

Summary Minutes

Fairway View Condominium Association

Projects Planning Committee Meeting 3/4/2021, 2:30 pm – 3:30 pm

Participants: Rick Machon, Judy Elliot, Bob Freedland, Rudy Lozano, Tony Mirarchi, Maria Tsu
Guests: Adna Trnjanin (KPS)

Project Planning Committee

Rick presented the Charter for the Project Planning Committee (PPC) which identifies the PPC's responsibilities, major interfaces, deliverables and general operating principles. The committee accepted this charter without changes. The Charter is attached to these minutes.

Rick next presented an organization chart showing areas of responsibility for PPC members and interfaces with other committees (also attached). Rick explained that the org chart is not intended to show chain of command but rather how the PPC interacts with other committees. For example, the Garden Committee reports to the Board via the Governance Committee but will also likely interface with the PPC landscaping committee.

Foyer Updates

Rudy reported that the Foyer Committee met yesterday to review the status of bids and next steps. They have selected a designer contractor to assist with defining the lighting work. There is also an opportunity for a rebate from Clark PUD for the lighting upgrades. Rudy has obtained 2 bids for carpeting, 2 bids for painting and a bid for electrical work. Rudy will be obtaining another bid for the electrical work. Rick clarified that the Foyer Committee will likely meet one more time and prepare a package to present at the next BOD Workshop.

Tony asked whether an electrical permit will be needed. Rudy responded that he is trying to clarify whether any permits will be needed and that it may depend on how they approach the lighting work.

Roof Inspection

Rick reported that a contract has been awarded to Bear Consulting Services (BCS) to inspect the roofs. Adna has reached out to BCS to determine when the inspection can be scheduled.

Deck Project

Bob provided a brief overview of the results of the research to determine the status of the deck warranty. The decks were replaced at the same time as the condo siding but the decks are under a separate warranty. The decks are made of wood and have a sealer coating that extends the deck life. While a "service contract" has not been located, we found documentation that the HOA paid \$85,000 to upgrade the deck materials which effectively extends the deck warranty from 5 years to 10 years. We have spoken (or exchanged e-mails) with (a) Westcoat (provider of sealant), (b) IBI – original consultant for siding/deck project, (c) Rock Solid (vendor that applied the sealant) and (d) Lifetime Exteriors – the original contractor. These various vendors provided conflicting views on whether re-sealing the decks was covered by the warranty. However, Lifetime Exteriors has confirmed that re-sealing the decks is covered by the warranty. A walk through to review the work scope is scheduled for Monday, March 8th.

While the decks will need to be power washed prior to re-sealing, it is not clear whether deck cleaning is covered by the warranty. It is possible that the vendor that Lifetime will engage to do the re-sealing work will want to do the power washing themselves (to ensure the decks are properly cleaned) but that

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the cost for deck washing is not covered by the warranty. It is also possible that we will have to engage a separate vendor (or utilize KPS) to wash the decks prior to the re-sealing work.

Landscaping

Judy is planning to meet with the landscaping contractor. She would like to determine whether CORE Services arranged to have the irrigation system winterized. She also wants to make sure the contractor understands that the landscaping needs to be 12 inches from the siding to maintain the siding warranty. She would like to walk with the contractor as the irrigation system is turned on to spot any issues. She noted that costs for sprinkler head replacements were surprisingly high the last few years and the landscaper's staff needs to be more careful when mowing.

Tony inquired whether there is an opportunity to coordinate with the Village HOA for landscaping work. Both Rick and Judy explained that the Village HOA is mainly concerned about maintaining the golf course and is not interested in meeting the landscaping requirements for the condos. Judy said that there is a need to liaison with the Village landscaping committee regarding Village HOA trees that are impacting the condo community.

The group discussed problems with some of the trees in the community. Bob mentioned that a tree near the entry of his building has several dead branches. Adna mentioned that landscaping tends to be an issue with many of the KPS properties. She recommended that a list of issues be prepared, followed by a review of the landscaper's contract and a walk-through to address issues. She noted that landscapers typically do not deal with large trees (> 12 feet high) since they are not arborists. Judy explained that when she was previously responsible for landscaping, she liked doing weekly and monthly walk-throughs. Judy also mentioned that the trees have not been pruned by an arborist for a number of years.

Reserve Budget Status

Rick met with the Finance Committee to provide a status report on the Reserve Budget. The 2021 starting Reserve Budget is \$221,500. However, since about \$160k of the 2020 budget was not spent, the effective 2021 Reserve Budget is ~\$379,600.

At this juncture, we have reasonable estimates for costs for projects planned for 2021 including the foyer updates, the roofing work (condos and garages), the garbage surround (now completed), deck cleaning (to prep for re-sealing) and landscaping. Including contingencies for buildings and landscaping, the estimated 2021 reserve project budget is ~\$217,500, which would leave about \$162k to carry into 2022. Rick discussed several opportunities for lowering costs (e.g., roof inspections may reduce required work scope) or items that could increase costs (e.g., roof inspections increase work scope).

Rick estimated the timing of the work and spending compared to reserve collections during 2021 (from owner monthly dues). He anticipates that most of the work and spending will be during the 2nd and 3rd quarters, during which we may run temporary deficits. Overall, however, he estimates that actual reserve spending will be below the combined 2021 collections and 2020 carry forward amounts.

Judy inquired about reserve funds available for replanting of plant/shrubs which would need to be done after the roof and deck work. Rick noted that there is ~\$35k in the reserve budget for landscaping work but that the required landscaping work still needs to be defined.

The meeting was adjourned.