

## **Fairway Estates Board Meeting Minutes – Date: 12-09-2020**

Meeting held at the Dunedin Golf Club and called to order at 6:04 P.M.

Unanimous approval to permit recording of FECA Board Meeting, said recording to be retained until the corresponding written meeting minutes are approved.

### **Board Members in Attendance (X = in person -or- BPV = By Phone or Video Conf):**

X	Matt Stevens, President	BPV	Todd Brooks, Vice President
X	Kelly Dixon, Treasurer	BPV	Ed Kelb, Secretary
X	Derrick Beland, Member At Large	BPV	Bill Greenwood, Member At Large
X	Marilyn Parnell, Member At Large, Membership	X	Mary Lyon, Member At Large

### **Non-Board Member Committee Chairs (X = in person -or- BPV = By Phone or Video Conf):**

X	Kathy O’Leary, Newsletter	BPV	Diane Kerfeld, Beautification
BPV	Diane Garcia, Newsletter		

### **Unfilled Committee Chair Positions (could be a board member but not required to be)**

OPEN, City Liaison

### **Members/Guests:**

None

### **Non Board Member Committee Reports**

#### **Beautification – Diane Kerfeld**

- **Holiday plantings** have been planted at the entrance monuments.
- **Holiday Yard of the Season** nominations are underway and judging to take place between Dec 16<sup>th</sup> - Dec 20<sup>th</sup>. Newsletter would like an article along with corresponding photos for the yard selected.
- President Matt Stevens reiterated that FECA Board members are permitted to nominate homes for **Holiday Yard of the Season** (i.e., no conflict of interest with doing this). To ensure no perception of conflict of interest, FECA Board or Committee members who participate in the judging will not participate as candidates for **Holiday Yard of the Season**.
- Kelly Dixon (FECA Treasurer) will confirm that any candidates are members who have paid dues.

## Newsletter- Kathy O'Leary

- Winter (January) Newsletter
  - Typically mailed out two weeks before the **Annual Homeowners Meeting** (Feb 8<sup>th</sup>, 2021)
  - Looking for (positive) feedback from any FE members regarding how they are creatively coping or adapting to the holiday season during the COVID-19 pandemic.
  - Request from Diane Garcia regarding residents who could be considered for Neighborhood Spotlight.

## Officers Reports

### Secretary's Report – Ed Kelb

- Motion made by Mary Lyon to waive reading of the **Nov 2020 FECA Board Meeting** minutes. 2<sup>nd</sup> by Kelly Dixon. Motion carried.
- Motion made by Mary Lyon to accept the **Nov 2020 FECA Board Meeting** minutes “as written”. 2<sup>nd</sup> by Todd Brooks. Motion carried.

### Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- We remain at **385 houses paid** - 74.9% participation.
- Routine Lawn, Lake and Utilities were paid. Question from the Treasurer as to whether the Sprinkler system at Lake Sandra is running. The water bill was unusually low (\$3). Matt Stevens will follow-up.
- Some supplies for the Annual Dues and Meeting notices were purchased.
- Garage Sale Advertisement was paid.
- The FECA Treasurer noted that the Beautification Committee has submitted invoicing for \$111.45 for Summer 2020 plantings at the entrance monuments and Lake Sandra. Additionally, Kelly Dixon spent \$90 for 12 poinsettias for the holiday season plantings.
  - Motion made by Marilyn Parnell to pay Diane Kerfeld \$111.45 and Kelly Dixon \$90 for Beautification expenses incurred. 2<sup>nd</sup> by Mary Lyon. Motion carried.

- Motion made by Marilyn Parnell to accept the Nov 2020 FECA Treasurer report “as written”. 2<sup>nd</sup> by Mary Lyon. Motion carried.
- **2021 Preliminary Budget Review**
  - Refer to **Exhibit A** for complete **Proposed 2021 Annual Budget**
  - 2021 budget **estimating that 357 homes** will participate (69.5%). Budgeted participants slightly reduced to accommodate for any residents experiencing financial hardships in 2021.
  - As noted last month, the FECA Treasurer **solicited supplemental bids** to determine whether we can decrease insurance expenses from either of the two companies we currently use. It was determined that the existing situation whereby we utilize **two separate companies still results in the lowest overall expenditure.**

#### **President’s Report – Matt Stevens**

- Nothing to report at this time.

