

Fairway Estates Board Meeting Minutes – Date: 11-13-2019

Meeting held at the Dunedin Golf Club and called to order at 7:02 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
	Mary Lyon, Member At Large	X	Jessica Parchman, Member At Large
	Marilyn Parnell, Member At Large, Membership		

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

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

- Decision made that there will be a holiday “Yard of the Season”. Notification to go out via social media (Nextdoor.com, E-Mail and Facebook).
- Intention to work on plantings at the entrance monuments now that the weather is cooler.
- Kelly noted that the “Dunedin Goes Carting” committee will be holding both a “**Christmas Cart Parade**” (Dec 21st) and a north Dunedin “**Christmas light Tour**” (Dec 20th); however, there is not a 2019 “Dunedin Goes Carting” golf cart event that covers Fairway Estates. An informal golf cart event (separate from “Dunedin Goes Carting”) might be considered for Fairway Estates.

Newsletter- Kathy O'Leary

- January FECA Newsletter planned to go out the week of January 20th in advance of the Feb 4th, **2020 Annual Homeowners Meeting**. The Newsletter will provide homeowners information on both meeting and agenda.
- Newsletter to include an article on the Pinellas Trail and its significance to Dunedin and Fairway Estates
- Newsletter will also include highlights from the December Holiday Party along with pictures.

Officers Reports

Secretary's Report – Ed Kelb

- Motion made to waive reading of **Oct 2019 FECA Board Meeting** minutes by Kelly Dixon, 2nd by Jessica Parnell. Motion carried.
- Motion made to accept **Oct 2019 FECA Board Meeting** minutes “as written” by Kelly Dixon, 2nd by Jessica Parnell. Motion carried.

Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- 367 houses have paid their 2019 dues. 71.4% participation.
- Routine Lawn, Lake and Utilities paid.
- Additional expenses: Annual Website Hosting, Newsletter printing, Garage Sale ad
- Motion by Matt Stevens to reimburse Kelly Dixon \$268.42 for out-of-pocket expenses incurred during the 2019 Fall Festival. Motion seconded by Ed Kelb. Motion carried.
 - Note: This funding was already budgeted for the Fall Festival and is not an additional expenditure.
- Motion made to accept Oct 2019 FECA Treasurers Report “as written” by Todd Brooks, 2nd by Jessica Parnell. Motion carried.

- Proposed 2020 Annual budget comments:
 - Annual Dues Estimates: 345 households x \$45 = \$15,525
 - 2020 postage to be purchased in advance
 - Ad sales to offset printing costs of printing Resident Directory
 - \$1000 set aside for contingency (tree trimming, etc.)
 - Martha Donald Grant (income) for recent 2019 work performed will be received in 2020
 - Kelly Dixon to follow-up with SunTrust to ensure that CD interest payout after 12 months (2020) should be approximately \$140.

President's Report – Matt Stevens

- Resident outreach: Some accolades from residents, some concerns regarding speeding in the subdivision.
- Matt provided the Board some feedback that the main drainage lines are degrading and leeching into the ground. This is not the resident's connection to the main line; moreover, this is the main line itself. The City of Dunedin is reviewing and is looking to determine whether Fairway Estates might be a good candidate to address early based on the subdivision age.
- Some feedback from residents that they would like to be able to park boats in driveways during the week (note: Dunedin does not permit this M-F).

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:

- **2019 Holiday Party**
 - Date for Holiday Party: **Sunday, Dec 8th, 2019 (2pm – 5pm)**
 - Steel Drum Band used in the past will not be available this year.
 - Kelly Dixon recommended we consider bringing back the photo booth (\$400) and offering Gregg Dixon to provide holiday music at no cost to FECA.
 - FEWC have not yet noted any events to entertain children. TBD.
 - Rizzoli's Pizza for food along with any resident food contributions (food, deserts, cookies, etc.)
 - Todd Brooks: Depending on resident interest ... two food competitions: Baked Pasta and Cookie competition
 - Derrick Beland - Discussion of considering the Bag Pipe band from the middle school for this event or future events.
- **2020 Annual Homeowners Meeting**
 - Date: **Tuesday, Feb 4, 2020**
 - Per Kelly Dixon, Ken (Dunedin Golf Club) indicated that pricing should be similar to 2019:
 - Meeting Room - \$50 (normally \$100, but Kelly Dixon is a member)
 - Beverage Service - \$150
 - Cookies & Browning - \$50
 - President Matt Stevens would like the Board to agree on the guest speaker for the **2020 Annual Homeowners Meeting**.
 - After discussing some possible speakers from the police department (safety), city planning (City Manager), Causeway bridge replacement ... Matt will reach out to Jennifer Bramley (Dunedin City Manager) to see if there is availability to provide residents an overview of Dunedin's growth and direction moving

forward. Depending on Jennifer’s availability, the Board will determine the guest speaker during the December FECA Board Meeting.

