

Fairway Estates Board Meeting Minutes – Date: 12-10-2019

Meeting held at the Dunedin Golf Club and called to order at 6:30 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 (marked with X – in person or BP - By Phone):

X	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	Mary Lyon, Member At Large	X	Jessica Parchman, Member At Large
X	Marilyn Parnell, Member At Large, Membership		

Non Board Member Committee Chairs (marked with X – in person or BP - By Phone):

	Kathy O’Leary, Newsletter		Dianne Schuldt, Beautification
X	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 – Dianne Schuldt

- Nothing to report at this time.

Newsletter- Kathy O’Leary

- January Newsletter
 - Will note the date of the **2020 Spring Fling** (potentially March 21st or 28th)
 - Requires the President’s comments by January 7th

- Will include information about the guest speaker for the **2020 Annual Homeowners Meeting**
- Will include an article on the Pinellas Trail and its significance to Dunedin and Fairway Estates
- Will include highlights from the December Holiday Party along with pictures.
- Recommendation to potentially include Newsletter commentary to remind residents of **Dunedin General Ordinances for Animals (Section 10-5):**

Reference:

https://library.municode.com/fl/dunedin/codes/code_of_ordinances?nodeId=SPAGEOR_CH10AN

Dunedin General Ordinances: Section 10-5 Animal Control

- (a) For the purposes of this section the following definitions shall apply:
- (1) Animal. Any living creatures of the subphylum vertebrata excepting there from Homo sapiens.
 - (2) Owner. Any person having a right of property in an animal, or who keeps or harbors an animal, or who has an animal in such person's care or acts as its custodian or who permits such animal to remain on or about any premises occupied or controlled by such person.
 - (3) Private property. Property in which the owner of the animal has not proprietary, fee simple, leasehold or other recognized legal interest.
 - (4) Public property. Any park, playground area or any other lands owned or controlled by the city or other governmental or public agency, including streets, rights-of-way and medians; whether signage is present or not which precludes unleashed or unrestrained animals.
- (b) No owner of an animal shall permit such animal to go on public property unless such animal is firmly secured by a substantial leash or other restraining device having the same effect as a leash for animals not appropriate for leash restraint, held by the owner, such leash or other restraining device not to exceed six feet in length, a retractable leash mechanism not greater than 16 feet in length, or unless such animal is enclosed in a cage sufficient to prohibit its escape therefrom.
- (c) No owner shall permit such animal to go on private property without the consent of the owner or occupant of the private property.
- (d) No owner of an animal shall allow such animal to deposit excrement on public property or on private property of another unless such owner immediately removes such excrement.

- (e) No owner of an animal shall allow such animal to run unconfined on public property except where specific signage allows such activity and in enclosed public lands specified for such purpose.
- (f) As an exception to the animal confinement restrictions set forth in this section, seeing-eye or guide pets and non-human primates of the genus Cebus specially trained for the purpose of providing personal care services to individuals with disabilities shall be permitted on public property, if under the control of the owner.
- (g) **The owner of an animal is at all times responsible for its behavior and actions.**
- (h) No owner of an animal shall allow such animal, whether confined or restrained or not, to enter into or be on the protective surface of a playground or other areas designated by the city manager.
- (i) As an exception to the animal confinement restrictions in this section, the city manager may designate at his/her discretion designated animals to be unleashed or unrestrained on certain specified public property for the purpose of special events, unique occasions or for other reasons deemed to be in the public interest by the city manager for such limited time periods as the city manager shall deem appropriate and as confirmed in writing.

Officers Reports

Secretary's Report – Ed Kelb

- Motion made to waive reading of **Nov 2019 FECA Board Meeting** minutes by Kelly Dixon, 2nd by Bill Greenwood. Motion carried.
- Motion made to accept **Nov 2019 FECA Board Meeting** minutes “as written” by Mary Lyon, 2nd by Todd Brooks. Motion carried.

Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- Fall Festival sponsorship funding of \$205 deposited. \$268.42 was paid out to Kelly Dixon to reimburse food expenditures, kids activities, entertainment and prizes (refer to Nov 2019 FECA Board meeting minutes for more detail).
- Routine Lawn, Lake and Utilities paid.

- Additional expenses: Peter Lontakos Electrical: \$993.34. Note: 50% of this amount will be refunded to FECA in 2020 (from the pre-approved Martha Donald Grant).
- Motion made to accept Dec 2019 FECA Treasurers Report “as written” by Todd Brooks, 2nd by Bill Greenwood. Motion carried.
- Proposed 2020 Annual budget comments/revisions:
 - Annual Dues Estimates: 355 households x \$45 = \$15,975
 - 2020 monthly lawn care will increase 14% (old: \$250, new: \$285)
 - Kelly Dixon followed up with SunTrust and confirmed that CD interest payout after 12 months (2020) will be approximately \$140.
 - Note: Address for CD was corrected to be the current FECA Treasurer’s home address (financial institution does not permit PO Box for address)

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

- “Welcome to FE” visit with Bob & Becky Stein on Watrous Drive.
- Brief discussion regarding **renters**:
 - Per bylaws, renters cannot be part of the FECA; however, homeowners do have the option to proxy their FECA membership vote.
 - FECA Membership Committee does try to welcome all new residents to the FE neighborhood; however, we do not (cannot) invite renters to join FECA.

City Liaison - Open Position

- No updates

Events:

- **2019 Holiday Party Wrap-up**
 - Date of Holiday Party: **Sunday, Dec 8th, 2019 (2pm – 5pm)**
 - Might need to moderately increase food next year by 2-4 pizzas.
 - Note: Residents are bringing sweets, but not many main dishes
 - Photo booth was highly utilized (popular)
 - Tips and miscellaneous expenses (\$233.00):
 - \$20 to both of the Photo Booth operators
 - \$35 to pizza delivery
 - “Count the Items Contest” - \$75 in candies
 - Poinsettias for Entrance Monuments - \$83
 - Motion made to reimburse Kelly Dixon \$233.00 for gratuities and miscellaneous expenses by Ed Kelb, 2nd by Marilyn Parnell. Motion carried.
- **2020 Annual Homeowners Meeting**
 - Date: **Tuesday, Feb 4, 2020**
 - President Matt Stevens would like the Board to agree on the guest speaker for the **2020 Annual Homeowners Meeting**.
 - Matt did reach out to **Jennifer Bramley** (Dunedin City Manager). There is interest in attending; however, her availability has not yet been confirmed (as of December 10th).
 - Matt also reached out to the **Pinellas County Sheriff's Department** who noted that they are willing to commit a speaker (safety, traffic, etc).

- FECA Board has determined that Dec 26th will be the cutoff date. If Jennifer Bramley is available, proceed with Dunedin City Manager as speaker; otherwise, book a speaker from Sherriff's department.
- Ref: <https://www.dunedingov.com/city-departments/city-hall/city-manager>
- No FECA Board members are up for reelection this year.

Old Business:

- **2019 Entrance Signs Project Update:**

- Bill Greenwood approached **Lannie Sheets** from the City of Dunedin and successfully obtained supplemental **Martha Donald Grant** funding which would permit the FECA Board to proceed with raised (3 dimensional) lettering for the Palm Harbor Entrance Signs:

	Cost
Palm Blvd Signage (Raised Lettering)	\$2,722.63
Palm Blvd Electrical	\$993.34
	\$3,715.97
Subtotal	\$3,715.97
Less: Martha Donald Grant Funding	(\$1,857.99)
FECA Cost after Grant Disbursement	\$1,857.99

- Refer to **Exhibit A** for revised Martha Donald Grant Approval
- Refer to **Exhibit B** for revised signage cost (with raised lettering)
- Jessica Parchman noted that **USA Sign, Inc.** will be onsite Dec 12th to measure the Palm Blvd signs for replacement.
- Estimated replacement of existing Palm Blvd signs: **January 31st, 2020**
- Todd Brooks noted that concerns of reflective lighting on flat signs are not going to impact drivers. Ed Kelb clarified that his concerns were not the potential impact to drivers, but rather that illuminated flat signage would produce a “billboard” effect whereby the signs would appear less visually appealing at the main entrance to FE.

- Motion from Bill Greenwood to approve the additional cost to signage (resulting in signage cost of \$2722.63 ... less \$1361.32 in grant funding ... for a total FECA signage cost of \$1363.32). Motion 2nd by Kelly Dixon. Motion carried.
- President Matt Stevens noted that the FECA Board should be prepared for questions as to why the Brady Drive entrances were not considered for raised (3 dimensional) lettering. The reasoning is that Brady Drive signs have been subject to the “wear and tear” of children sitting on the Brady Drive entrance signs which caused some damage to raised 3 dimensional lettering.

- **Traffic Enforcement**

- Beginning in 2020, the Pinellas County Sherriff’s Department will begin **targeted enforcement of “hot spots”** in Fairway Estates where drivers may be violating speed limits or ignoring Stop Signs.

New Business:

- **Memory Walk**

- The Lake Saundra sign is showing some deterioration. The **Martha Donald Neighborhood Enhancement Program** cannot be applied to projects at Lake Saundra. The FECA Board is looking at ways to fund a replacement sign in 2021. A **Memorial Walk** might be a viable candidate to raise funds to replace the sign in 2021.
- A **Memorial Walk** would be a way for residents of FE to memorialize family and events by engraving a paver with a customized memorial.

- Note: These pavers would not be available to vendors. The intent is to provide residents a way to recognize:

- Residents
- Resident Families
- Pets
- Birthdays, Anniversaries, Weddings
- Passings
- Other Milestones

for residents who have ties to Fairway Estates.

