

**Barrington Park Condominium Association, Inc.  
C/O Total Professional Association Management, Inc.**

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**April 13, 2021 Board of Directors Virtual Meeting Minutes**

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<b>Board Members Present</b>	Jody Hill, Tom Herzog, James Brown, Susan Bosse, Beth Griffin
<b>Management Present</b>	Ray Holloway and Tom Rowand from TPAM
<b>Meeting Notification</b>	Meeting was duly posted in accordance with Florida Statutes. Meeting was conducted via teleconference.
<b>Establishment of Quorum/Call to Order</b>	With a quorum of the board present the meeting was called to order at 6:05 P.M.
<b>Reading/Waiver of Reading/Approval of previous meeting minutes</b>	Minutes from April 13, 2021 were approved. Motion by James, second by Susan. Minutes approved unanimously.
<b>New Business</b>	<b>Impact Food Vendor:</b> Ray shares the type of food vendor with it being a healthier food machine. No cost. After a year, the association will receive profit. Jody shares positive comments from other properties. They do restock twice a week or by phone call. Susan question placement and freshness of food. Jody wants more feed back if the machine can be left outside. Motion made by James regarding placement/freshness. James make motion, Jody seconds. Motion passes. Jody questions ice maker, which it does not currently work. <b>Recycle garbage:</b> Concerns regarding placing another garbage bin, which placement is going to be difficult inside. \$150/month and \$165/pull @ 2

pulls/month. Jody asked to pull 3x/month instead of adding another bin. Recycle is pulled once/month. Ray shares concerns with others dumping carpet, furniture, and flooring materials. Susan request additional signage. Jody suggests locking recycle bin. Motion made by Susan, James's seconds to add another pickup day. Motion passes.

**Pressuring/washing and breezeway washing:**

Ray shares information regarding getting quotes to pressure washing windows, exterior building, cleaning dryer vents and our staff cleaning hallways. Tom R shares postponing exterior pressure washing until window test are completed but to go ahead and get quotes.

**Window Ownership:**

Unless otherwise stated it is an owner responsibility per Jody per documents. Tom R shares responsibility of exterior walls.

Jody shares information about apartments being established first and then turned into condos. Tom R will reach out to attorney to specify direction. Susan agrees to run by attorney after testing. Tom R explains owners' responsibility of care.

Jody opens for owner discussion:

One owner shares their opinion of responsibility of caring for their condo. Beth asks if owner shares responsibility of windows that there will be a concern of various contractors coming in/out for replacement. She feels it would be beneficial for Barrington to have one company. Board will set criteria of specification for windows and contractors.

One owner elaborates information about the bylaws being a contract to abide by. Jody shares if responsibility of HOA that dues will go up. Another owner asks if each owner could qualify for additional discount. Tom R states that this can be done.

	<p><b>GTWO Lease:</b>  Board has had opportunity to review lease. James wants to know how much notice given, how rent will be determined, what is fair and reasonable for utilities. Hank shares with board what GTWO has been paying for space and has been included in lease. James also asked about termination clause. TPAM has not sent lease to attorney for review yet. James reads various clauses in lease with added questions along with a deposit. Hank shares they have been here since August 2018. James wishes for the HOA attorney to review the lease. James makes motion for legal to review lease, Susan seconds. GTWO has 100 units at Barrington.</p> <p><b>Mailchimp:</b>  Ray shares that each time something goes out it cost and request we organize information to limit sending information out. James shares about sending information out to about 800 people and it is free. He will show me the information to assist going forward. Jody motion to table for additional discussion, James second. Motion passes.</p>
<p><b>Old Business</b></p>	<p><b>Moisture Issues:</b>  Tom states that windows will be tested next week, and BRG will oversee project should windows need any work to oversee project.</p> <p><b>Garden Committee:</b>  Sky shares presentation and the benefits to having one and the approval of up to \$2,500.00 for garden. One owner asked several questions and shares great ideas. Jody seeks legal team to approval or if we need community approval. James states if this is portable, we should not need community approval. Susan shares attorney's input about this not costing more than 10% of budget. James makes motion to approve subject to attorney input. Susan acknowledges Sky with the committee and time put into this. Jody seconds to approve garden provided we don't have to put this to</p>

	<p>vote with the membership. Motion passes. Owner asked about an annual fee. There will be a fee to have a spot. James wants to have a ribbon cutting once project is finished.</p>
<p><b>Community Update</b></p>	<p>N/A</p>
<p><b>Treasurer Report</b></p>	<p>Beth: Jody has information on loan status. Jody stated that several people are unaware of the loans for roofs, crickets, columns, and other things needed to be done, and to payoff previous loan. Reserves are starting to be built back up. Tom R shares that all information from the loan is on record. James asks about financial reports coming in late and being reported from previous month. Beth did not see anything unusual but would like to have time to review prior to meeting. Bank statements run late. Tom R explains that we are over budget for the year. Jody makes suggestion about having a later meeting during the month so that we could have up to date financials. Beth requests a week before meeting. It was proposed for the 4<sup>th</sup> week. Jody makes motion to move meetings to the 4<sup>th</sup> Tuesday of each month. Susan seconds. Starting in May. Motion passes.</p>
<p><b>Managers' Report</b></p>	<p>Ray gives report:          Refreshing mulch and flowers,          Gutters are complete. There are a few areas needed to finish.          Non-residents have been using facilities. Came here last Saturday and ran several out. They did complain but could not give a unit # or name.          Have removed old furniture and looking to replace a few items.          Questionnaire was sent out to update communication, occupants, vehicles, key cards.          Massey update: There has been some infestation in one of the buildings and working to fix the situation.</p>

	<p>Fire Watch update: Everything is up and going. Fire Professionals was half the cost and went to a 36 volts. Firewatch was removed that Sunday.</p> <p>MetroNet update: Nothing else to do. They are currently doing a site update.</p>
<b>Owners Comments</b>	
<b>Adjournment</b>	<p>Motion to adjourn made by Jody, James seconds. Motion passes.</p> <p>Meeting was adjourning @ 7:45pm. Next meeting will be May 25, 2021.</p>