

Summary Minutes

Fairway View Condominium Association Projects Planning Committee (PPC) Meeting 4/14/2021, 2:30 – 3:30 pm

PPC: Rick Machon, Judy Elliot (absent), Bob Freedland, Rudy Lozano, Tony Mirarchi, Maria Tsu
KPS: Adna Trnjanin, Steve Mejia, Erika Cobb

Rick Machon provided a status report on 2021 projects. So far, one project (garbage surrounds) has been completed. Other major projects are planned for the Foyers, Roofs and Decks.

Foyer Updates

Foyers will be repainted and carpets will be replaced (buildings 1-9 only). The budget has been approved, vendors have been selected and contracts awarded. Work starts on Monday, April 19th and will take about 34 workdays to complete (by ~June 5th). Based on survey results, the foyer doors will be painted red. About 70% of owners (bldgs. 1-9) provided preferred carpet option. A Blast will be sent out to remind owners to clear foyers of personal items.

We still need to resolve how to address lighting and wiring issues. Many foyer lights already have LED bulbs which provide most of the energy savings. Some foyers leave lights on 24/7, possibly for safety reasons. Motion sensors leave lights on for about 5 minutes but can also be switched to being always on (or back to motion triggered). Trial of dusk-to-dawn lighting did not work for the upper landing (not light enough, always on). Dawn-to-Dusk bulbs will be evaluated for the lower entrance but requires KPS to install. Lower-level lights also use LED bulbs. A survey is needed to get input from owners regarding motion detectors and lower-level lighting fixtures.

Locks have been re-keyed and will be installed when each door is repainted. Tony asked what the plan was for the old locks and how new keys will be distributed. It was suggested that an owner place one key in the old lock to allow old locks to be sold/re-used. Keys to the new lock will be provided to one owner (per foyer) and distributed to the others in building. The master key will be provided to Rudy.

Roof Project

The results of the roof/attic inspection indicates that the roofs for buildings #1 and #4 must be replaced and that the roof for #7 should be replaced soon. Garage roofs are fine. The inspection also identified issues with vents for upper units (bathrooms, kitchen microwave and dryer vents). Loose vents are allowing excess moisture into attic space. Some vents are only taped to the opening and others have a path considered too long for proper venting. A program to address vent issues is needed to ensure the removal of moisture within the attic space. It makes sense to address vent issues during roof work. There is also a need to identify scope of issues. For example, during dryer-vent cleaning, it may be possible to survey the situation with the vents. The team is working with KPS to develop a plan to address. The roofing work is targeted for July/August.

Deck Project

Rick provided background information on the deck project, involving four vendors: Lifetime Exterior (original contractor), Westcoat (deck coating vendor), Rock Solid (contractor that applied coating) and IBI (project manager). As part of the original contract with Lifetime, we paid to have the decks re-sealed after five years. Westcoat recently inspected the decks and indicated that, in general, the decks were in good shape. North facing decks tended to have more moss build up. A few decks for unoccupied units were noticeably dirty. While Lifetime will honor its original obligation, since Lifetime is not a Qualified

Summary Minutes

Coating Applicator (QCA), the plan is to have Rock Solid do the required prep-cleaning and resealing of the decks. When the decks were replaced, owners were informed of their responsibility to keep the decks clean. The decks will be evaluated for the amount of cleaning required prior to the resealing work. For decks needing only light cleaning, no extra fee will be charged. For owners with decks needing moderate to heavy-duty cleaning, the cleaning work will be done by Rock Solid with cost charged back to owners. Photos will be taken to document the condition of the decks. Owners will have an opportunity to clean their decks in advance to avoid any extra charges. Owners will be required to remove all items from deck prior to the resealing work.

Bob noted that the resealing of the decks is a 2-step process. Two coats will need to be applied with a drying period to allow curing. During this time, owners will not have access to their decks.

Repetitive Maintenance

Maria is working with KPS to identify repetitive maintenance tasks and develop a work scope and schedule that can be used going forward. Rudy inquired whether certain maintenance should be included in the budget and done by the Association. For example, Rudy mentioned in the past professional cleaning of the carpets in the foyer was included in the budget. While carpet is being replaced in buildings 1-9, the carpets in buildings 10-19 need to be professionally cleaned. Rick suggested that this be included in the 5-year maintenance plan.

Landscaping

Rick discussed that, due to unspent funds from last year and this year's budget, there is approximately \$35k available for landscaping projects. He identified two potential projects that can be done this year that would not interfere with other projects (foyers, decks, roofs). The first project addresses the NW corner to re-introduce greenery near the wall between the community and 23rd Street homes. The second project could include replacing trees/shrubs and cleaning up in/around the trash surrounds and other items identified by the prior landscaping committee. A volunteer is needed to lead this effort.

Concrete Cleaning/Moss Removal

A request has been submitted to KPS for moss removal and cleaning of walkways. Since walkway cleaning is an operating budget item, this work needs to be separated from patio cleaning. Regarding patio cleaning, measurements of patios are needed for KPS to provide pricing. KPS confirmed that it will be less expensive for owners if the work can be done for a group of patios versus individual owners requesting the work to be done at different times. An owner can submit a request to KPS via the portal to schedule individual cleaning and would pay a minimum 1-hour \$60 fee plus a trip charge of \$10 plus PPE fee (minimum of \$81 for a patio requiring 1 hour or less). However, the average cost per deck will be lower if a group of owners can schedule patio cleaning as a single job. Discussion followed whether patio cleaning is an Association expense or should be charged back to owners. This question will be referred to the Governance Committee for clarification.

Reserve Study

The kick-off for the reserve study is planned for May. Rick requested input on whether the study should be a Level 1 or Level 3 study. The difference is that Level 3 would include on-site inspections and detailed assessments, while Level 1 would rely on input provided by the PPC team. For example, we could share the material assessment work done by Rick for the Level 1 study. We are targeting August to complete the 5-year Plan and the 2022 proposed detailed budget.

Summary Minutes

Other Discussion Items

- Magnets on Foyer Doors – Tony noted that the magnets on foyer doors used to post notices tend to put “dings” in the door painting. It was suggested that we identify alternative methods for posting notices and solicit input from the Communications Committee.
- Door-stop Protectors – Rudy mentioned that the foyer doors do not have door stops to prevent doors from damaging interior walls. It was suggested that estimates for the cost of door-stops be obtained.
- Approving PPC Minutes – Maria mentioned that the PPC does not formally approve prior minutes during meetings but that the minutes are reviewed and finalized following each meeting. It was suggested that at the next PPC meeting we make/approve a motion to use a process for approving/finalizing minutes by e-mail after each meeting. This would obviate the need to have formal approval of minutes at each meeting.

The meeting was adjourned.