- Refer to **Exhibit C** for estimated FECA Board costs. Resident charges for an engraved paver yet to be determined.
- Residents could choose from either an 8” x 8” paver or a 4” x 8” paver. Examples of engraved pavers can be found in front of the Dunedin Golf Club.

- The FECA Board will retain “First Right of Refusal” to ensure that any engravings are appropriate for the *Memory Walk*.

Resident’s comments:

None

Adjournment:

Motion made to adjourn at 8:41 p.m. by Kelly Dixon, 2nd by Todd Brooks. Motion carried.

EXHIBIT A

Martha Donald Neighborhood Enhancement Program Approval - Revised



November 27, 2019

William Greenwood
Fairway Estates Community Association
2239 Watrous Drive
Dunedin, FL 34698

Dear Mr. Greenwood:

The City of Dunedin has reviewed your request for additional funding based on the change of scope of the sign materials. This request has been approved.

The revised project budget is as follows:

Cash Expenditures	\$3,716
Volunteer Labor	\$ 0
Total project	\$3,716
Grant funding based on estimates above	\$1,858

Please contact us if there are any changes to the scope of work from what was presented in the application. All work must be completed prior to receiving grant funding. Attached is the Reimbursement Form.

Please contact the Dunedin Parks & Recreation Department to schedule a final inspection at the completion of your project. You may then submit Reimbursement Form along with a copy of all related invoices. All work must be completed no later than September 1, 2020. If you have any further questions, please e-mail me at lsheets@dunedinfl.net or call 727-812-4529.

Sincerely,

A handwritten signature in black ink, appearing to read "Lanie Sheets".

Lanie Sheets, CPRP
Administration Superintendent

EXHIBIT B

Signs USA Inc Bid 36336 Page 1 – Raised Dimensional Lettering



SIGNS USA INC
 4123 W. HILLSBOROUGH AVE.
 TAMPA, FL 33614
 Ph: (813) 901-9333
 FAX: (813) 901-9334
 Email: INFO@SIGNSUSAINC.COM
 Web: http://WWW.SIGNSUSAINC.COM

Estimate #: 36226
Option: DIMENSIONAL FACES

Created Date:	3/5/2019 2:57:39PM	Prepared For:	FAIRWAY ESTATES
Salesperson:	Alexis Kemp	Contact:	SHARON HERMAN, SECRETARY
Email:	Alexis@signsusainc.com	Office Phone:	(813) 416-6925
Not Specified:	(800) 219-9389 x113	Email:	sharon.herman26@yahoo.com
Not Specified:	(813) 901-9334	Address:	198 PALM BLVD DUNEDIN, FL 34698
Entered by:	Alexis Kemp		

Description: PALM MONUMENT FACES

Customer is responsible for verifying all information, quantities, and pricing prior to returning this estimate for approved production. Once an estimate is approved, customer acknowledges that all information is correct.

Average production time for most sign types is 3-4 weeks. That production time does not begin until the following have been received:

- All final artwork approvals
- Deposit payment
- Permit office approval (if applicable)

Payment Terms: 50% required on all orders and the balance due at the final process (either shipping or installation) All orders under \$1000 must be paid in full at the time of order. Deposits are nonrefundable as materials are ordered and cut to size to produce your order for custom signage.

Option: DIMENSIONAL FACES

		Quantity	Price	Unit Price	Subtotal
1	Product: Custom Description: CUSTOM ALUMINUM PANELS WITH 1/2" ACRYLIC DIMENSIONAL LETTERS * 2, 42.25 in X 72 in Aluminum,	2	\$2,150.68	\$1,075.34	\$2,150.68

		Quantity	Price	Unit Price	Subtotal
2	Product: Design and Setup Description: ADJUST FOR LARGER SIZE	1	\$20.00	\$20.00	\$20.00

** Signs USA is not responsible to ensure that signage meets current code unless a permit line item is included on this order.
 *** Please note: Pantone colors are matched to the best of our ability and paint colors cannot always be translated into ink, so our design department will select colors to compliment any provided paint colors. Physical samples of the selected colors can be purchased for \$10 each and can be sent via UPS for your review prior to production. Signs USA is not responsible for reprinting any signage over color discrepancy if no physical sample is purchased.

* 1 Files

		Quantity	Price	Unit Price	Subtotal
3	Product: Installation Description: INSTALL ADDRESS: 198 PALM BLVD DUNEDIN, FL 34698	1	\$400.00	\$400.00	\$400.00

*PRICE BASED ON INSTALLING ALL ITEMS IN ONE TRIP
 ** RESCHEDULING FEE TO BE APPLIED TO ANY CONFIRMED INSTALLATION IF CANCELLED/RESCHEDULED WITHIN 48 HOURS OF YOUR SCHEDULED DATE
 ** PRICE DOES NOT INCLUDE PERMITTING, BUT PERMIT CAN BE ADDED BY REQUEST FOR AN ADDITIONAL FEE

EXHIBIT B (Cont.)

