

Fairway View Condominium Association

Minutes

September 23, 2021

3:30 p.m.

Type of Meeting: Board of Director

Meeting Facilitator: Richard Machon, Chair

Invitees: Adna Trnjanin, KPS; Nancie Parmenter, FV Liaison; Condo Owners

- I. Rick Machon called the meeting to order at 3:31 p.m.
- II. Meeting was held at the clubhouse and was recorded via Zoom. Zoom guests were instructed to keep microphone muted until Q & A or if asked to speak. Chat function is open throughout the meeting. Audience at the clubhouse will be able to ask questions when the floor is open by the president. Chat questions will be read at the meeting. Zoom recording will be available for 30-days.
- III. BODs in attendance: Rick Machon, Patti Audet, Jill Dempsey. Quorum was established.

Others: Six (6) unit owners in the Mt. Hood room and twelve (12) owners on Zoom.
- IV. Minutes submitted for approval include: 8/26/21 BOD Meeting; 9/07/21 Special Meeting and 9/16/21 Meeting.
 1. Jill Dempsey made a motion to waive the reading of the minutes and approve the 8/26/21 BOD, 9/07/21 Special, and 9/16/21 Workshop meeting minutes. Patti Audet seconded, and the motion passed.
- V. Committee Reports
 - a) Finance-Patti Audet
 - July financial results YTD vs budget was shared on the screen. More detailed results are posted on the bulletin board and website.
 - August financial results- After review of and subsequent recommendation by the finance committee to approve the August 2021 financial statements,
 2. Patti Audet moved that the BODs accept the August 2021 financial statements and that a copy be uploaded to the association website. Jill Dempsey seconded, and the motion passed.
 - Budget preparation-The budget recommended by the finance committee was reviewed by the BOD. The board made a few adjustments to updated insurance costs and updated the landscaping with current input from landscape committee. The budget is ready for owner review and vote.

3. Patti Audet moved that the BODs adopt the budget and submit this budget to the owners for review and vote. Jill Dempsey seconded, and the motion passed.

b) Communication- Jill Dempsey

The Committee met on 9/2/21. One member, Helene Pihl resigned from the committee due to time restraints with family commitments. Four people remain on the committee including myself. As result, the delivery assignment for Foyer Flyers have been adjusted accordingly. Two committee members, Nan Williams and Elsie Neal volunteered to assist with preparing ballot packet materials for mailing to take place on 9/27/21. The October 7th meeting has been cancelled.

c) Governance-Patti Audet

- Radon remediation ballot results-Number of radon ballots returned 102; Voting was validated on 9/22 by Judy Elliot and Bobby Perry; Owner approval 70.2%. As 51% approval is required for approval, this ballot measure was approved by the owners.
4. Patti Audet made a motion that the BODs proceed with radon remediation using reserve funds not to exceed \$200k. Jill Dempsey seconded, and the motion passed.
 - Vote by mailed ballot-Considering the difficulty in getting 51% of owners to attend a meeting and the increased risk for Covid variant,
 5. Patti Audet made a motion that the Association vote by mailed ballot. Jill Dempsey seconded, and the motion passed.
 - Insurance – renewal was due on 9/15/2021. AmTrust provided a quote which the BODs accepted.
 6. Patti Audet made a motion that the board authorize payment of \$35,372 out of the operating account payable to ABI as a deposit on insurance coverage for 2021-2022. Jill Dempsey seconded, and the motion passed.
 - ABI provided a new insurance certificate as well as a letter to owners sharing requirements to have adequate coverage. These documents have been posted on the Association website and bulletin board in the clubhouse.

d) Projects-Rick Machon

- Project Updates-The roofing project is essentially completed with minor repairs to be done. The Arborist project approved last month is scheduled for November 15th-17th.
 - A landscaping project to cover the un-grassed area bordering the brick wall from Fernwood Dr. through 23rd Ave. within the condos in mulch compost was described.
7. Rick Machon made a motion to authorize KPS to award a contract to Pacific for \$4,600 plus tax from the Reserve Fund, to: Remove the weeds in the non-grassed and Gardened areas at the SE Corner; and Spray 97CY of garden mulch compost, on the non-grassed

areas from the SE Corner to the 23rd St Entrance between the Curb and the Wall. Jill Dempsey seconded, and the motion passed.

