

## **Fairway Estates Board Meeting Minutes – Date: 04-13-2022**

Meeting held at the *Dunedin Golf Club* and called to order at 6:39 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	Todd Brooks, Vice President
X	Kelly Dixon, Treasurer	X Ed Kelb, Secretary
X	Bill Greenwood, Member At Large	X Mary Lyon, Member At Large
X	Kathy O’Leary, Member At Large, Newsletter	X Derrick Beland, Member At Large

### **Non-Board Member Committee Chairs (X = in person -or- BPV = By Phone or Video Conf):**

X	Diane Garcia, Newsletter	X Diane Kerfeld, Beautification
X	Betsy Morgan, City Liaison	

### **Unfilled Committee Chair Positions (could be a board member but not required to be)**

**New Resident Chairperson** – FECA Residents currently under consideration for this position

### **Members/Guests:**

Rebecca Wellborn  
Deb Timko  
Don Lemmon

### **Officers Reports:**

#### **Secretary’s Report – Ed Kelb**

- Motion made by Kelly Dixon to waive reading of the **Mar 2022 FECA Board Meeting** minutes. 2<sup>nd</sup> by Derrick Beland. Motion carried.
- Motion made by Kelly Dixon to accept the **Mar 2022 FECA Board Meeting** minutes “as written”. 2<sup>nd</sup> by Mary Lyon. Motion carried.

### Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- **An additional \$4,365 was deposited in March for 2022 FECA Annual Dues. We are at 371 homeowners paid.** We had 384 paid members last year and built our 2022 budget on an estimate of 379 paid homeowners. **The Treasurer received two payments after the Newsletter (with paid member list) was published and received an additional payment from a *Spring Fling* attendee who noticed their name was not on the list. FECA is still five paid members short of our anticipated budgetary needs.** Hopefully as new owners are welcomed into FE, they will pay if the prior owners did not pay. **It will benefit FECA to fill Marilyn's vacated position quickly so as not to lose any momentum from her efforts.**
- The numbers above included an anonymous Board Member payment to cover the \$45 annual fee and \$12.50 bounced check charge mentioned at the last meeting (special circumstances).
- **An additional \$190 was deposited as Sponsorship credits** for our events this year.
- **Diane Kerfeld was reimbursed \$162.28 for beautification expenses.**
- **The Newsletter printing was paid for.**
- **Jeff Jarrett was given a \$100 deposit to confirm his contract for *Spring Fling* as our caricature artist.**
- Routine Watering, Electric, Lawn & Lake maintenance were paid.
- Motion made by Mary Lyons to accept the **April 2022 FECA Treasurer Report** "as written". 2<sup>nd</sup> by Derrick Beland. Motion carried.

### Vice President's Report – Todd Brooks

- Nothing to report at this time.

### President's Report – Matt Stevens

- ***Weybridge Woods Bridge***
  - Back in March 2022, President Matt Stevens was approached by Armando Galella of the ***Curlew Trails Homeowners Association*** who informed him that **the *City of Dunedin* has a \$10K placeholder to remove the existing walk/bicycle bridge which crosses *Curlew Creek*.** The request was whether FECA would like to join the *Curlew Trails Homeowners Association* in a discussion with the *City of Dunedin* to determine whether this is

referring to bridge removal or bridge replacement. **Removal of the bridge would eliminate residents on both sides of *Curlew Creek* from crossing.**

Matt did reach out to the ***Weybridge Woods Homeowners Association*** for supplemental feedback; however, no one is returning calls yet.

**As this is not a Fairway Estates issue, FECA will not directly engage the City of Dunedin. At most, our involvement would be clarification on the city's intent.**

### **Board Committee Reports:**

Not applicable at this time.

### **Non-Board Member Committee Reports:**

#### **Beautification – Diane Kerfeld**

- **Elana Parker (2310 Jones Dr) was awarded *Spring Yard of the Season*.** Elana was extremely appreciative and took to time to reach out to Diane to express her gratitude. Many FE residents take great pride in maintaining their yards and the *Yard of the Season* program is proving to be a very successful (and popular) way to recognize those efforts.
- **Helen Vrbos (1210 Palm Blvd) was award honorable mention.** Helen was another resident who took time to reach out and express her extreme gratitude at being recognized.
- **Dan Rogan (2374 Sarazen Dr) was also awarded honorable mention.**
- **Shout out to Rebecca Wellborn for tagging the plants in the *Lake Sandra Park Butterfly Garden***
- **Additional discussion regarding the possibly of adding flowerpots around the utility pole (to improve the aesthetics). Existing flowers/shrubs in the *Lake Sandra Park Sign* flower bed are flourishing and may provide the desired intent of concealing the utility pole. **Recommendation at this time is to leave things as-is and see how well existing landscaping addresses the issue.****

### Newsletter – Kathy O’Leary

- The **Spring FECA Newsletter received a great deal of positive feedback**. As FECA breaks for two months during the summer (July & August), the **next Newsletter will be published in fall 2022**.
- Resident spotlight has already been selected for the fall Newsletter.

### City Liaison – Betsy Morgan

- Nothing to report at this time.