Signs USA Inc Bid 36336 Page 2 – Raised Dimensional Lettering



SIGNS USA INC
4123 W. HILLSBOROUGH AVE.
TAMPA, FL 33614
Ph: (813) 901-9333
FAX: (813) 901-9334
Email: INFO@SIGNSUSAINC.COM
Web: http://WWW.SIGNSUSAINC.COM

Estimate #: 36226
Option: DIMENSIONAL FACES

Notes

This quote is valid for 90 days.

Please advise your salesperson if you have a specific deadline to meet at the time of estimate approval and they will instruct you on the necessary steps needed to accommodate your critical date.

Pricing is subject to change if final artwork approval varies from the estimate specifications above. Signs USA is not responsible for checking local code requirements for signs. This is only done as part of the permit process on orders placed for Main Entrance Signs/Walls, Monuments and Electrical Signs. We recommend calling your local permit office to verify any signs that you feel may need a permit or check online to review the sign code for your area.

Estimate Total:	\$2,570.68
Subtotal:	\$2,570.68
Taxes:	\$151.95
Total:	\$2,722.63

Payment Terms:

Client Reply Request for Option: DIMENSIONAL FACES

Estimate Accepted "As Is". Please proceed with Order.

Other: _____

Changes required, please contact me.

SIGN: _____ Date: / /

Print Date: 3/5/2019 2:58:51PM

IMAGINATION TO FABRICATION

Memory Walk Considerations

1. We would need to assemble the pathway first and then replace existing bricks with memorial bricks.
 - a. Contract construction or community organized (see spreadsheet)?
 - b. Grant for beautification?
 - c. Cost per brick ranges from \$15 to \$35 for engraved bricks
2. Who can purchase brick?
 - a. Current Residents
 - b. Former Residents
 - c. Family of Current/Former Residents
 - d. Friends of Current/Former Residents
3. Who/What can be memorialized?
 - a. Residents
 - b. Residents Families
 - c. Pets
 - d. Birthdays
 - e. Weddings
 - f. Anniversaries
 - g. Passings
 - h. Other Milestones
4. Message Limitations
 - a. Does FECA Board need to approve the wording/designs on bricks?
 - b. Do we need to maintain the same color/type of brick?
5. Maintenance of Bricks
 - a. Current Residents - Family
 - b. Former Residents – FECA
 - c. Security Deposit/Insurance?
6. Maintenance of Walkway – FECA

EXHIBIT C – Page 2 (Cont)

	Cost Per Unit	48" x 4'		48" x 8'		48" x 12'		48" x 16'	
		Units	Cost	Units	Cost	Units	Cost	Units	Cost
8" x 8" Paver (Edge)	\$ 2.50	20	\$ 50.00	14	\$ 35.00	14	\$ 35.00	14	\$ 35.00
4" x 8" (Paver) (500/Pallet)	\$ 1.25	32	\$ 40.00	32	\$ 40.00	32	\$ 40.00	32	\$ 40.00
Gravel (4") - 0.5 cu. ft.	\$ 4.18	5.4	\$ 22.57	4.8	\$ 20.06	4.8	\$ 20.06	4.8	\$ 20.06
Sand (2") - 0.5 cu. ft.	\$ 2.98	2.7	\$ 8.05	2.4	\$ 7.15	2.4	\$ 7.15	2.4	\$ 7.15
Jointing Sand	\$ 21.98	1	\$ 21.98	0	\$ -	1	\$ 21.98	0	\$ -
Edging (16')	\$ 20.99	1	\$ 20.99	0	\$ -	1	\$ 20.99	0	\$ -
Spikes	\$ 6.97	1	\$ 6.97	1	\$ 6.97	1	\$ 6.97	1	\$ 6.97
Weed Barrier (6' x 100')	\$ 81.48	1	\$ 81.48	0	\$ -	0	\$ -	0	\$ -
Spikes	\$ 3.98	1	\$ 3.98	0	\$ -	1	\$ 3.98	0	\$ -
Sod (16" x 24")	\$ 5.50	4	\$ 22.00	4	\$ 22.00	4	\$ 22.00	4	\$ 22.00
Compactor Rental	\$ 83.00	1	\$ 83.00	0	\$ -	0	\$ -	0	\$ -
Wetsaw Rental	\$ 76.00	1	\$ 76.00	0	\$ -	0	\$ -	0	\$ -
Subtotal			\$ 437.02		\$ 131.19		\$ 178.14		\$ 131.19
Running Total			\$ 437.02		\$ 568.20		\$ 746.34		\$ 877.53