#### **Vice President’s Report – Todd Brooks**

- Nothing to report at this time.

#### **Board Committee Reports:**

#### **Membership – Marilyn Parnell**

- Nothing to report at this time.

#### **City Liaison - Open Position**

- No updates

**Events:**

- **2021 Annual Homeowners Meeting**

- President Matt Stevens reached out to Dunedin Golf Club management to determine capacity based on current COVID-19 social distancing rules. FECA was informed that the **Dunedin Golf Club can accommodate 50-60 people utilizing COVID-19 social distancing guidelines**. Zoom could also be utilized for residents who wish to attend virtually. As an alternative, proxies could also be used for residents who do not plan to attend in person or virtually.
- As the pandemic continues to impact our area, a vote was taken to determine whether it is in FECA’s best interest to proceed with holding the **2021 Annual Homeowners Meeting** at a later date or proceed with the meeting in February 2021? There are no supplemental subjects requiring resident approval other than the annual vote for:
  - **2021 Annual Budget**
  - **FECA Board members up for election in 2021**

Note: A quorum is required to approve both the budget and FECA Board members. **As FECA doesn’t yet know the number of residents who will have paid dues by Feb 1<sup>st</sup>, 2021, a quorum is estimated to be approximately 38-40 homeowners.**

- Motion made by President Matt Stevens to **hold the 2021 Annual Homeowners Meeting in Feb 2021**. 2<sup>nd</sup> by Kelly Dixon. Motion results:

<b>FECA Board Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Matt Stevens, President			<b>X</b>
Todd Brooks, Vice President		<b>X</b>	
Kelly Dixon, Treasurer	<b>X</b>		
Ed Kelb, Secretary	<b>X</b>		
Derrick Beland, Member At Large	<b>X</b>		
Bill Greenwood, Member At Large		<b>X</b>	
Marilyn Parnell, Member At Large	<b>X</b>		
Mary Lyon, Member At Large		<b>X</b>	
<b>Totals</b>	<b>4</b>	<b>3</b>	<b>1</b>

- Motion carried. Residents will be notified of the 2021 Annual Homeowners Meeting via USPS Mail (2021 Annual Dues and Meeting Notice).

- After lengthily discussion, the FECA Board has determined that Zoom access to the **2021 Annual Homeowners Meeting** would provide technical challenges that FECA is not yet prepared to deal with.
- Motion made by Vice President Todd Brooks that the residents voting at the **2021 Annual Homeowners Meeting in Feb 2021** need to attend in person or vote proxy by mail. 2<sup>nd</sup> by Kelly Dixon. Motion results:

FECA Board Member	Aye	Nay	Abstain
Matt Stevens, President			X
Todd Brooks, Vice President	X		
Kelly Dixon, Treasurer	X		
Ed Kelb, Secretary	X		
Derrick Beland, Member At Large	X		
Bill Greenwood, Member At Large	X		
Marilyn Parnell, Member At Large	X		
Mary Lyon, Member At Large	X		
<b>Totals</b>	<b>7</b>		<b>1</b>

- Motion Carried. Voting will be limited to homeowners who either attend in person or vote proxy by mail. Residents will be notified that they can request a proxy in the annual dues notice mailed to all FE homeowners.
- Motion made by Treasurer Kelly Dixon that the **2021 Annual Homeowners Meeting** be held on **Monday, Feb 8<sup>th</sup>, 2021** at the Dunedin Golf Club. 2<sup>nd</sup> by Todd Brooks. Motion carries. 6:30pm registration ... 7:00pm meeting.
- Contingency: In the event that more residents show up than can be accommodated with socially distanced seating, FECA will permit their attendance and advise them they are responsible for social distancing (stand along walls, etc.). Worst case scenario, overflow attendees can gather on the back patio and rely on a PA system so they can hear.