- Radon Remediation- Contractor bids will close on 9/29/21. The Project committee will evaluate the bids and make a contractor selection. A Blast will be coming out next week to update owners on this project. As the power supply to operate the fan for each device, that is the equivalent to running a 55-WAT light bulb will be tied to a lower-level unit, a reimbursement policy and agreement will be developed. Patti Audet will reach out to Harper Lapore for legal guidance.

VI. Management Report- Due to a scheduling conflict, Adna Trnjanin was not present at this meeting.

VII. New Business

- Patti Audet made the following announcement: We are providing notice to the membership that 6 owners have filed small claims cases against the Association, claiming that they have been assessed incorrectly. These claims have been tendered to the insurance carrier. The insurance carrier has appointed defense counsel who will be handling these matters. The Board will provide further updates when it is possible to do so.
- Jill Dempsey reported that the FV BOD approved updating sound equipment in the ballroom and the Mt. Hood room including over ear microphones for boards/ committees and the purchase of hearing enhancement devices for those attending meetings at the clubhouse. This new equipment should improve the quality of speaking and hearing during Condo meetings at the clubhouse even when wearing masks once the new equipment is in place.
- Discussion concerning BOD openings- Points were brought up concerning the importance of filling the two (2) open BOD positions. There will be two write-in spots on the ballot, each with a 2-year term. A 25% owner vote will be required. Details will be on the ballot and in the cover letter that will be going out next week.

In addition, the budget for 2022 with details for each budget category will be included with the ballot for owner review. While owners will only be voting on the 2022 budget, they will also see a forward look of the anticipated budget and projects for the next five (5) years that incorporates a 3% escalation of cost from current cost figures.

Owners are strongly encouraged to attend the upcoming Town Hall meeting on 10/14/21 at 6 p.m. in person at the clubhouse or by Zoom before completing their ballot. If write-in candidates declare their interest, they may be introduced and be available for questions at that meeting. The Finance Committee members will also be available to answer questions concerning the budget. Owners are encouraged to reach out to the treasurer even after the Town Hall meeting up to 10/28/21, if they have questions about the budget before they cast their vote.

VIII. Q & A

- A question was raised as to how many people attend workshop and BOD meetings as so few are attending at the clubhouse and the condos have a history of very good attendance. This information is put into the BOD minutes. We tend to get 12-14 people attending via zoom and 6-10 people attend meetings in person. Some people who attend the workshop do not attend the BOD meeting. Draft minutes, financial and project reports are posted on the website and bulletin board, so people have good access to information. Owner participation on the two ballot measures have been higher than in past voting. This a good indicator of owner engagement. Difficulty in seeing and hearing at the meetings is a problem. Zoom participants have a better experience at present. The new sound system and hearing devices will hopefully improve the on-site experience in the future.
 - A suggestion was made to increase the new owner buy in fee for the condos by \$500 as FV is raising their fee by \$1,000. Points were raised about unknown and unexpected projects that seem to be arising and the increased cost of completing such projects. After discussion, Patti Audet indicated that she would contact FV to discuss the rationale for their increase and research other Condo buy-in fees in the area.
 - An owner asked how many new buyers we have had. Patti Audet reported that in the last 6 years, we have received \$52,000 in new buyer fees. In 2021, eight (8) new owners have purchased a condo and two (2) more units will close on their purchase of a condo this month equating to \$10,000. The funds go into the Reserve Account and show up on the Reserve Report but are not designated to a budget item.
- I. Announcements- Town Hall on 10/14/21 at 6:00 p.m. and the Annual Meeting on 10/28/21 at 4:00 p.m. Both meetings will be at FV Clubhouse and via Zoom meeting.
 - II. Richard Machon adjourned the meeting at 4:25 p.m.