

**Minutes of the Actions to the Fairway View Foyer Committee Meeting
February 11, 2021**

1. The Chair, Sheila Fernandez called the meeting to order at 11:10 AM. The meeting was held virtually via Zoom meeting. This was a late start as several committee members had trouble getting on the Zoom meeting.
2. Quorum Established- Members present were Sheila Fernandez, Chair, Suzanne Elward, Diane Nolan, and Rudy Lozano. Kate Lock was absent.

Also in attendance- Rick Machon, BOD Chair and Jill Dempsey, in the role of Zoom Host; and five unit owners.

3. Rick Machon asked if anyone would be willing to co-chair the committee. This has been the request for all committees established. Rudy Lozano agreed to co-chair.
4. Rick Machon gave a presentation that had been distributed to the committee members in advance that analyzed the Foyer Updating Project. This analysis outlined: the original goal of the committee that was suspended after only one meeting in the spring of 2020 due to Covid-19 restrictions; historical by building review of the foyer components of paint, exterior door, locks, flooring, railings, and lighting; when these were, if ever updated; and due date for updating per reserve study. Most components are overdue for updating and the remainder are due to be updated within the next five (5) years.
5. There was a discussion of the use of a design consultant. Suzanne Elward pointed out that the prior property management company made recommendations from the committee that were not fully vetted with the committee. Two consultants have submitted bids that were included in the meeting packet. Several members mentioned that they would prefer to use a Vancouver consultant who would not bill the Association for travel time. Suzanne Elward has completed some additional research and suggested a third bid be solicited from Kathleen Masiero who was recommended by Creative Interiors and Lowes. It was agreed that Suzanne would call the third designer and confirm her availability to meet with the committee members to review some of the foyers and to also submit a bid. Rudy requested that Suzanne ask the designer to email her background information and references to him in advance of an appointment. Rick Machon informed the committee that the BODs have a workshop on 2/18/21 and a board meeting on 2/25/21. It would be ideal for the bid to be completed and the committee extend a recommendation to the board by 2/25/21 so that funds to hire a consultant, if this is the recommendation, could be considered in a motion and the consultant can begin review of the foyer project.
6. There were several points that were discussed to include:
 - Not completing all foyer updates at the same time but spread out over a 3-year period.
 - Discussion of lighting outside the front doors that belong to the garage wiring.
 - Lighting on timers & need for permits if new wiring is needed (some building need wiring).

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- Need for routine cleaning and who is responsible. This led to a discussion on whether the foyers were Common Property or Limited Common Property. An owner, Maria Tsu shared that in her review of the plats, the foyers are identified as Limited Common Property but that the Rules and Regulations indicate that the foyers are Common Property. Rick Machon shared that the Plats override the authority of the other governing documents and that the Rules & Regulations may be changed or corrected without amending the CCR's and Bylaws. Establishing how the space is defined determines the type of locks/key access that can be used as well as responsibility for routine cleaning.
7. The next meeting for the committee will be determined when the 3rd consultant bid is available. Rick suggested the chair contact Jill Dempsey to schedule a Zoom meeting when it is known the timing of the next meeting.

The meeting adjourned at 12:20 PM

The minutes above have been prepared and read by Jill Dempsey, Secretary of the Board of Directors for Fairway View Condominium Association and are true and correct to the best of my knowledge and belief.

Signature

Date