

## **Fairway Estates Board Meeting Minutes – Date: 01-09-2019**

Meeting held at the Dunedin Golf Club and called to order at 6:33 P.M.

### **Board Members in Attendance (marked with X – in person or BP - By Phone):**

X	Steve McCarver, President	X	Matt Stevens, Vice President
X	Kelly Dixon, Treasurer	X	Bill Greenwood, Member At Large
X	Jessica Parchman, Member At Large	X	Todd Brooks, Member At Large
X	Marilyn Parnell, Member At Large, Membership	X	Mary Lyon, Member At Large
X	Ed Kelb, Secretary		

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

X	Kathy O’Leary, Newsletter	X	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:**

Derrick Beland

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## **Non Board Member Committee Reports**

### **Beautification – Dianne Schuldt**

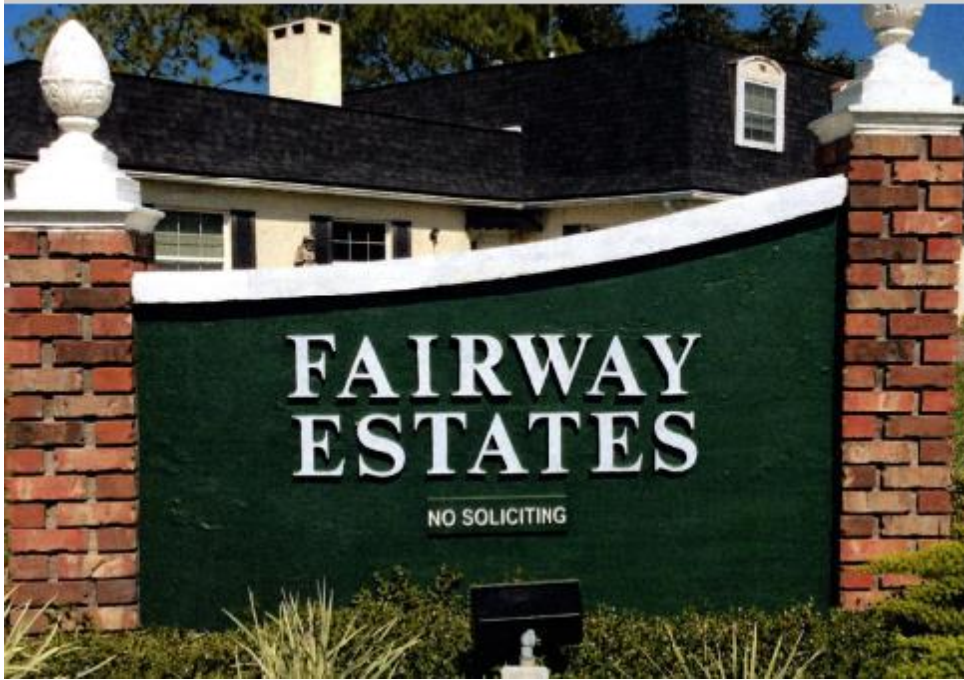
#### **New Monument Signs – Jessica Parchman**

Jessica contacted the *Dunedin Planning & Zoning Board* regarding any required permits. New signage is considered a “Face Change” and not a “Structural Change”; therefore, no permits are required.

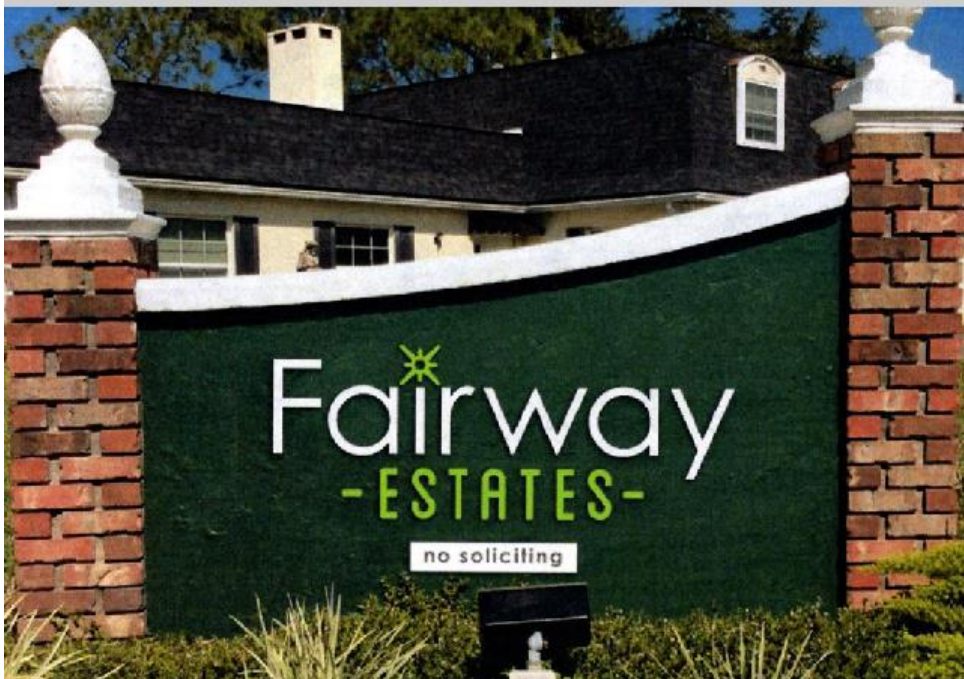
Estimated time for the vendor to complete installation is 2-3 weeks. Existing estimate expires March 31, 2019.