**Old Business:**

- **Alternative uses of 2020 Event funds:**
  - Motion made by Treasurer Kelly Dixon to postpone this topic until a later meeting. 2<sup>nd</sup> by Todd Brooks. Motion carries.

**New Business:**

- Nothing to report at this time.
- Any interest in residents or existing Committee Members joining the FECA Board? We still have a vacancy for Jessica Parchman's position (Board Member at Large). Diane Kerfeld has expressed some interest.

**Resident's comments:**

- Nothing to report at this time.

**Adjournment:**

- Meeting adjourned at 7:46 p.m.

EXHIBIT A (page 1 of 2)

Proposed 2021 FECA Budget

3:40 PM 12/09/20 Cash Basis		Fairway Estates Community Association Profit & Loss Budget vs. Actual January through December 2021			
	Jan - Dec 21	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Annual Dues	0.00	16,065.00	-16,065.00	0.0%	
<b>Total Income</b>	<b>0.00</b>	<b>16,065.00</b>	<b>-16,065.00</b>	<b>0.0%</b>	
<b>Gross Profit</b>					
	0.00	16,065.00	-16,065.00	0.0%	
<b>Expense</b>					
<b>Annual Dues Notices</b>					
Envelopes	0.00	90.00	-90.00	0.0%	
Labels	0.00	15.00	-15.00	0.0%	
Postage	0.00	310.00	-310.00	0.0%	
Printing/Paper	0.00	60.00	-60.00	0.0%	
<b>Total Annual Dues Notices</b>	<b>0.00</b>	<b>475.00</b>	<b>-475.00</b>	<b>0.0%</b>	
<b>Bank Fees</b>					
Account Analysis Fee	0.00	6.00	-6.00	0.0%	
<b>Total Bank Fees</b>	<b>0.00</b>	<b>6.00</b>	<b>-6.00</b>	<b>0.0%</b>	
<b>Beautification</b>					
	0.00	450.00	-450.00	0.0%	
<b>Computer, Internet, Website</b>					
Malware	0.00	69.00	-69.00	0.0%	
Website Domain Renewal	0.00	15.00	-15.00	0.0%	
Website Hosting	0.00	145.00	-145.00	0.0%	
<b>Total Computer, Internet, Web...</b>	<b>0.00</b>	<b>229.00</b>	<b>-229.00</b>	<b>0.0%</b>	
<b>CPA</b>					
Florida Department of State	0.00	200.00	-200.00	0.0%	
Insurance Expense	0.00	65.00	-65.00	0.0%	
<b>Bond - Fidelity</b>					
Bond - Forgery	0.00	140.00	-140.00	0.0%	
Directors & Officers Insurance	0.00	40.00	-40.00	0.0%	
Homeowners &/or Mobile HOA	0.00	2,400.00	-2,400.00	0.0%	
Lakes or Reservoirs	0.00	900.00	-900.00	0.0%	
Paid In Full Discount	0.00	750.00	-750.00	0.0%	
Parks or Playgrounds	0.00	-175.00	175.00	0.0%	
Special Events	0.00	225.00	-225.00	0.0%	
Terrorism	0.00	500.00	-500.00	0.0%	
	0.00	25.00	-25.00	0.0%	
<b>Total Insurance Expense</b>	<b>0.00</b>	<b>4,805.00</b>	<b>-4,805.00</b>	<b>0.0%</b>	
<b>Lawn &amp; Lake Care</b>					
Lake Care	0.00	1,320.00	-1,320.00	0.0%	
Monthly Lawn Service	0.00	3,420.00	-3,420.00	0.0%	
<b>Total Lawn &amp; Lake Care</b>	<b>0.00</b>	<b>4,740.00</b>	<b>-4,740.00</b>	<b>0.0%</b>	
<b>Maintenance/Repairs</b>					
Contingency/Reserve future e...	0.00	1,000.00	-1,000.00	0.0%	
Dog Waste Bags	0.00	150.00	-150.00	0.0%	
Signs/Benches/Picnic Table	0.00	600.00	-600.00	0.0%	
<b>Total Maintenance/Repairs</b>	<b>0.00</b>	<b>1,750.00</b>	<b>-1,750.00</b>	<b>0.0%</b>	
<b>New Resident Welcome Packets</b>					
Newsletters	0.00	75.00	-75.00	0.0%	
<b>Labels &amp; Toner</b>					
Labels & Toner	0.00	15.00	-15.00	0.0%	
Postage	0.00	350.00	-350.00	0.0%	
Printing	0.00	450.00	-450.00	0.0%	
<b>Total Newsletters</b>	<b>0.00</b>	<b>815.00</b>	<b>-815.00</b>	<b>0.0%</b>	
<b>PO Box Rental</b>					
	0.00	125.00	-125.00	0.0%	

