

# FAIRWAY GARDENHOMES CONDO ASSOCIATION



*The Premier Gardenhome Community on the Northshore*

2029 Christie Lane  
Covington, LA 70433

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## **June 25, 2008 Meeting AGENDA**

- I. 1<sup>st</sup> Topic – Moving from the Cabana office to new location; thus, now ready to turn over to Board and Homeowners.
- II. OVERVIEW – What the Laporte Family Properties office handles now:
  - A. Set up all utilities for common elements/maintain/address repairs/billings for electric and phone for gate, gas for gate, water and electric for irrigation lines, water and electric for pond fountain, and all utilities for Cabana/Cardio room pool
  - B. Set up and maintain all Insurance Policies – GL \$1 mil/\$2 mil aggregate and property to cover all COMMON elements only
  - C. Fill out and comply with all turnovers – Condo Questionnaires, provisions for insurance
  - D. Maintain database of Residents and Tenants
  - E. Data entry for all Payables and Vendor relations / Contracts – e.g. trash, pool, landscape/pond Horticultural, cleaning service – verify their insurance.
  - F. Handle all MAINTENANCE of property – calls and overseeing the vendors as needed. Correspond with homeowners to maintain their residences.
  - G. Bill and collect all condo fees
  - H. Handle all correspondence for community issues / handle community violations/enforcement of Condo Docs.
  - I. Handle all Delinquent accounts/lien filing if necessary
  - J. Budget and Taxes
- III. Discussion of New office location – keeping all bills/correspondence at 2029 Christie Lane – someone to work in that office?
- IV. Discuss – transition – Vote for Board of Directors: informational night only – set date for election. Look to Bylaws on voting scheme. Director positions and Officer Positions - President, Vice-President, Secretary, Treasurer – non-compensated.
- V. Overview – of Bylaws – any amendment to Bylaws – has to be a vote of no less than 60% of voting interest or Declarant alone.
- VI. Must begin to seek legal counsel.

*Please note that all the minutes from today's meeting will be typed up & posted online at [www.LFPLLC.com](http://www.LFPLLC.com) for you to review. (Go to Residential Developments, Fairway Garden Homes, Homeowners Association.)*

**\*THE NEXT MEETING WILL BE WEDNESDAY, JULY 30, 2008 AT 6:00 PM AT FAIRWAY\*  
\*WE WILL DO THE ELECTION OF OFFICERS AT THIS MEETING!\***