

Nineteenth Fairway Townhouse Condominium Association, Inc.

Annual Meeting of the Homeowners

January 7, 2021

The annual meeting of the Nineteenth Fairway Townhouse Condominium Association was held on Thursday, January 7 at 5:00 p.m. via Zoom.

1. **Call to Order.** The meeting was called to order at 5:15 pm.
2. **Roll Call/Establish Quorum.** Roll call was taken.

Unit #	First Name	Last Name	Present	Proxy to	Absent
1	Maureen	Pomper AH			x
2	Roger	Kleen			x
3	James & Norma	Shelden	x		
4	Amy	Ducharme			x
5	Matthew and Joana	Bekerman			x
6	Brian and Catherine	Richardson	x		
7	Michael	Fitz	x		
8	Eric and Ilana	Jesse			x
9	Leigh and Mark	Hatfield	x		
10	Chad and Heather	Holleman		Robinson	
11	Kara	Robinson	x		
12	Robroy and Marianne	Beard			x
13	Brown	James			x
14	Walter	Smith, Sr.			x
15	Colleen	Porterfield		Robinson	
16	Joseph	Back	x		
17	Gary	Fuller	x		
18	Jo	Selb			x
19	Ian and Emily	Dunlap	x		
20	Dragan and Biserka	Nikezic	x		
21	John	Brennan	x		
22	Kimberly	Melvin		Larkin	
23	Terry	Grove			x
24	Rochelle	Grove			x
25	Roger and Mary Ann	Silverstein	x		
26	Roger	Silverstein	x		

With 14 of 26 units represented either in person or by proxy, a quorum was established

Approved: 1/11/2022

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for the purpose of conducting business. Also in attendance was Eileen Jacobs of Mountain Caretaker, Inc.

3. **Approval of Minutes.** Upon motion duly made and seconded, the minutes of the February 20, 2020 meeting were approved unanimously.
4. **Financial Report.** Management reviewed the preliminary year end projections, noting that a \$10,000 surplus is anticipated. Each line item was reviewed noting that some line items, such as Landscape – Trees and Building repairs were covered within the capital projects underway last summer.

Reserve Expenditures in 2020 totaled nearly \$150,000 and included gutters, heat tape, regrading for improved drainage, exterior staining and engineering fees.

Summer 2021 projects include pool improvements or removal, asphalt and concrete work. It was noted that bids for the asphalt overlay have not been obtained yet and that if numbers come in over the civil engineer's estimates the overlay may have to be deferred until 2022 when the funds can be available.

If the pool is removed, the Board is looking at ways to perhaps gain a few additional parking spaces as well as landscaping elements. A landscape designer has been asked for a proposal for design services for the entire complex.

Before the Association can remove the pool, the Declaration must be amended to remove language referencing the pool as a recreational amenity. Before engaging legal counsel, the Board conducted a survey to determine if there was support for this as it requires 67% of the owners to approval the amendment. This amendment, the Third Amendment, will be sent via Certified Mail to all owners and mortgage holders. Owners will need to have their signature notarized which most banks will do. The amendment also contains language giving the Board the authority to set the late fee as they deem appropriate.

5. **2021 Budget Review.** Overall, the operating budget and monthly operating assessment remains the same in 2021 with minor adjustments in various line items based on 2020 actuals.

The reserve assessment remains the same as 2020 at \$32,000 based upon the reserve study's minimum requirement.

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A special assessment of \$100,300 has been approved by the Board for 2021 to continue to fund improvements as discussed earlier in the meeting.

Upon motion duly made and seconded, the 2021 budget, including the special assessment, was approved unanimously.

Upon motion duly made and seconded, the owners approved moving any realized operating assessment to the reserve fund by a unanimous vote.

6. **Election of Directors.** Two seats on the Board, currently held by Kara Robinson and Jim Sheldon, are expiring. Both Kara and Jim indicated a willingness to stand for re-election. Joe Larkin nominated Kim Melvin, but then withdrew the nomination. Brian Richardson was also nominated. Upon motion duly made and seconded, Brian Richardson, Kara Robinson and Jim Sheldon were unanimously elected to new terms on the Board. The Board will hold an organizational meeting after adjournment of the annual meeting to elect officers and assign terms.
7. **Other Business.** There was no other business brought before the Chair.
8. **Owner Forum.** Owners discussed pool removal and it was reiterated that the first step is approving the Third Amendment referenced above. In response to a question as to why it's taking so long to get the pool removed since it does cost money to maintain, management responded that the Board had to prioritize based on funding and that mitigating the ongoing drainage issues was the first priority.

The staining project that was undertaken this summer did not include caulking windows or other detail work. Given the limited funds available, the Board wanted to get an initial coat of stain on the wood which has been severely neglected for many years. It will need to be done again very soon.

Management was requested more signage be installed at the dumpster noting that all trash must be disposed of inside the dumpster and that there is no recycling.

It was noted that the snow removal contract for plowing and shoveling is not triggered until 2" of snow is received. Owners are encouraged to sweep snow from their walk and use the ice melt buckets in between plows. If a homeowner observes a deficiency in snow removal, a Maintenance Request should be entered in the web portal.

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Management will resend the instructions for creating an account to those who have not created one yet.

The Board was asked if the Association has considered garages given the new area that will be opened up with the pool removal. Management noted this would require extensive legal work to give Common Elements for the use of an individual.

Management was asked to poll the owners on the level of interest for garages at NFW.

Management will try to communicate more proactively as this summer's projects get underway to keep owners informed.

9. **Adjournment.** Upon motion duly made and seconded, the meet adjourned at 6:40 p.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: _____
Eileen Jacobs