

The Fairways at Torrington
Board of Directors Meeting
Wednesday, November 16, 2011

Call to Order: The Board of Directors meeting was called to order at 6:00 p.m.

Present: Connie Hall, President; Patricia Jacob, Secretary; Paul Summers, Treasurer; Jennifer Feiman, Property Manager

Executive Session Delinquency Report was reviewed.
TEC Proposal will be discussed in open meeting and voted on.
Letter will go to unit owners regarding winter procedures.

Board Meeting:

Unit Owners: Maryann Delay; Luisa De Castro; Joyce Almstead; Charles & Donna Beach; George Foster; Mary Winslow; Richard Morin; Bill LaManna

Issues: Discussed TEC Proposal to test / inspect emergency lights for \$475 in bldgs 6, 7, 8, 9, and 12. Jenn will get bids to see if anyone will do it for a lesser charge. Also, check the panels and see if upgrades needed; water sprinklers tested.

Rich Morin, unit 151 said he put in a service request to have his deck rebuilt. He said deck is unstable, post is cracked. It is on our schedule to be done in Spring / Summer 2012. Rich said it needs to be rebuilt as soon as possible, not in the Spring/Summer 2012. He asked that the Board send him a review as to what we have to say about this issue.

Rich Morin asked if our Treasurer is bonded. Jenn told him our Treasurer is bonded through our Directors and Officers insurance.

Rich Morin, speaking for unit 133: there are 3 issues with that unit.

1. High step going on to her porch entry
2. Deck needs to be stained – this will be done in Spring / Summer 2012
3. Part of her ceiling needs to be painted due to water damage

The contractor hired by this Board will take care of these issues. Connie will call unit owner tomorrow and advise status.

Rich Morin asked will we be hiring a company to look into FHA approval. Was advised by Jenn we are looking into getting bids. The current company wants \$2600 and Jenn believes we can get it done for less, since the Board and Imagineers will be doing most of the work.

There was a discussion as to when and how The Fairways lost FHA approval. No one could provide exact information as to when or how it happened. A decision was made not to dwell on the past and what was or was not done, but to move forward and get FHA approval re-established for The Fairways as soon as possible.

Donna Beach, Unit 33 said it took a month to get a light bulb replaced in their building (bldg 6). It has been replaced, but it took a long time. Also, recommended a better schedule for the cleaning people (A&B Cleaning). Jenn will contact A&B and have them get on a regular schedule. They need a dryer vent. Jenn will send them Chris' (our maintenance person) name and phone number. Questioned why the drain was not made flush with the pavement. Concerned about plows damaging drain. Jenn advised any damage done by plows are to be repaired by contractor, per the contract.

Mary Winslow, Unit 88 happy to see salt in the buildings and snow stakes installed. Mentioned the gutters on building 12 leak terribly.

Joyce Almstead, Unit 99 wants to install something to block the wind. Will not be a permanent installation. Joyce will make arrangements for the Board to go look at what she wants to install. She also asked about her porch repair. Jenn will check with maintenance. Joyce also mentioned the insulation hanging down under the units of her building.

Minutes: Rich Morin wanted clarification of the minutes from the October 12 Board meeting. There was not \$15,000 worth of free work due to The Fairways from Harwinton Paving. The correction would be that there was \$15,000 taken off of the total contract amount due.

Another correction to the October 12 minutes would be that it is building 10 is the last building to need a roof, not building 16.

Paul approved the minutes, with corrections. Pat seconded the motion.

Financial Report: Assets – Bal. as of 10/31/2011 \$247,495.96
Jennifer reviewed the balance sheet. Net Loss due to asphalt / paving \$101,000 over budget.

Business: Action Points were reviewed.
All Around is going to clean and inspect gutters once most of the leaves are down. Will report back to Jenn any gutters in need of repair.
Jenn is going to check with Kevin and find out about Catherine Dery's window repair (damage due to plow).
Brent (snow contractor) sent a bill to Imagineers for October plowing but told her do not pay it. His contract does not start until November.

Keith is not getting anything done so Jenn is going to give Chris a list of jobs / repairs that need to be done. Another letter will be sent to Keith and the last payment to him will be withheld until problems resolved.

Paul asked that we have Chris look at Unit 151 deck and report back to Board. Jenn will let Chris know.

Imagineers is going to follow up work order requests they receive from unit owners and let them know their request was received and will be addressed.

Luisa DeCastro, unit 87, opened a discussion regarding the formation of committees to assist the Board in keeping track of work being done and other issues. There will be a notice to unit owners for anyone who would like to volunteer time on a committee. Jenn will send the Board a list of probable committees.

New Business

A request went out to unit owners for anyone who would like to replace the two Board members who resigned. We received three replies.

Joyce Almstead

Maryann Delay

George Foster

Each prospect was asked by the Board to tell why they would like to volunteer. A vote was taken. Maryann Delay and George Foster were voted onto the Board. Joyce was told we would be very happy to have her on as a committee member.

BUDGET: The line items in the proposed budget were reviewed in detail. Item 5100 Management Fees was budgeted at \$30,000. Rich Morin said the contract is for \$31,250. Jenn changed that line item to \$31,300 and, in order to keep the budget balanced, will change Item 5101 Legal Fees from \$5,000 to \$3,700. Item #5611 Snow Removal is budgeted at \$63,000. The contract, per Rich Morin, is \$54,815.45. The Board will leave the budgeted amount at \$63,000, which is the same as last year, in case of extra needs. The proposed budget will require \$200 per month maintenance fees and \$40 per month assessment. There will be no draw from the reserves in order to put The Fairways in a good position to qualify for FHA approval and to continue to replenish the reserves that were drained due to \$101,000 overage on the 2011 budget.

George Foster voted to approve proposed budget. Paul Summers seconded the motion. All in favor.

Paul mentioned energy efficient programs that are available from DEEP for us. Jenn will look into this and give us a proposal.

A notice will go out to unit owners regarding on-line bill pay options. The fee to be paid to the credit card company is \$125 per year and the unit owner will pay for transaction, depending on their choice of payment.

Motion made by Maryann to approve TEC Proposal to test / inspect emergency lights for \$475 in bldgs 6, 7, 8, 9, and 12. Seconded by Paul. All in favor.

The next meeting will be a combination Board of Directors and after that meeting, the unit owners for their vote on the Budget. It will be on Wednesday December 21. Connie will look into having the meeting at St. Paul's Lutheran Church and let us know if they have the room.

Meeting adjourned at 8:35 p.m.