

Summary Minutes

Fairway View Condominium Association Projects Planning Committee (PPC) Meeting 3/15/2021, 10:00 – 11:30 am

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

The purpose of the meeting was to get status reports on each project and for the PPC Chair to introduce a network diagram which illustrates the project process framework.

Roof Project

The inspection by Bear Consulting Services is scheduled for this Friday (3/19) to include roofs for eight buildings and six garages. The team discussed how best to coordinate inspections of the attic spaces, which will require entry into units with attic access. While initially five attics with known water leakage issues were identified for inspection, the group discussed expanding the list to include all attics for which building roofs are being inspected. It was also suggested that the inspection evaluate possible issues with dryers venting into the attic. Communication with owners with attic access will be needed.

Foyer Updates

Rudy reported that he will be meeting with an electrician on Tuesday (3/16) and the Foyer Committee will meet on Wednesday (3/17) at the Club House. Contractors have been lined up for new carpeting (buildings 1-9) and painting (walls, doors, banisters and new locks). KPS has provided an estimate for installing handrails which would be charged back to the unit owners requesting the installation. Judy noted that she used Evergreen Handyman to install handrails at a lower cost and that it may make sense to get a bid from this contractor. A consultant to evaluate drop-down lighting for the foyers has been identified but needs to be approved by the Board before proceeding.

Deck Project

Bob provided an update on deck project. At this juncture, we are waiting for the original contractor (Lifetime Exteriors) to provide a proposal for re-sealing the decks (cost covered by original contract) and the deck-cleaning. The manufacturer of the deck coating requires the use of a QCA applicator to do the re-sealing work. Once the Lifetime proposal is received, the PPC can evaluate whether additional bids are needed, especially for the deck-cleaning work. The team discussed the need to start communicating with owners that the deck work is being planned and (1) will require owners with decks to remove ALL items from decks prior to the scheduled cleaning and re-sealing work, and (2) they will have no access to the decks for about 1 week to allow for drying after cleaning and curing after resealing.

Landscaping

Judy met with the landscaping contractor and they agreed to break down the landscaping work into four sections. Prior to working on each section, the contractor and Judy will do a walk through to identify items to be addressed. A contract for moss treatment and crane fly spraying has been sent to the Board but it may be possible to remove crane fly spraying from the scope. Aeration will be required in areas between certain buildings that have poor drainage.

It was clarified that there is a separate Landscaping Committee (headed by Ernie last year) that has already identified priority items that need to be addressed such as tree replacement. While Judy is the liaison with the landscaping contractor, the Landscaping Committee is separate and needs to be re-started.

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The group discussed cleaning of walkways and whether that should be done prior to some of the landscaping work. Judy suggested walkway cleaning and moss removal should be done soon since debris from the cleaning will be flushed into the adjacent landscaping. Maria noted that the operating budget included funds for walkway moss treatment and cleaning. The next step is to solicit bids for the walkway moss treatment and cleaning.

Patio cleaning was discussed. Rudy mentioned that the Association has a low-pressure power washer which owners can use to wash patios themselves. The group discussed whether patio washing is an Association or owner responsibility and whether it is maintenance (paid from operating funds) versus a reserve project. Maria asked whether professional power washing of patios done every few years could be treated as a reserve item, similar to how professional cleaning of decks is considered a reserve item.

Soliciting Input from Owners

Judy described the approach taken prior to the 2018 budget whereby owners were presented with two choices: Budget 1 – cut out routine maintenance (window washing, deck/patio washing, etc.) and Budget 2 – include maintenance. The difference was about \$7 and owners voted for Budget 2. She suggested that it would be good to ask owners what they want.

Project Process Framework

Rick provided an overview of a “network” diagram illustrating the Process Framework for project planning and execution. The diagram illustrates the three main project categories, Reserve Projects, Landscaping and Maintenance, and the subcategories associated with each. The project work will be done in four phases: Initiation, Planning/budgeting, Implementation and Closeout. Information from the closeout will inform the next Reserve Study. Certain landscaping tasks will require coordination with Maintenance. Certain maintenance tasks require coordination with project planning. The diagram shows how the categories are interrelated.

Records Retention

The group discussed the need for a way to retain records of the more detailed discussions held at the Committee level that should not be posted to the Association’s public website. KPS clarified that, as a non-profit, the Association is required to make Board minutes available to the public (current and future owners). Certain detailed Board discussion can be done in executive session. For purposes of retaining more detailed records, other methods may be needed. For example, it may be possible to set up a gmail account to which more detailed records are sent and captured for retention purposes. Capturing the more detailed discussion could aid in developing institutional memory on how/why decisions were made. Maria offered to develop recommendations for the Board/Committee’s consideration. Meanwhile, minutes posted to the public website should be in summary form only.

The meeting was adjourned.