. Jennifer will investigate.
- Jennifer to get schedule from cleaning company on what day of the month they clean common building. Make sure they are on a regular schedule.

New Business Discussed 2012 budget to be presented at the Annual Unit owners meeting scheduled for Monday, October 3, 2011 starting at 7:00PM at PSams. Meeting material will be sent to all unit owners prior to Oct. 3<sup>rd</sup>

- Common fee increased \$15 to \$200 a month with a \$60 a month special assessment. Garage fee remain the same \$15. Stacey Munson made the motion to approve Helen Finello seconded.

Adjournment: Motion was made by Connie Hall and seconded by Rich Morin. The board adjourned at 9:30PM