

The Fairways at Torrington
Board of Directors Meeting
Wednesday, October 12, 2011

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

Present: Richard Morin, Vice President; Stacey Munson, Director; Connie Hall, Director; Jennifer Feiman, Property Manager; newly elected board members Paul Summers, Patricia Jacob

Unit Owners: Lee Murphy; William Koldys; George Foster; Maryann Delay

Issues: Lee Murphy, 65 Rockledge Loop, addressed the Board regarding plugs in garage 5, 6, 7, and 8 do not work. Several light bulbs need to be replaced. Mention that there is \$15,000 worth of free work due to us by Harwinton Paving. Would like us to re-think how we do the bidding process. Jennifer said we have had trouble getting an electrician hired to do the work. Board will take suggestions under advisement.

William Koldys is still waiting to hear from Kevin regarding work to be done at his condo. Jennifer said she will contact Kevin tomorrow.

George Foster, 86 Rockledge, still does not have an answer regarding ice damage issues / carpet replacement. Rich Morin stated the issue will be discussed at this meeting in executive session. George said Kevin never replaced the pad and he waited all summer for pad to be replaced. He said he emailed Imagineers and did not get a response. Kevin's report shows \$411 worth of work completed at 86 Rockledge. Jennifer will get receipts from Kevin. Board will discuss carpet replacement in executive session.

Minutes: The minutes from the September 14, 2011 Board of Directors meeting were read. Connie Hall made a motion to accept. Stacey Munson 2nd. (Paul Summers and Patricia Jacob abstained from voting – they were not at the meeting.)

Financial Report: Assets – Bal. as of 9/30/11 \$245,281.70
Jennifer reviewed the balance sheet. The overage on the Liabilities is due to paving. The Board reviewed delinquencies.

Business: Action Points were reviewed.
Connie suggested more information be included to better define what is being done and when. Jennifer will try to have more info included, other than things of a sensitive nature. Those items will be included in an executive report for the Board.

We have been using a handyman: One called "The Handyman" and the other is Kevin Trumbull, who has many years of experience with us. Board agreed to continue using Kevin for small jobs to keep cost at a minimum.

There are a growing number of leaks in bldg 10 and there are garage roofs leaking. There is a discrepancy as to whether or not building 16 has a new roof. Jim Pescatore will look at the roofing and report back to the Board. Gutters are being cleaned by "All Around Seamless Gutters" and they will report any issues they see.
Insurance claims are just about wrapped up. Jennifer is gathering information to send to the insurance company for reimbursement.

Stacey suggests we remind unit owners that after two attempts (48 hours) of trying to contact Imagineers with no response, contact a Board member. Let the unit owners know that the best way is to contact Imagineers, if at all possible. That will ensure a paper trail.

Jennifer now has an assistant (Tracy Hawks) who will help to respond in a timely manner going forward.

Unit #64 Catherine Dery spoke with Connie Hall and told her she still needs repairs from snow plow damage to window and wood floor.

Unit #46 Schecter complaining about upstairs unit owners making too much noise. Has been an on-going issue. Jennifer will find out what the unit number is and send a letter.

Unit #49 at Rockledge – Kevin has been there. Cannot find where the water is coming in. Bill Koldys had similar issue and said a very simple solution for him was an aluminum "gutter" to divert the water. Board will have Jim Pescatore contact Bill Koldys to look at what was done and see if it will apply to Unit #49 (Nora Dedominicus).

FHA Discussion: 10% has to be put into the reserves each year to qualify for FHA. FHA approval is every 2 years. It is called a "Blanket Approval" and will include all of The Fairways. This makes it easier for anyone wanting to purchase / sell a unit at our complex. Jennifer said we can hire a firm (National Condo Advisors) who will focus on FHA approval at a cost of approximately \$2,600. The reams of paperwork to be completed and the mountains of documentation required will make the hiring of this firm worthwhile and it will make our complex more attractive to potential buyers.

Rich Morin read and presented a letter to the Board regarding a previous board's actions. Rich asked that the letter be included in the minutes, copies made, and sent to all unit owners. Paul Summers made a motion that the Board does not send the letter out to unit owners concerning discussion regarding FHA approval (discussed by previous Board). Patricia Jacob seconded the motion. All in favor, no descents.

Election of Officers: Rich Morin nominated Paul Summers as President. No one seconded the motion. Paul Summers nominated Connie Hall as President. Patricia Jacob seconded the motion. Connie nominated Patricia Jacob as Secretary. Paul seconded. Connie nominated Paul as Treasurer, Pat seconded the motion. No other nominations were made so no other offices were filled at this time. There was a discussion as to whether or not the By-Laws require a Vice-President and a Treasurer. Rich believes those two positions are not required, according to his by-laws. He will look at his by-laws and get back to us.

Liaison between Board of Directors and Jennifer (Imagineers) will be Connie Hall. Any unit owner issues presented to a particular Board member will be sent to Imagineers, cc all members of the Board. Anything Connie sends to Imagineers will be cc to all Board members. We will try to keep info sent on to Imagineers limited to issues they need to address or are working on.

Budget: Jennifer recommends a "Contingency Fund" for any emergencies. This will be a relatively small amount (\$3,000 - \$5,000) set aside and if any remains at the end of the year, it will roll over into the new budget.

There is a priority work list – Jennifer will email it to the new Board.

Jennifer recommended the new Board do a "walk-thru" as soon as possible so we can visually see the most problematic areas and try to prioritize work for current budget and going forward, keeping in mind any emergencies that may arise.

The Board was in agreement to increase monthly maintenance fees by \$15.00. There will also be an assessment of \$245 per unit. In order to be able to decrease the assessment, the budget will have to be cut by approximately \$35,600. The Board, during their walk-thru, will look at the budget areas that can be adjusted down at this time.

Other Business: The Board tabled the following items that were noted under "New Business", Board of Directors meeting dated October 6, 2011: (the motion was made by Paul, seconded by Connie) All were in favor.

1. Relocation of Berkshire Oval Dumpsters/ updating of parking lot
2. Rules and Regulations Updates/Changes
3. Leasing policy
4. Reinstatement of a 5-year plan

Executive Session: The Board entered executive session at 8PM

New Business: A motion was approved to waive late penalties for account #138-4589 provided the transition balance is paid within 30 days.

A letter has been submitted by account #138-4945 requesting reimbursement for carpeting installed following the winter ice dams. Jennifer said carpet was original but we will reimburse the owner if the insurance company agrees it will cover the damage / replacement.

Paul recommended that Kevin (or whoever is doing work for us) bring a work order, detailing work to be done, to be signed by the unit owner upon completion of that work, for our files. This will eliminate any question as to what was done or what was not done. We are all in agreement.

There is a canoe stored behind a garage on saw horses. The owner requests permission to continue to store the canoe in the common area. It was unanimously agreed the canoe must be removed. It is against the Rules and Regulations and so account #138-5449 will be sent a letter advising the owner to remove the canoe from outside storage.

Signature cards were completed by the new Board of Directors for the bank.

Connie had looked into the St Paul's Lutheran Church, 837 Charles Street, Torrington to have our Board meetings. They have the 3rd Wednesday of each month available at a cost of \$25 per meeting. This Board unanimously agreed on the new location. Connie will fill out and drop off the necessary forms.

Paul Summers moved to adjourn. Pat seconded. All were in favor. Meeting was adjourned at 9:17 pm