EXHIBIT A (page 2 of 2)

Proposed 2021 FECA Budget

3:40 PM  
12/09/20  
Cash Basis

Fairway Estates Community Association  
Profit & Loss Budget vs. Actual  
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Special Events</b>				
Annual Meeting				
Beverage	0.00	150.00	-150.00	0.0%
Food	0.00	150.00	-150.00	0.0%
Signage	0.00	50.00	-50.00	0.0%
Staffing Fee	0.00	100.00	-100.00	0.0%
<b>Total Annual Meeting</b>	<b>0.00</b>	<b>450.00</b>	<b>-450.00</b>	<b>0.0%</b>
Christmas Holiday Party				
Bakeoff	0.00	50.00	-50.00	0.0%
Entertainment/Kids Activities	0.00	100.00	-100.00	0.0%
Food	0.00	150.00	-150.00	0.0%
Steel Drum Band	0.00	0.00	0.00	0.0%
<b>Total Christmas Holiday Party</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>0.0%</b>
Fall Festival				
Chili Cookoff	0.00	50.00	-50.00	0.0%
Entertainment/Kids Activities	0.00	100.00	-100.00	0.0%
Food	0.00	150.00	-150.00	0.0%
<b>Total Fall Festival</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>0.0%</b>
Garage Sale				
Ad	0.00	60.00	-60.00	0.0%
Signs	0.00	100.00	-100.00	0.0%
<b>Total Garage Sale</b>	<b>0.00</b>	<b>160.00</b>	<b>-160.00</b>	<b>0.0%</b>
Spring Filing				
Cookoff	0.00	50.00	-50.00	0.0%
Entertainment/Kids Activities	0.00	100.00	-100.00	0.0%
Food	0.00	150.00	-150.00	0.0%
<b>Total Spring Filing</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>0.0%</b>
<b>Total Special Events</b>	<b>0.00</b>	<b>1,510.00</b>	<b>-1,510.00</b>	<b>0.0%</b>
<b>Utilities</b>				
Electric - 0501749435	0.00	228.00	-228.00	0.0%
Electric - 33175 58387	0.00	408.00	-408.00	0.0%
Electric - 3317702394	0.00	192.00	-192.00	0.0%
Water	0.00	120.00	-120.00	0.0%
<b>Total Utilities</b>	<b>0.00</b>	<b>948.00</b>	<b>-948.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>0.00</b>	<b>16,193.00</b>	<b>-16,193.00</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>-128.00</b>	<b>128.00</b>	<b>0.0%</b>
<b>Other Income/Expense</b>				
Other Income				
CD Interest	0.00	140.00	-140.00	0.0%
Savings Interest	0.00	0.96	-0.96	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>140.96</b>	<b>-140.96</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>140.96</b>	<b>-140.96</b>	<b>0.0%</b>
<b>Net Income</b>	<b>0.00</b>	<b>12.96</b>	<b>-12.96</b>	<b>0.0%</b>