

Fairway Estates Board Meeting Minutes – Date: 01-13-2021

Meeting held at the Dunedin Golf Club and called to order at 6:32 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		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):

	Kathy O’Leary, Newsletter		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 (Matt Stevens reporting)

- **Holiday Yard of the Season** was a huge success. Many residents put a great deal of effort into decorating this year which made the selection of a winner quite challenging. Thanks to all FE residents for adding so much holiday cheer to a challenging year!

Newsletter- Kathy O’Leary (Matt Stevens and Diane Garcia reporting)

- The Winter Newsletter is out for print and should be mailed by **mid-January**.
- Comments from several FECA Board members that this was a very well written edition: robust, diverse material, interesting and relevant topics. **Our compliments to the Newsletter Committee!**

Officers Reports

Secretary's Report – Ed Kelb

- Motion made by Kelly Dixon to waive reading of the **Dec 2020 FECA Board Meeting** minutes. 2nd by Mary Lyon. Motion carried.
- Motion made by Kelly Dixon to accept the **Dec 2020 FECA Board Meeting** minutes “as written”. 2nd by Mary Lyon. 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.
- Some supplies for the Annual Dues and Meeting notices were purchased.
- Beautification Committee member Diane Kerfeld reimbursed for expenses noted in last month's FECA Meeting minutes (\$111.45).
Treasurer Kelly Dixon reimbursed for expenses noted in last month's FECA Meeting minutes (\$90.00).
- Motion made by Marilyn Parnell to pay Treasurer Kelly Dixon \$144.82 for **Dog Waste bags** purchased for use at Lake Saundra Park. 2nd by Derrick Beland. Motion carried.
- Motion made by Mary Lyon to accept the **Dec 2020 FECA Treasurer Report** “as written”. 2nd by Derrick Beland. Motion carried.
- **2021 Preliminary Budget Review**
 - Refer to **Exhibit A for Proposed 2021 Annual Budget (revised)**
 - 2021 budget **estimating that 357 homes** will participate (69.5%).
 - After the Dec 2020 FECA Board meeting, some of the **actual 2021 insurance expenses** were provided to the Treasurer and the proposed 2021 Budget has been modified to reflect these expenditures.

- Motion made by Marilyn Parnell to **accept the Revised 2021 FECA Budget for review and approval at the Feb 2021 Annual Homeowners Meeting.** 2nd by Mary Lyon. Motion carried.

President's Report – Matt Stevens

- During the Dec 2020 FECA Board meeting, Treasurer Kelly Dixon questioned **whether the lawn sprinkler system at Lake Saundra was working?** The monthly water bill was unusually low (\$3). President Matt Stevens had a technician come out to perform some diagnostics. A \$30 cable that connects to the sprinkler controller required replacement. The lawn sprinkler system is working properly now.
- Lake maintenance expenses are shared between FECA and 24 Fairway Estates homeowners with lake front property (property that actually borders Lake Saundra). **The lake maintenance fees for residents are not mandatory.** This has not proven to be a problem in the past; however, President Matt Stevens posed the question “How would FECA respond to a scenario whereby multiple lakefront homeowners decided to not pay their prorated portion?”

After some discussion, the FECA Board has determined that there is no recourse at this time. There are no deed restrictions in effect, no ability to place a lien on homeowners, etc. **FECA Board member Derrick Beland has volunteered to research this issue.**

Clarification Note: Prior to Jan 2019, Lake Saundra was maintained by a company called “**Aquatic Systems**”. **SOLitude Lake Management** purchased (corporate acquisition) **Aquatic Systems** in 2018. Effective Jan, 2019 **Aquatic Systems** ceased to exist and **SOLitude** took over responsibility of Lake Saundra (<https://www.solitudelakemanagement.com>).

- Refer to **EXHIBITS B and C** for examples of **Aquatic Systems** and **SOLitude Lake Mgmt** reporting.

Vice President's Report – Todd Brooks

- Nothing to report at this time.

Board Committee Reports:

Membership – Marilyn Parnell

- Marilyn welcomed the following residents to Fairway Estates:
 - Kate and Brad Meyers (1171 Burke Ave)
 - Margaret Lokey (1407 Fairway Dr)

City Liaison - Open Position

- No updates

Events:

- **2021 Annual Homeowners Meeting**
 - **Meeting to take place on Monday, February 8th, 2021.** Check-in to begin at 6:30pm. Meeting to start at 7:00pm.
 - **As of January 13th, 2021 ...**
 - **Approximately 140 homeowners have paid their 2021 Annual Dues.**
 - Included with the dues notice:
 - A question regarding attendance at the Annual Meeting (Y/N/Maybe)
 - Instructions on how to request a proxy vote for homeowners who wish to vote without attending.
 - **Twenty-five (25) homeowners (approx.) indicated they will attend in person**
 - **Eight (8) homeowners are “maybe attend”**
 - **Three (3) homeowners have requested a proxy**
 - Note: A quorum is required to approve both the budget and FECA Board members up for renewal. **As FECA doesn't yet know the number of residents who will have paid dues by Feb 1st, 2021, a quorum is estimated to be approximately 38-40 homeowners.**
 - President Matt Stevens reached out to Dunedin Golf Club management to determine capacity based on current COVID-19 social distancing rules. He was informed that the room can **accommodate 75 people socially distanced**. Should attendance exceed 75, attendees can be turned away. This is an unlikely scenario as there is no guest speaker this year; however, this is being stated to ensure all FECA Board and Committee members are on the same page.
 - **Masks will be required.**
 - 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. Attendance will only be permitted in person.

Old Business:

- Nothing to report at this time.

New Business:

- Nothing to report at this time.

Resident's comments:

- Nothing to report at this time.

Adjournment:

- Meeting adjourned at 7:49 p.m.

EXHIBIT A (page 1 of 2)

Proposed 2021 FECA Budget

3:12 PM

01/13/21

Cash Basis

Fairway Estates Community Association

Profit & Loss Budget vs. Actual

January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Annual Dues	0.00	16,065.00	-16,065.00
Total Income	0.00	16,065.00	-16,065.00
Gross Profit	0.00	16,065.00	-16,065.00
Expense			
Annual Dues Notices			
Envelopes	0.00	90.00	-90.00
Labels	0.00	15.00	-15.00
Postage	0.00	310.00	-310.00
Printing/Paper	0.00	145.00	-145.00
Total Annual Dues Notices	0.00	560.00	-560.00
Bank Fees			
Account Analysis Fee	0.00	6.00	-6.00
Total Bank Fees	0.00	6.00	-6.00
Beautification	0.00	450.00	-450.00
Computer, Internet, Website			
Malware	0.00	69.00	-69.00
Website Domain Renewal	0.00	15.00	-15.00
Website Hosting	0.00	145.00	-145.00
Total Computer, Internet, Website	0.00	229.00	-229.00
CPA	0.00	200.00	-200.00
Florida Department of State Insurance Expense	0.00	65.00	-65.00
Bond - Fidelity	0.00	140.00	-140.00
Bond - Forgery	0.00	40.00	-40.00
Directors & Officers Insurance	0.00	2,400.00	-2,400.00
Homeowners &/or Mobile HOA	0.00	1,025.00	-1,025.00
Lakes or Reservoirs	0.00	688.00	-688.00
Paid in Full Discount	0.00	-196.00	196.00
Parks or Playgrounds	0.00	211.00	-211.00
Special Events	0.00	450.00	-450.00
Terrorism	0.00	24.00	-24.00
Total Insurance Expense	0.00	4,782.00	-4,782.00
Lawn & Lake Care			
Lake Care	0.00	1,320.00	-1,320.00
Monthly Lawn Service	0.00	3,420.00	-3,420.00
Total Lawn & Lake Care	0.00	4,740.00	-4,740.00
Maintenance/Repairs			
Contingency/Reserve future exp	0.00	1,000.00	-1,000.00
Dog Waste Bags	0.00	100.00	-100.00
Signs/Benches/Picnic Table	0.00	600.00	-600.00
Total Maintenance/Repairs	0.00	1,700.00	-1,700.00
New Resident Welcome Packets	0.00	75.00	-75.00
Newsletters			
Labels & Toner	0.00	15.00	-15.00
Postage	0.00	350.00	-350.00
Printing	0.00	450.00	-450.00
Total Newsletters	0.00	815.00	-815.00
PO Box Rental	0.00	125.00	-125.00

EXHIBIT A (page 2 of 2)

Proposed 2021 FECA Budget

3:12 PM
01/13/21
Cash Basis

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

	Jan - Dec 21	Budget	\$ Over Budget
Special Events			
Annual Meeting			
Beverage	0.00	150.00	-150.00
Food	0.00	150.00	-150.00
Signage	0.00	50.00	-50.00
Staffing Fee	0.00	100.00	-100.00
Total Annual Meeting	0.00	450.00	-450.00
Christmas Holiday Party			
Bakeoff	0.00	50.00	-50.00
Entertainment/Kids Activities	0.00	100.00	-100.00
Food	0.00	150.00	-150.00
Steel Drum Band	0.00	0.00	0.00
Total Christmas Holiday Party	0.00	300.00	-300.00
Fall Festival			
Chili Cookoff	0.00	50.00	-50.00
Entertainment/Kids Activities	0.00	100.00	-100.00
Food	0.00	150.00	-150.00
Total Fall Festival	0.00	300.00	-300.00
Garage Sale			
Ad	0.00	60.00	-60.00
Signs	0.00	100.00	-100.00
Total Garage Sale	0.00	160.00	-160.00
Spring Fling			
Cookoff	0.00	50.00	-50.00
Entertainment/Kids Activities	0.00	100.00	-100.00
Food	0.00	150.00	-150.00
Total Spring Fling	0.00	300.00	-300.00
Total Special Events	0.00	1,510.00	-1,510.00
Utilities			
Electric - 0501749435	0.00	228.00	-228.00
Electric - 33175 58387	0.00	408.00	-408.00
Electric - 3317702394	0.00	192.00	-192.00
Water	0.00	120.00	-120.00
Total Utilities	0.00	948.00	-948.00
Total Expense	0.00	16,205.00	-16,205.00
Net Ordinary Income	0.00	-140.00	140.00
Other Income/Expense			
Other Income			
CD Interest	0.00	140.00	-140.00
Savings Interest	0.00	0.96	-0.96
Total Other Income	0.00	140.96	-140.96
Net Other Income	0.00	140.96	-140.96
Net Income	0.00	0.96	-0.96

EXHIBIT B

Example of Aquatic Systems reporting



CUSTOMER LAKE MANAGEMENT REPORT

CALL 800.432.4302 FOR SERVICE

Customer: Fairway Est Assoc

Account Number: 0048520

Technician: Andrew Krieskay

Date: 16 OCT 2019 Time: 12:00

WORK PERFORMED											
METHOD USED: B (Boat) BP (Backpack Sprayer) G (Gator) HC (Hand Cast)											
SITE ID											
Method Used	BP										
Treated Algae											
Treated Cyanobacteria											
Treated Submersed Weeds											
Treated Grasses/Brush	X										
Treated Floating Weeds											
Treated Mosquitoes and/or Midges											
Lake Dye											
Site Inspection											
WETLAND/UPLAND											
Spot Spraying											
Physical weed removal											
CARP PROGRAM											
Carp Observed											
Barriers Inspected											
RESTRICTION TYPE(S) DO NOT: I (Irrigate) F (Fish) S (Swim) O (Other):											
Restriction # of days	0 →										
Restriction Type											

GENERAL OBSERVATIONS OF THE WATER											
WATER CLARITY <input type="checkbox"/> All											
<1', 1', <u>2</u> 3', 4', >4'											
WATER FLOW <input type="checkbox"/> All											
<input checked="" type="checkbox"/> None <input type="checkbox"/> S(Slight) <input type="checkbox"/> V(Visible)											
WATER LEVEL <input type="checkbox"/> All											
<input checked="" type="checkbox"/> H(High) <input checked="" type="checkbox"/> N(Normal) <input type="checkbox"/> L(Low)											

GENERAL FIELD OBSERVATIONS											
BENEFICIAL PLANTS				FISH/WILDLIFE				BIRDS			
<input type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input type="checkbox"/> Alligator	<input type="checkbox"/> Anhinga	<input type="checkbox"/> Gallinules	<input type="checkbox"/> Arrowhead	<input type="checkbox"/> Chara	<input type="checkbox"/> Lily	<input type="checkbox"/> Bass	<input type="checkbox"/> Alligator
<input checked="" type="checkbox"/> Bacopa	<input type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input type="checkbox"/> Bream	<input type="checkbox"/> Otter	<input type="checkbox"/> Coots	<input type="checkbox"/> Herons	<input type="checkbox"/> Bacopa	<input type="checkbox"/> Cordgrass	<input type="checkbox"/> Naiad	<input type="checkbox"/> Bream	<input type="checkbox"/> Otter
<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input type="checkbox"/> Snakes	<input type="checkbox"/> Cormorant	<input type="checkbox"/> Ibis	<input type="checkbox"/> Blue Flag Iris	<input type="checkbox"/> Golden Canna	<input type="checkbox"/> Pickerelweed	<input type="checkbox"/> Catfish	<input type="checkbox"/> Snakes
<input type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input type="checkbox"/> Turtles	<input type="checkbox"/> Egrets	<input type="checkbox"/> Osprey	<input type="checkbox"/> Bulrush	<input type="checkbox"/> Gulf Spikerush	<input type="checkbox"/> Soft Rush	<input checked="" type="checkbox"/> Gambusia	<input type="checkbox"/> Turtles
<input type="checkbox"/> Other _____											

CONCERNS FOR FOLLOW-UP											
<input type="checkbox"/> Recurring or excessive algae	Lake # _____	<input type="checkbox"/> Water Quality Assessment Recommended									
<input type="checkbox"/> Persistent invasive weeds	Lake # _____	Persistent problems may indicate an underlying water quality issue that current treatments will not correct. A laboratory assessment is recommended to determine the cause(s) and plan the best corrective actions. Please call 800-432-4302 for more information.									
<input type="checkbox"/> Fish/wildlife issues	Lake # _____										
<input type="checkbox"/> Low water clarity	Lake # _____										
<input type="checkbox"/> Bad Odors	Lake # _____										

EXHIBIT C

Example of SOLitude Lake Management reporting



Service History Report

June 4, 2020
50097

Fairway Estates Assoc.

Date Range: 05/01/20..05/31/20

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

=====

Service Date	5/7/2020	7606
No.	PI-A00406731	
Order No.	SMOR-339050	
Contract No.	SVR47797	

Technician Name and State License #s

Dylan J Stanley
Andrew M. Krecskay

Service Item #	Description	Lake No.	Lake Name
7606-LAKE-ALL	Fairway Estates Assoc.-Lake-ALL	1	Fairway Estates Assoc.- Lake-ALL

Technician's Comments: Method Used: BoatTreated Algae: XTreated Submersed Weeds:Treated Grasses/Brush:Treated Floating Weeds:Treated Mosquitoes and/or Midges:Lake Dye:

General Comments: Inspected Lake

Inspected for algae