

Fairways At Brookside (FAB) II
Council and Residents Meeting

July 11, 2022

In Attendance:

Council Members:

Craig Cobbs, President

Jane Shingler, Vice President

Jane Birks, Treasurer

Jean Creedon, Secretary

Kelly Colfer, Chair of Buildings and Maintenance and Chair of Committees

The meeting was called to order at 7:08 PM followed by the Pledge of Allegiance and Roll Call of the Council.

Election of FAB II Trust Representative:

Not having received enough votes for a quorum at the Annual Meeting on May 25, 2022, a second vote was held this evening. Craig Cobbs directed anyone who hadn't yet voted or voted by proxy who wished to vote to complete a ballot at the back of the room now.

Secretary's Report:

Jean Creedon reported that the Minutes of the Council and Residents Annual Meeting held on May 25, 2022, were unanimously approved by Council on June 14, 2022

Treasurer's Report:

Jane Birks shared financial information with the residents and reported that Management presented to Council a very thorough monthly financial report for May of 2022. The CIT/FAB Trust account balance is \$10,927.31. The savings account balance is \$83,675.74, to which the Council adds \$3416.67 each month. There is a fund of \$67,860.41 that is earmarked for future major road repairs. The account set up for deposit of our monthly assessment fees now has a balance of \$12,407.68 at FNCB.

A motion was made to approve the report and it passed unanimously.

FAB II Trust Representative Election Results:

After everyone interested in voting was given an opportunity to do so, Secretary Jean Creedon tallied the votes and read the results to Council and residents. A required quorum of over 50% of unit owners voted and Margaret "Maggie" Murphy, the only resident to submit her name for the position, was elected with 57.825% of the unit owners having voted for her.

Manager's Report:

Due to a conflict in scheduling, Brad Jones was unable to attend and sent his report to Council to be shared with residents. This report was presented by Craig Cobbs. The first item in the report was the notice that certified mail has been sent to one resident who is three months in arrears on their monthly assessment. Council and Management had tried to reach the resident without success. They have ten days to respond before legal action is taken. The next item was a report that once the June bank statements are received, Management will be sending the 2022 financial statements to Council. Continuing Council's work on the tree problems in FAB II, Brad reported that at Council's request he got a price of \$1,600 from Lehigh Valley Tree Service to remove the large tree in the front of the O Building which is causing serious safety issues with the sidewalk. Council had voted at a workshop to permit Management to hire the same company to trim trees that are causing problem with clogging gutters for two days at the cost of \$2,300 per day. It is estimated that most – if not all – of the trimming can be accomplished in two days. Concerning requests by some residents about automatic payments (Automatic Clearing House or ACH) of monthly assessments (ACH) to Preferred Management, Brad and his staff will create the form authorizing ACH and will send it to all unit owners as another option to make these payments. Next in the report were extermination issues. Some services for problems such as flying ants and moles were requested of Erlich, and Management will follow up to see if the service was acceptable. If not, they will speed up obtaining pricing from another vendor. Sanding and painting the numerous handrails and some remaining issues with utility doors were maintenance issues discussed by Management with Michael Galanti who has been retained to do a variety of "handyman" work at FAB II. The proposal will be sent by Management to Council when received. The two remaining issues addressed by Management were related to the mailbox area. When it is received, a message board to be placed next to the "Drop Box" will be installed and prices are being sought to install the additional fencing in the mailbox area to block the view of the recycling bins.

A motion was made to accept the Manager's report and it passed unanimously.

Committee Reports:

Chair of Committees:

Kelly Colfer gave a report on the two established committees of FAB II, the Beautification and Social Committees. At the June Council workshop, changes to the current committee structure were discussed. It was agreed that the best course of action would be to ask for volunteers to be Chairpersons of each committee in order for the work of the committees to progress without waiting for action by Council. The Chairs would be responsible for providing the link between Council/Management and the committee. A Committee meeting will soon be held to begin this process. Some of the proposed events would possibly include all the FAB Trust properties. Those that have been mentioned as possible Social Committee events in the past include an outdoor fall festival, movie nights, Bingo, book clubs, game nights, potluck dinners, wine/beer tastings, a Lower Macungie Township History speaker, and Phillies/Eagles watch parties.

Buildings/Maintenance & Grounds:

Jane Shingler has been assuming the role of Buildings/Maintenance and Grounds Chair and has been working with Management on these issues. She has reiterated that the tree maintenance issues will need to be addressed in phases due to financial constraints. In addressing the issue of flooding at some units, it is hoped that the previously mentioned trimming of trees that have branches that hang over gutters should eliminate the need for "gutter guards". They will also evaluate whether gutter expansions will help reduce the flooding and washing away of mulch at some units. Jane Shingler and Brad Jones also investigated possibly tying some of the downspouts together to direct the water to a French drain to alleviate flooding. A motion was made by Council at this time to approve the cost of \$1,600 to remove the tree in front of the O Building and it passed unanimously.