- Ref: <https://www.dunedingov.com/city-departments/city-hall/city-manager>

Old Business:

- **2019 Entrance Signs Project Update:**
 - Brady Drive Entrance Signs recap – Refer to **Exhibit A (pages 1-3)**
 - Upcoming Palm Blvd Alternatives (for Replacement Signs):
 - Continue utilizing original proposed **Flat Printing** (as used at Brady Drive entrances) ... or consider signage that utilizes **Raised Dimensional Lettering** (similar to existing Palm Blvd signs)
 - Refer to discussion bullets in **Exhibit A Page 3**
 - Detailed vendor bids: **Exhibit B (Flat Printing) & Exhibit C (Raised Dimensional Lettering)**
 - Cost summary:

	Original Flat Printing (as used on Brady Dr)	Raised Dimensional Lettering		Cost Difference
Palm Blvd Signage (2 signs)	\$1,249.55	\$2,722.63		\$1,473.08
Less: Martha Donald Grant Funding	(\$624.78)	(\$1,361.32) ^(Note 1)		(\$736.54)
FECA Cost after Grant Disbursement	\$624.78	\$1,361.32		\$736.54
^(Note 1) Dependent upon whether the FECA Board can alter our grant application for supplemental funding				

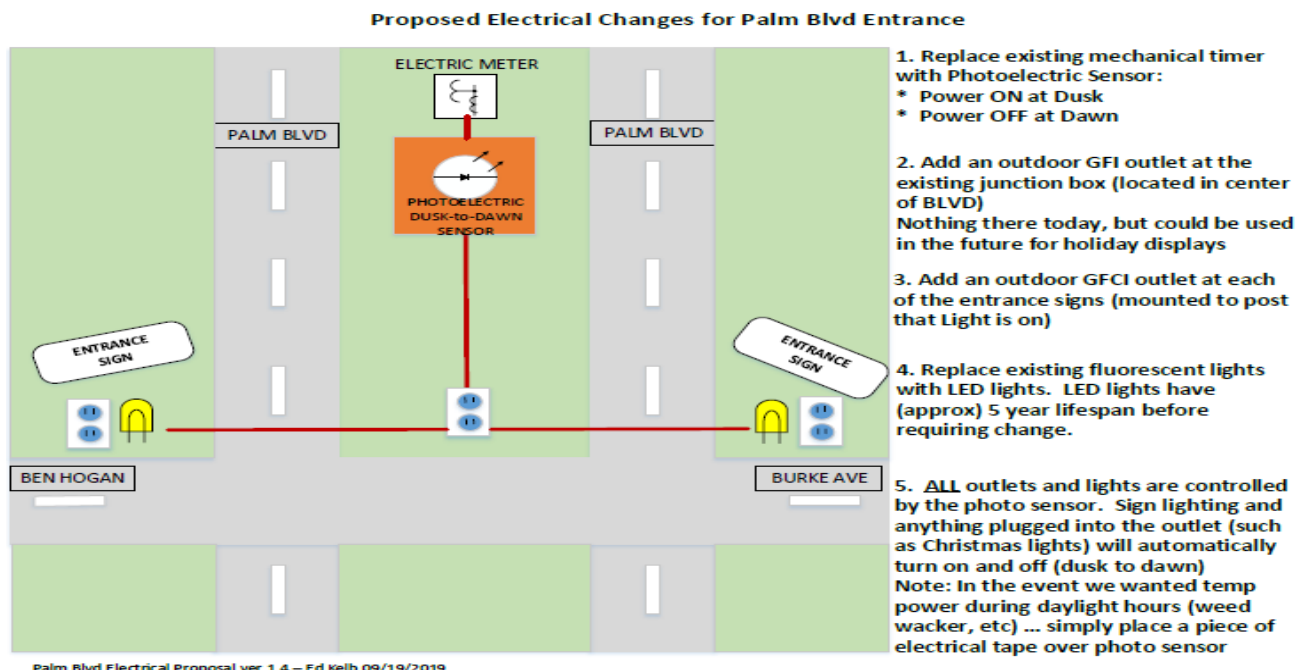
- Motion from Jessica Parchman to approve the “**Raised Dimensional Lettering**” bid from Signs USA Inc and proceed with installation. This would be an incremental cost of \$1473.08 over the original. 2nd by Ed Kelb. Motion opened up for discussion and review.

- After a lengthily discussion by all Board members, Jessica Parchman amended her motion as follows:

Motion to postpone this topic until the December 2019 FECA Board meeting, so that a designated FECA Board member can reach out to the personnel overseeing the **Martha Donald Grant**. Intention is to determine whether we (FECA Board) can alter our application to include the “**Raised Dimensional Lettering**” Bid in place of the original “**Flat Printing**” bid. If approved, this would reduce FECA cost by another \$736.54 (see summary above). 2nd by Bill Greenwood. Motion carried.