The FECA Board has recommended the following two options be presented to residents (for voting) at the February 2019 Annual Meeting:

**OPTION 1 - New Signage matching  
(as closely as possible) the existing font**



**OPTION 2 - New font. White with Lime lettering  
on a dark green background. Star over the "i"**



Steve McCarver has requested that the decision on timing for new signage as well as the decision to implement in one phase or two (applying any **Martha Donald Grant** funding to phase 2) ... be made at the March 13 FECA Board Meeting. Matt Stevens emphasized that the decision needs to be made in March and shouldn't be pushed back (2018 vendor bid expiring in March, etc.).

Steve has requested that Jessica contact the vendor and obtain an additional bid wherein the signage is implemented in two phases.

For recording purposes, the following options were reviewed and rejected by the FECA Board:



**White and Orange  
font on Dark Green Background**



**Newsletter- Kathy O'Leary/Diane Garcia**

Newsletter was finalized on January 9, 2019 and is going to print on January 13<sup>th</sup>. Newsletter will be eight pages in length as discussed in the Dec 2018 FECA Board meeting.

## **Officers Reports**

### **Secretary Report – Ed Kelb**

Motion made to waive reading of December 2018 FECA Board meeting minutes by Mary Lyon, 2<sup>nd</sup> by Kelly Dixon. Motion carried.

Motion made to accept December 2018 FECA Board meeting minutes as written by Mary Lyon, 2<sup>nd</sup> by Bill Greenwood. Motion carried.

### **Treasurers – Kelly Dixon**

Refer to full reports online. Kelly noted that the Holiday Party expenses were under budget as a result of sponsorship funds.

First class postage will be increasing from 50 cents to 55 cents (10%) effective January 27<sup>th</sup>.

Recommendation from Kelly to purchase 2019 postage (as estimated through year end) prior to USPS increase. FECA Board agreed. Estimated savings of approximately \$50.

Annual Net Income (YTD) for 2018 is \$972.31

Matt Stevens indicated that the 2019 ***Homeowners and/or Mobile HOA Insurance Expense*** will increase by \$1036 (129%) from the previous estimate of \$804. The policy underwriters were not aware that the Lake Sandra property was adjacent to a lake. Lindsay (insurance agent) has corrected and the revised expenditure will be \$1,840.

The resulting \$1036 increase required that funding be reallocated from other 2019 expenses (Special Events).

Sponsorship for Special Events is providing some (very necessary) relief from increasing expenses. Some residents have sent in extra money with their annual dues payments to be used wherever needed and it would be nice to acknowledge those sponsors (with their permission) in some manner.

2018 Event Sponsorship Totals:

\$100 Spring Fling  
\$245 Fall Festival  
\$275 Christmas Holiday Party

\$620 Total

### **President's Report – Steve McCarver**

Nothing new to report



## Vice President Report – Matt Stevens

Matt reviewed additional changes to the following documents:

- ***Best Practices and Signage***

[No Changes]

- ***Fairway Estates Common Area Management Plan***

[**Overview** section]

For both FECA homeowners, residents and visitors, the goal of the Board and implementation of this plan is to present a positive image, safe and clean facilities, and well maintained properties.

[**Fairway Estate's Common Area Management Plan Goals** section]

The three primary goals of FECA common area management plan are to: 1) maintain, develop, and renovate common areas that are attractive, safe, functional, and available for FECA Board, homeowners, residents and their visitors.

- ***Fairway Estates Common Area Use Guidelines***

[**Common area and park use guidelines** section]

[**General** section]

Lake Sandra Park is open daily from sunrise to dusk for Fairway Estate homeowners, residents, their guests and the Fairway Estate's Board for recreational purposes only. Park goers should be respectful of each other, others, and park property.

FECA is not liable for injury or damage resulting from use of the park by individuals or groups (large or small). All individuals and groups using Lake Sandra Park and other common areas are using at your own risk.

[**Hunting and fishing** section]

No person shall hunt, trap, shoot or net fish. Using fishing poles (with an appropriate fishing license) are approved for FECA homeowners, residents and their guests.

[**Pets** section]

Pet owners are responsible for maintaining proper control of their pets at all times.

[**Gatherings (Large and Small)** section]

There is no centralized reservation system. Common areas are used on a first come first serve basis. Any person planning a "large gathering" in a common area, where the gathering is reasonably expected to have 20 people or more and expected to last for one hour or longer does so at their own risk. The FECA Board strongly encourages each event (large or small) to have adequate insurance.

Motion at 7:37 pm by Jessica Parchman to approve ***Fairway Estates Common Area Management Plan*** as submitted. 2<sup>nd</sup> by Ed Kelb. Motion carried.

Motion at 7:39 pm by Todd Brooks to approve ***Best Practices and Signage***. 2<sup>nd</sup> by Kelly Dixon. Motion carried.

Motion at 7:40 pm by Todd Brooks to approve ***Fairway Estates Common Area Use Guidelines***. 2<sup>nd</sup> by Bill Greenwood. Motion carried.

Kelly Dixon and Matt Stevens to determine posting location on the FECA website prior to the Annual Meeting.

## **Board Committee Reports:**

### **Membership – Marilyn Parnell**

Welcome visits were made to five homes. Three were unavailable; however, Marilyn was able to welcome two new couples into Fairway Estates.

### **Special Events – Kelly Dixon**

#### **Feb 2019 Annual Meeting**

- Brian Shroyer has agreed to be speaker for the Annual Meeting. Topic: Zoning, and Planning for Alt 19. Reference: <http://www.fdotd7studies.com/altus19studies/contact-information> As this is Brian Shroyer's job with FDOT, it was decided that there is no need to provide him a gift or token of appreciation.
- Dianne, Jessica, Marilyn and Mary have volunteered to cover Check-In. A resident ballot will be provided at Check-In for households that have paid their HOA dues no later than Feb 1, 2019. Kelly will provide a check off list of residents who have paid.
- Signage for new entrances will be posted on the back wall. Jessica Parchman will work with Kelly Dixon to produce pictures of proposed signage using a (36 inch) plotter.
- The following personnel are up for FECA Board positions:
  - Kelly Dixon
  - Marilyn Parnell
  - Derrick Beland
- Steve McCarver will provide a brief introduction of the entire FECA Board. Several FECA Board members joined the Board in 2019 (myself included) ... and Fairway Estates has many new residents who don't yet know any Board members.
- Matt Stevens will be providing a more detailed (supplemental) introduction for those Board members who are up for nomination this year.

- Residents who cannot attend the Feb Annual Meeting and have Internet access can vote via Survey Monkey (URL TBD).
- Residents who cannot attend the Feb Annual Meeting ... and ... have no Internet access, can contact any of the Board members to obtain a Ballot for proposed Signage.
- Results for the Signage ballot will be posted electronically after the FECA Board has had time to validate and count all submitted ballots.

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

No updates

### **Old Business:**

None

### **New Business:**

- Derrick Beland is on the slate of officers to be presented to the residents at the February 2019 Annual Meeting
- Matt Stevens is hoping to take advantage of some down time (Government shutdown) to scrape and repaint the Lake Sandra Park bench posts ... and remove the two rusted posts in the lake that used to display the alligator warning signs.
- Martha Donald Grant: Matt Stevens is establishing a list of items that could be submitted for grant consideration on an annual basis.
- Kelly Dixon recommended that we consider adding electrical outlets at the Palm Blvd entrances (for seasonal lighting displays, etc.). Estimated cost \$150. This could be coupled with the *Palm Blvd Signage* submission for Martha Donald grant funding in 2019.
- Matt Stevens will investigate the possibility of a vendor show in 2019.
- Steve McCarver served on the Board for 36 months. **The FECA Board greatly appreciates** Steve's contributions as FECA Board President to enhance our community and make Fairway Estates such a great place to live.

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### **Resident's comments:**

None

### **Adjournment:**

Motion made to adjourn at 8:18 p.m. by Kelly Dixon, 2<sup>nd</sup> by Bill Greenwood. Motion carried.