FAB Trust Representative:

Maggie Murphy first kidded that the FAB Trust Pool was open and that's all she had to say! She then seriously shared that the position was more time consuming and more stressful than she thought it would, but she appreciated the residents support in re-electing her to another year as the FAB II Trust Representative. She announced that pool tags are available for any resident who hasn't received one in the last year or so and Matt Creedon was available now at the back of the room for residents to obtain one. She let residents know that the second drain that was needed for safety has been installed. She thanked Jane Shingler for all her volunteer time devoted to getting the pool opened on July 4th because of her prior experience with the unique issues of our pool and Council and residents showed their appreciation with applause. Maggie informed residents that anyone wishing to rent to Clubhouse should contact the Trust email and when asked about the fee she said it is \$100 plus a \$75 refundable deposit.

Old/Unfinished Business:

The first item on the agenda was the issues surrounding a lack of parking for the number of cars residents own. Craig Cobbs reported that at a Council workshop it was voted to have Management get estimates for applying yellow paint where the sidewalks meet the curbs in the parking areas and to paint white parking space lines that are no more than 1/3 long at Buildings part of A and all of Building B and M, the major source of parking complaints. A cost of up to \$2,000 was approved. One resident suggested that diagonal yellow lines be painted from the curb into the parking lot to reinforce that parking is prohibited there. Another resident shared a picture of how parking spaces were designated at a community she recently visited. They just put lines on the curb and did not bring them out onto the parking lot surface. She said it works very well for that community.

Although the Manager's report and the Grounds and Maintenance report both did give some updates on trees and gutters, Craig Cobbs further addressed the benefits of spending the money to trim the trees away from buildings roofs. The twice-yearly current gutter cleanings average about \$4,000 each. Jean Creedon also pointed out other damage caused by clogged drains, such as damaging the finish on the bricks, mold stains, and flooding. Craig also notified residents that Council would work to identify, as best as able since many current unit owners have no idea if previous owners planted any of the existing landscaping, which plantings at

units were done by FABII and which were planted by owners. Moving forward after that, any plantings done by residents will be their responsibility to maintain and the rest will be covered by Turfpro.

Next was an update on the mailbox area. Management and Council have been working with the contractor and if he does not respond to the final notice, our attorney will be contacted. Jean Creedon added that the Beautification Committee will be asked to consider plans for other additions to that area.

At a previous meeting a resident raised the question about possible discounts for unit owners who prepaid their monthly assessments. Council has consulted with Management and currently feel it is hard to offer a discount as we are still in a precarious financial situation with all the maintenance needs that need to be met and it would be difficult to take any reduction on the monthly income the assessment provides. However, this idea is still being reviewed for next year.

The last item under Old Business is webworms that come from locust trees. Brad is working with tree companies to find out when this would need to be done and the cost. For those who are not familiar with these, they form a very sticky web often in cervices like patio furniture and even inside cars.

New Business:

Craig Cobbs notified residents that Council has learned that at least in some of buildings the main breaker for the electrical boxes for each building in FAB II is in the utility closet of one unit per building. Management will work to identify which unit contains this electrical box and inform residents where it is in their building.

Open Forum:

A resident said he heard that there were cars broken into in FAB IV and wondered if any of the FAB II residents have had this criminal act. Nobody in attendance was aware of this happening in our section. There was a question about the ever-occurring delay in picking up our trash. Council said that Management said this is an industry-wide problem with a shortage of employees, not just with the company with whom we contract. Autopay had been discussed earlier and a resident asked if a fee would be tacked on to that as it is with some other form of payments. Council was unsure but will check with Management and did note that any fees imposed were done so by the financial institutions and not Preferred Management. A resident of Building A informed Council that there is an issue with nails used on the gutters and how they kept falling out of the nail holes. Craig said that when the roofs were replaced not all the gutters were also replaced and Management is looking into this situation. The previous discussion about parking problems prompted some residents to say that it was an issue in many parts of FAB II and residents should be reminded that nobody "owns a spot". A new resident was told she is parking in someone's spot and needed to move, but Council assured her that is not correct, and she is free to park in any spot. Regarding designated disabled persons parking spaces, Council will check to be sure that the resident who qualified for such a space is still currently residing there and if not, the signs will be removed.

Motion was made to adjourn the meeting at 8:07 pm and it passed unanimously.



Jean M. Creedon, Secretary

Minutes accepted unanimously on August 1, 2022.