- **Electrical Work on Palm Blvd:**

- Electrical work on Palm Blvd was completed on Nov 5th, 2019. Fluorescent lights replaced with LED lights (estimated lifespan 11 years). Additionally, GFI electrical outlets were installed at both entrance signs as well as an outlet in the center island (middle of Blvd). All outlets and lighting controlled by a dusk-to-dawn photo sensor. The potential electrical hazard in the middle of the boulevard has been eliminated by replacement with a new weatherproof junction box. See EXHIBIT D for photos and supplemental information.



New Business:

No new business at this time

Resident's comments:

None

Adjournment:

Motion made to adjourn at 8:52 p.m. by Kelly Dixon, 2nd by Jessica Parchman. Motion carried.

EXHIBIT A

2019 Entrance Sign Project Update – Page 1

Signage Update
November 12, 2019

Fairway Estates

2019 Entrance Signage Upgrade Project



...before

after...



Signage Update

EXHIBIT A (Cont.)

2019 Entrance Sign Project Update – Page 2

Signage Update
November 12, 2019

Palm Boulevard

future state...



Signage Update

EXHIBIT A (Cont.)

Palm Blvd Entrance Sign Project Update – Page 3

Signage Update
November 12, 2019

Timeline & Details

- October 2019 approval Martha Donald Neighborhood Enhancement Grant
- Permit not required (12/19/18 Planning & Zoning communication “face change not structural”)
- Signs USA lowest of 3 bids
- 9/27/19 update to vendor on status of project
- 11/7/19 notified vendor of plans to move forward and expectation setting
- Week of Nov 18 onsite meeting with vendor mgmt
- Production time: 2-3 weeks; maximum 4 weeks including installation ; holidays could impact timeline but likely can be installed by end of the year
- Cost: (Estimate 36226) Flat Panel Lettering- \$1,249.55; Dimensional Lettering- \$2,722.63

For Discussion

Upgrade Palm Blvd signage to dimensional lettering

Justification

- Palm Blvd is the more prominent entrance to the neighborhood
- Nearby Golf Course signage has dimensional lettering
- No concern about destruction of raised lettering by kids sitting on monuments (Brady)
- Budget constraints that were the key factor in favor of less expensive flat panel signage no longer a consideration
- The upgrade can be achieved by extra \$850 (\$1473.08 difference in cost between flat and dimensional minus \$625 amount of original town grant for signage)
- As courtesy notify town of plans to upgrade with added cost paid by FECA

Signage Update

EXHIBIT B

Signs USA Inc Bid 36336 Page 1 – Flat Faces & Flat 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: FLAT PRINTED 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: FLAT PRINTED FACES

		Quantity	Price	Unit Price	Subtotal
1	Product: Rigid Sign Print Description: FLAT PRINTED MONUMENT FACES * 2- 42.26 in (H) x 72 in (W) Single Sided Print(s) made from Aluminum Composite 6mm White 48 x 96 stock material * Mounted with Dhurst Rho Durst Varnish on face	2	\$773.97	\$386.99	\$773.97

		Quantity	Price	Unit Price	Subtotal
2	Product: Design and Setup Description: DESIGN AND SETUP -ADJUST FOR LARGER SIZE ** 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	1	\$20.00	\$20.00	\$20.00

		Quantity	Price	Unit Price	Subtotal
3	Product: Installation Description: INSTALL ADDRESS: 198 PALM BLVD DUNEDIN, FL 34698 *PRICE BASED ON INSTALLING ALL ITEMS IN ONE TRIP ** RESCHEDULING FEE TO BE APPLIED TO ANY CONFIRMED INSTALLATION IF CANCELED/RESCHEDULED WITHIN 48 H OF YOUR SCHEDULED DATE ** PRICE DOES NOT INCLUDE PERMITTING, BUT PERMIT CAN BE ADDED BY REQUEST FOR AN ADDITIONAL FEE	1	\$400.00	\$400.00	\$400.00

EXHIBIT B (Cont.)

Signs USA Inc Bid 36336 Page 2 – Flat Faces & Flat 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: FLAT PRINTED 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: \$1,193.97
Subtotal: \$1,193.97
Taxes: \$55.58
Total: \$1,249.55

Payment Terms:

Client Reply Request for Option: FLAT PRINTED 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

EXHIBIT C

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 C (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

EXHIBIT D

**Palm Blvd Electrical and Lighting
Installed Nov 5, 2019**

Notes:

LED: Morris Products LED model 71551
1663 Lumens, 15 Watts
Warranty: 5 Years
Estimated Lifespan: 50,000+ hours (11.5 years)



Additional Outlet in center
island of Palm Blvd:

To open outlet cover ... pull forward from bottom
It feels stiff (they're weatherproof), but will eventually give ☺



EXHIBIT D (Cont.)

Notes:

- **BOTH** lights and electrical outlets are controlled by the photo sensor. They come on at dusk and turn off at dawn.
- To activate the outlets during daytime hours, simply place some black electrical tape over the photo sensor. PLEASE remember to remove tape when finished or LED lights will remain on 24x7.

Electrical Meter, Circuit Break and Photo Sensor located in center island of Palm Blvd:

