

Summary Minutes

Fairway View Condominium Association Projects Team Meeting 2/16/2021, 6:00 PM – 7:30 PM

Team Members Present: Rick Machon, Tony Mirarchi, Bob Freedland, Maria Tsu

Reserve Budget

Rick provided a review of the reserve budget. The starting 2020 budget was \$221,500. In October 2020, the Board approved an increase of the budget for the Waste Surrounds project. By year-end 2020, \$158,142 remained of the original 2020 reserve budget and is available to carry forward into 2021.

Since the proposed 2021 budget was not approved, we are once again collecting the 2020 reserve budget amount of \$221,500 for 2021. The Waster Surrounds project has been completed and came in under the BOD approved budget by about \$8,500.

Roofing Status and Inspections

Rick reviewed his work to assess the status of the roofs for both the Condos and the Garages. Of the 19 buildings, six buildings (2,3,5,8,12 and 15) had new roofs installed in 2018-2019. The remaining 13 buildings had an overlay roofing installed in the 2001-2005 years and have an expected 20-year life (versus a 40-year life for a replacement). These 13 buildings are in the "Orange" zone, indicating need of replacement in the next five years. Of the 30 garages, 16 had new roofs in 2018-2019 and the remaining roofs date back to 2003-2005. Thus, about half of the Garage roofs may need replacement over the next 5 years. Over the next 5 years, the estimated cost for this work (in 2021 dollars) is about \$369k for the Condo roofs and \$109.5k for the Garage roofs. This would be offset by any carry forward associated with roofing from 2020 and potentially 2021.

KPS requested 6 proposals for roof inspections and has heard back from 4 vendors. The estimates (for roof inspections) ranged from \$1,800 to \$5,700. Bob noted that the vendor proposing the \$1,800 inspection proposed to also inspect the attics for select units. Also, given the relative low bid, we could potentially afford a second opinion if needed. Tony noted that it is important to include inspection of flashing around vents and chimneys since these appear to be the main cause of roof leaks. Rick asked the team to provide comments on the proposals to Bob for consolidation. Rick also would like a recommendation to be made for Board approval to engage a roof inspector for an amount not to exceed a certain amount (to be determined) prior to the upcoming workshop. He believes that, once engaged, the roof inspections should take about a week.

After vetting the report the sequence and budget over the next five years can be laid out.

Foyer Updates

Rick reported that the Foyer Committee has been reactivated. Rick reviewed the status of the foyer components: paint, exterior door, locks, flooring, railings, lighting and smoke detectors. He noted that the foyers have original installations for doors, locks, railings and lighting based on when each building was completed (1982 – 1988). Except for buildings 14-19 which had new flooring (carpeting) installed in 2013, all building foyers are overdue for updating.

The Foyer Committee is considering the recommendation (by CORE) to hire a designer. Bids have been received from two and the committee is pursuing a third. The Committee may make a Recommendation at the upcoming Workshop to engage a designer for an amount not to exceed a certain amount (to be

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determined). Bob noted that the carpeting in some foyers is in better condition than others. Tony noted that buildings 1-13 should have priority for new carpeting (given that buildings 14-19 had new carpeting in 2013). Rick clarified that he has suggested that the Foyer Committee request the designer (if used) to propose three options: (1) minimalist; (2) middle-of-the-road; and (3) desired features if budget not restrictive. This could allow the Committee and Board to pick and choose among the options. The sequence would be based upon the existing conditions of the respective foyers.

The Team discussed the lighting in the foyers. Tony highlighted that updating the foyer lighting to include automatic detectors and LED bulbs would save the Association money since currently some foyers have lights on 24 hours per day. Bob expressed concern about foyer lighting only triggered by motion detectors could be a safety issue for some residents since the lights would turn off if a person enters but doesn't move for a while after entering. Maria mentioned that during the Foyer Committee meeting, there was discussion of having both motion-detection lighting and night lights. Rick mentioned that the approach to lighting will also determine whether City permits are needed to do the work, which adds to the project's expense. These are issues the Foyer Committee will need to work through.

These comments will be passed on to the Foyer Committee.

Deck Inspection

Rick said that the Association paid \$85,000 to extend the warranty on the decks, including periodic inspections. Rick is organizing the paperwork and will provide Bob with information to arrange for the deck inspections. Bob noted that while the inspection has been approved, a plan to inform unit owners is needed. Also, the decks will need to be cleaned prior to the inspection (more discussion later).

Projects Report

Maria discussed the 1-page projects report she has drafted and distributed to the team for comment. The purpose of the report is to keep the community informed about the reserve projects, including budget information, project status information, next steps and deadlines and status of active projects. The report also includes a section for "Project News". The team discussed when and how best to distribute the report. While e-mail is preferred (e.g., via the KPS Blast), Maria inquired how best to get the report to those without e-mail. One option is to include as an insert in the monthly Villager. Maria will follow-up with Jill.

Limited Common Element (LCE) Maintenance

Maria provided an update on the idea of having KPS organize vendors to provide certain maintenance of LCE for a volume-discounted price with charge back to unit owners. Tasks include washing decks/patios, inspecting chimneys, cleaning dryer vents and washing windows. Given the need for decks to be washed prior to inspection, Maria has scheduled an on-site review with KPS maintenance so that KPS can price power washing of decks and patios. These arrangements would be on an "Opt In" basis to allow owners to do work themselves or arrange for a different vendor.

The team discussed dryer vent cleaning in more detail. Tony explained that originally the dryer vents were cleaned from the outside until it was discovered that a number of dryers vented into the attic space. Thus, the dryer vents must be cleaned from the inside. Tony described the process used whereby instructions were distributed with homeowners required to sign a document indicating dryer vent had been cleaned. He agreed to try and find this info and pass it on to Maria. Originally, vent cleaning was to be completed in 2019 but the deadline was extended to March 2020. It is not clear how many units did not complete the work. Bob expressed concern that dryer vent cleaning is needed to

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address a potential fire hazard and that we may need a better way to track whether work has been done. Maria mentioned that KPS explained how owners who opt out of chimney inspections must complete an affidavit saying they do not use their fireplace which is needed for insurance purposes. Maria proposed that a similar documentation may be needed for dryer vents. It was noted that, as part of the dryer vent cleaning, we should determine how many dryers vent into the attic space and have an evaluation of the potential consequences.

The Meeting was adjourned.