

Fairway Estates Board Meeting Minutes – Date: 10-09-2019

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):

BP	Matt Stevens, President		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		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):

X	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

Report provided by Kathy O’Leary on behalf of Dianne Schuldt:

- Note: The following is being presented to the FECA Board as informational with Kathy O’Leary and Diane Garcia serving in the capacity of responsible residents of our subdivision. As all Fairway Estates deed restrictions have expired, the FECA Board has no authority to request that residents address traffic blind spots resulting from trees, bushes or other foliage planted on their property.
 - Kathy O’Leary and Diane Garcia drove around the subdivision and made note of several instances where plant growth is inhibiting a driver’s ability to see pedestrians or cyclists in the road (i.e. blind spots). As Fairway Estates does not have sidewalks, all bicyclists and pedestrians share the road with vehicles. A map noting areas of concern was

presented to the City of Dunedin. Kathy was pleased to note that that both residents and the City of Dunedin responded promptly to cut back foliage that was obstructing “line of sight”, thereby significantly reducing the probability of a potential accident.

Newsletter- Kathy O’Leary

- The October newsletter has been proofed and is ready for printing and posting to the FECA website. The printer has indicated that hardcopies should be ready this week and the goal is to get the hardcopy editions mailed by the end of the week (Oct 12, 2019).
- Hardcopy length is 6 pages. Number of hardcopies to be printed this year: 165
- The October newsletter biography will spotlight FECA Board member Jessica Parchman.
- The January Newsletter is expected to be published approximately 2-3 weeks before the Feb 4th, **2020 Annual Homeowners Meeting**.
 - Note: Kelly Dixon mentioned that the **FECA Annual Dues** notice is always mailed out before January 1st to ALL Fairway Estates homeowners.
- Request from Kathy O’Leary to recognize several individuals who have significantly contributed to Newsletter content over the years:
 - Diane Garcia
 - Glen Gaither (former journalist, provides a lot of historical background)
 - Angie Fielder (resident interviews and ***Yard of the Season***)
- Diane Garcia has requested that we continue to provide feedback on residents who might be excellent candidates for the resident spotlight column. Matt Stevens noted that the **Annual Homeowners Meeting** might be an opportune forum to pose this question to all attendees. Jeanette Hale also came up as a possible candidate.

Officers Reports

Secretary’s Report – Ed Kelb

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

- **E-Mail Communication Problems**

- At least two Internet domains (**AOL.com, Yahoo.com**) have blocked (aka blacklisted) the E-Mail server used by **fairwayestates.org**. This is impacting the FECA Board’s ability to send E-Mail to several Board and Committee members. In the Internet world, E-Mail is considered a “best-effort” communication mechanism, meaning that after a period of time, the E-Mail server will stop attempting to deliver. The sender may ... or may not be ... notified of the failure.
- This presents many challenges as we expect FECA Board members to review the monthly Meeting Minutes, any bids under consideration, the FECA Board meeting agenda, etc.
- Kelly Dixon, Ed Kelb, Derrek Beland and Gregg Dixon are working to find a resolution. As a workaround solution, we are asking that any E-Mails use BOTH the fairwayestates.com E-Mail address and the individual’s personal E-Mail address.

E-Mail Address to use on the TO: Line	Who is this?
mstevens1250@gmail.com	FECA Board President: Matt Stevens
tomidabro68@gmail.com	FECA Board Vice President: Todd Brooks
kjdixon@kjdixon.com	FECA Board Treasurer: Kelly Dixon
ed.kelb@ed-and-rita.com	FECA Board Secretary: Ed Kelb
marilyndunedin@aol.com	FECA Board Membership: Marilyn Parnell
mary.lyon26@yahoo.com	FECA Board At Large 1: Mary Lyon
hiswrg@aol.com	FECA Board At Large 2: Bill Greenwood
japarchman@gmail.com	FECA Board At Large 3: Jessica Parchman
Derrick.Beland@amcsgroup.com	FECA Board At Large 4: Derrick Beland
koleary_us@yahoo.com	FECA Newsletter Committee: Kathy O'Leary
dgarcia055@bellsouth.net	FECA Newsletter Committee: Diane Garcia
schuldt.dianne@yahoo.com	FECA Beautification Committee: Dianne Schuldt

E-Mail Address to us on the CC: Line	Who is this?
president@fairwayestates.org	Matt Stevens
vice_president@fairwayestates.org	Todd Brooks
treasurer@fairwayestates.org	Kelly Dixon
secretary@fairwayestates.org	Ed Kelb
membership@fairwayestates.org	Marilyn Parnell
atlargeseat1@fairwayestates.org	Mary Lyon
atlargeseat2@fairwayestates.org	Bill Greenwood
atlargeseat3@fairwayestates.org	Jessica Parchman
atlargeseat4@fairwayestates.org	Derrick Beland
newsletter@fairwayestates.org	Kathy O'Leary, Diane Garcia
beautification@fairwayestates.org	Dianne Schuldt

Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- \$90 in additional **Annual Dues** deposited (from new residents). 367 houses have paid their 2019 dues. 71.4% participation. Great to hear!
- Required bonds have been paid.
- \$2000 has been transferred from savings into the new CD to obtain a better return.
- Motion made to accept Oct 2019 FECA Treasurers Report “as written” by Marilyn Parnell, 2nd by Ed Kelb. Motion carried.

President's Report – Matt Stevens

- Nothing to report at this time.

Vice President's Report – Todd Brooks

Report provided by Matt Stevens on behalf of Todd Brooks

- Speeding vehicles & vehicles who may be ignoring Stop Signs - The Vice President's existing commitments (football coaching) will ease up in the near future and Todd would like to begin addressing problematic intersections within Fairway Estates.
- Discount Card for FECA homeowners who have paid their **Annual Dues** - As we have no contingency plan to transfer this responsibility should Todd ever retire from the FECA Board, Todd has decided to retire the discount card proposal in favor of some other form of recognition (flags, stickers, etc).

Board Committee Reports:

Membership – Marilyn Parnell

- Nothing to report at this time.

City Liaison - Open Position

- No updates

Events:

- **Fall Festival**

- Date for Fall Festival: **Sunday, Oct 20, 2019 (2pm – 5pm)**
- The FECA Board hasn't yet received much feedback from residents to participate in either the Chili Cook-off or Cornbread competition; therefore, the Board may need to consider additional spending for food.
- Entrance way signage has been altered to reflect Sunday (versus Saturday in 2018).
- Fairway Estates Women's Club (FEWC) will be assisting with children's activities.
- There will be a children's costume contest.
- President Matt Stevens wanted to ensure that individuals who contribute equipment, games (or other) are recognized on the sponsorship board.
- President Matt Stevens took a moment to reiterate that the FECA Board not lose focus that FECA sanctioned events are intended to promote resident camaraderie, communication and friendships. Sometimes events can grow exponentially along with corresponding expenses. Should the FECA Board ever need to slightly scale back expenditures, the focus should remain on the intended result.

- **Fairway Estates Neighborhood Garage Sale**

- **Saturday, Nov 2, 2019 (approximately 8am – 3pm)**
- Miscommunication with the sign company resulted in Garage Sale signs being printed (instead of pricing bids); consequently, when the Treasurer picked up Fall Festival signs, both the Fall Festival and Garage Sale signs were printed and ready to be picked up. The sign company only charged FECA for one set of signs. The FECA Board will wait to see if there is subsequent billing.
- Newspaper ad estimated to cost approximately \$60

- **2020 Annual Homeowners Meeting**

- Date: **Tuesday, Feb 4, 2020**
- Request from President Matt Stevens that the FECA Board start considering the guest speaker for the **Annual Homeowners Meeting**.
 - Marilyn Parnell recommended we consider the Dunedin City Manager, Jennifer Bramley to provide residents an overview Dunedin’s direction moving forward.
 - Ref: <https://www.dunedingov.com/city-departments/city-hall/city-manager>

Old Business:

- **Martha Donald Grant Application**

- Bill Greenwood reported that FECA’s application for the **Dunedin Martha Donald Neighborhood Enhancement Program Grant** funding has been approved! Many thanks to Bill Greenwood, Matt Stevens and Jessica Parchman for the time and effort required to obtain this funding (see **Exhibit A**).
 - The **Dunedin Martha Donald Neighborhood Enhancement Program Grant** will reimburse 50% of our expenditures to improve the Palm Blvd Entrance. Currently estimated as follows:

New Signage:	\$1,250
Electrical Work:	<u>\$1,100</u>
Total	\$2,350

Grant Funding (50%) \$1,175

Note: Grant funding will be based on actual invoicing from the respective vendors and could vary from the amount posted above.

- Pursuant to **Robert’s Rules of Order**, Bill Greenwood made a motion to approve funding for the **Palm Blvd Project Enhancements** as presented to the City of Dunedin (both new signage and electrical work). Estimated total cost to be \$2,350 less a 50% grant reimbursement of \$1,175 as noted above. Total resulting FECA cost estimated to be \$1,175. Motion seconded by Kelly Dixon. All FECA Board members (present) approved. Motion carried.

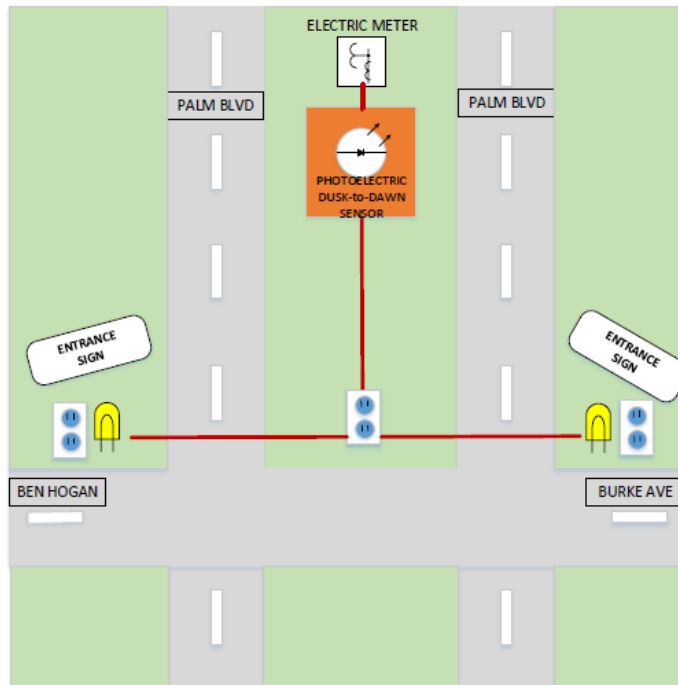
- Summary of Proposed Signage and Electrical Work to be performed:

- Signage for both East and West side of Palm Blvd (see **Exhibit B** for bid):



- Electrical (see **Exhibit C** for bid):

Proposed Electrical Changes for Palm Blvd Entrance



1. Replace existing mechanical timer with Photoelectric Sensor:
 * Power ON at Dusk
 * Power OFF at Dawn
2. Add an outdoor GFI outlet at the existing junction box (located in center of BLVD)
 Nothing there today, but could be used in the future for holiday displays
3. Add an outdoor GFCI outlet at each of the entrance signs (mounted to post that Light is on)
4. Replace existing fluorescent lights with LED lights. LED lights have (approx) 5 year lifespan before requiring change.
5. **ALL** outlets and lights are controlled by the photo sensor. Sign lighting and anything plugged into the outlet (such as Christmas lights) will automatically turn on and off (dusk to dawn)
 Note: In the event we wanted temp power during daylight hours (weed wacker, etc) ... simply place a piece of electrical tape over photo sensor

- **FECA Board Community Outreach**

- President Matt Stevens hoping to continue with door-to-door community outreach along Fairway Drive on October 16th (schedule permitting). FECA Board members encouraged to participate if feasible.

- **Robert's Rules of Order**

- FECA Board "***Robert's Rules of Order***" refresher still planned for the first FECA Board meeting after the ***Annual Homeowners Meeting*** (since Board members are elected and assigned officer positions at that meeting).

New Business:

- **Potential Electrical Hazard located on the Palm Blvd Island**

- Ed Kelb brought to the FECA Board's attention that a potential electrical hazard was discovered when the electricians were reviewing Palm Blvd electrical for bidding. As the FECA Board has approved moving forward with electrical enhancements on Palm Blvd, this concern will be addressed along with the other electrical work. Estimated date of completion: November 5, 2019 (weather permitting).
- See ***Exhibit D*** for details

- **There is a Sprinkler System powered by the FECA Electrical Meter; however, no FECA Board members are aware of any sprinkler systems at this location.**

- Ed Kelb is going to research the matter to determine if this is City of Dunedin, FECA or other.
- See ***Exhibit E*** for details

- **Memory Walk (e.g. Brick Pavers with a fixed border)**

- Todd Brooks would like to initiate a FECA Board discussion of a "memory walk" around the signage planting at Lake Saundra. After an initial startup cost, people could purchase memorial bricks to honor loved ones/milestones/etc. Due to unforeseen circumstances, Todd was unable to attend the October FECA Board meeting; however, the Board would like to continue this discussion at the November meeting.

- **Lake Sandra Metal Bench Supports are deteriorating (bench struts are rusting away)**
 - These benches were installed in 2014 and (unfortunately) are eroding faster than anticipated. Note: The benches themselves are not deteriorating ... only the supporting metal struts.
 - This topic to be reviewed in the November FECA Board meeting.

Resident's comments:

None

Adjournment:

Motion made to adjourn at 7:52 p.m. by Kelly Dixon, 2nd by Bill Greenwood. Motion carried.

EXHIBIT A



October 4, 2019

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

Dear Mr. Greenwood:

The City of Dunedin has reviewed your Neighborhood Enhancement Grant Program application. We are pleased to inform you that we have recommended funding to the Fairway Estates Community Association.

You may begin your project at this time, consisting of replacing the entry sign and associated lighting and electrical work. The City of Dunedin will require you to get three quotes for any work over \$1,000. **Please consult with the City of Dunedin Permitting Department to ensure compliance with any permitting requirements.**

The estimated project budget is as follows:

Cash Expenditures	\$2,350
Volunteer Labor	\$ 0
Total project	\$2,350
Grant funding based on estimates above	\$1,175

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,

Lanie Sheets, CPRP
Administration Superintendent

SIGN 1250
ELECTRICAL 1100
2350

Exhibit B



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
Entered by:	Alexis Kemp		DUNEDIN, FL 34698

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- 42.25 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	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 CANCELED/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 (continued)



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.

Table with 2 columns: Description and Amount. Rows include Estimate Total (\$1,193.97), Subtotal (\$1,193.97), Taxes (\$55.58), and Total (\$1,249.55).

Payment Terms:

Client Reply Request for Option: FLAT PRINTED FACES

Form with checkboxes for 'Estimate Accepted "As Is"', 'Changes required, please contact me.', and 'Other:'. Includes fields for 'SIGN:' and 'Date: / /'.

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

EXHIBIT D

Supplemental Topics for Oct FECA Board meeting:

- 1) Fairway Estates junction box located in center of Palm Blvd. Potential electrocution hazard

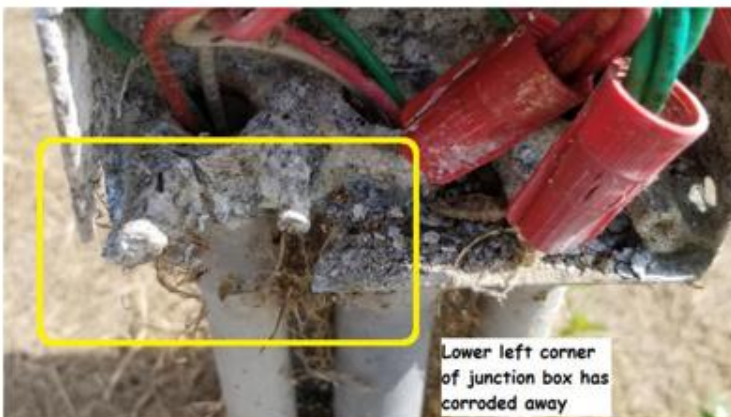
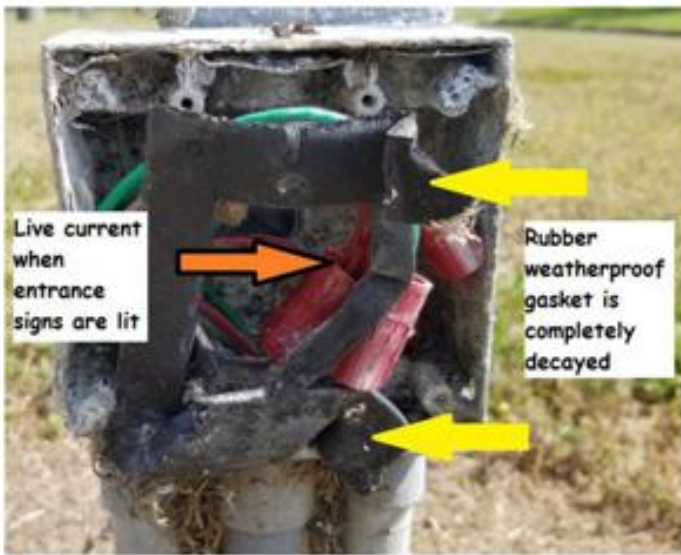


Exhibit E

- 2) A "Hunter Brand" reclaimed water sprinkler system is attached to our electrical meter. This is not a high power appliance (low wattage). But was curious as to whether this system is:
- Attached to a sprinkler system by the entrance signs (that I could not locate)?
 - Attached to the city's sprinkler system for the center boulevard?

Note: I don't have a key to the sprinkler system box to determine if it is turned on