### Events:

- **2022 Spring Fling Recap – April 9, 2022**
  - FECA Budget going into the 2022 Spring Fling was \$303 and sponsorship funding of \$350
  - Special Events Chair Kelly Dixon was able to secure **caricature artist Jeff Jarrett** for two hours and stay within budget (2:30pm-4:30pm). It should be noted that the artist was backlogged on resident requests and agreed to work until 6pm. His additional time was paid for from sponsorship money.
  - A second food platter from Public’s was ordered as **Todd’s efforts to establish a cook-off were not as successful as it has been in the past**. It could very well be that resident interest in cook-off’s is waning. We’ll seek additional commentary from Todd at the May FECA Board Meeting to **determine if we should reduce cook-off frequency**.
  - **Kim from *Frenchy’s* tended bar and Kelly Dixon’s assistant, Jessica Phetterplace, donned the Easter Bunny costume at the *Spring Fling*.**
  - **President Matt Stevens received MANY positive comments from FE residents regarding FECA Events, Yard of the Season and the FE Newsletter**. Our residents feel that Fairway Estates continues to provide many unique benefits that are not found in other neighborhoods.

## Old Business:

- **2022 Fairway Estates Residents Directory (published biennially)**
  - **The *Fairway Estates Residents Directory* is fully financed by advertisements.** It can be challenging to accurately gauge pricing for advertisers, so Kelly Dixon does her best to provide pricing that will cover total publication cost. This year FECA ended up with a **small financial surplus** once the directories were produced. **In fairness to the advertisers, Kelly reached out to each of them and offered about a 6% rebate. FECA is pleased to note that all advertisers declined the rebate, permitting FECA to use the surplus for sponsorship of events and activities.**

**Many thanks to Kelly Dixon for the effort that goes into this ... and all the advertisers who make our *Fairway Estates Residents Directory* possible!**

- Motion from Secretary Ed Kelb that **FECA Board and Committee Members can request a PDF version of the *Fairway Estates Residents Directory* for storage on cell phones or laptops. Said PDF not to be distributed without express permission from either the FECA President or FECA Treasurer.** Comment from Kelly Dixon that the PDF version does have a “proof” watermark and should not be used for widespread distribution. 2<sup>nd</sup> from Kathy O’Leary. Motion carried.

- **Update: Water Main Replacement Project in the Fairway Estates Subdivision (Board Member Derrick Beland)**

- Ref: <https://www.dunedingov.com/city-departments/public-works/engineering-division/improvements>
- About the Project: Over time water mains become brittle and less effective. This project provides the **installation of new 3,100 lineal feet of PVC water mains, with all new valves, fittings, six fire hydrants, and appurtenances where needed; 1,500 lineal feet of new underdrain that add a layer of protection from underground water, reduces the risk of leakage and water main breaks in this area and extends the life of the roadway.**
- Locations: **Armour Drive, Mangrum Drive** (between Fairway Drive and Hagen Avenue), **Davies Avenue and Webb Avenue**
- Board member Derrick Beland, acting in the capacity of a resident, provided a presentation of progress along Armour Dr. There were several observed concerns:
  1. When replacing the driveway aprons that were removed, the contractors are:
    - Not utilizing a subgrade (stone, crushed stone, etc.) underneath the new concrete and in some cases pouring concrete directly over mud-soaked soil
    - Not compacting the subgrade underneath the new concrete.
    - Utilizing fiberglass reinforced concrete instead of wire meshed.
    - Some broken sprinkler systems left unrepaired underneath the apron
  2. Some of this may be in violation of Pinellas County Building Codes:
    - Ref: Page 43 “PAVEMENT – CEMENT, CONCRETE DRIVEWAYS”  
<https://www.pinellascounty.org/technical/pdf/roadway-tech-specs-August-2016.pdf>
    - Note from Ed Kelb: Subsequent investigation of bullet 3 above (fiberglass) may not be a violation:
      - “Substitution (by the contractor) of welded wire fabric with fibermesh requires that the **contractor provide documentation confirming that specific type of proposed fibermesh is equivalent or superior to welded wire fabric in terms of structural characteristics**. After receipt of documentation from the contractor, the County must have the option of accepting or rejecting the requested substitution.”

- Subgrade and compacting: **“Cement concrete pavement used for the work specified under this Section must consist of Class I concrete, reinforced with 6 X 6 – W1.4xW1.4 welded wire fabric, placed on compacted subgrade.** Concrete pavement for driveways, driveway aprons and sidewalk across driveways must have a minimum thickness of six (6) inches.”
- **As deed restrictions in Fairway Estates are no longer in effect, the FECA Board cannot represent any residents regarding this matter. Derrick Beland, operating in the capacity of an impacted resident, will attempt to determine whether there is enough resident interest to approach the city with these concerns (independently of FECA).**

### New Business:

- **Posting of Annual Homeowners Meeting Minutes (draft) earlier in the year**
  - **The February *Annual Homeowners Meeting Minutes* are not formally approved and posted to the Fairway Estates website until February of the following year.** This delay is problematic as much of the material ... particularly the relevant information from guest speakers ... is outdated by the time the minutes are posted for resident access. Kathy O’Leary would like to **introduce a motion whereby the Annual Meeting Minutes (in draft form) can be posted to the Fairway Estates website shortly after the Annual Meeting is held.** This would provide resident access approximately 11 months earlier. Residents would also be provided the opportunity to provide feedback (omissions and corrections) to the FECA Secretary. Formal approval of said meeting minutes would still take place at the next February Annual meeting (requires a quorum).
    1. **Motion from Treasurer Kelly Dixon that the Annual Minutes (in draft form) be posted to the Fairway Estates website after Board approval at the subsequent March FECA Board Meeting. Formal approval of said meeting minutes would still take place at the next February Annual meeting. A cover page will be inserted to provide residents detail on how to submit corrections or omissions to the FECA Secretary. 2<sup>nd</sup> from Derrick Beland. Motion carried.**
- **Nominations for the New Resident Chairperson**
  - **The FECA Board will be reaching out via email to determine whether there are FECA members interesting in filling the vacancy for the *New Resident Chairperson*.** We have had one resident already reach out (Deb Timko). Our hope is that President Matt Stevens can select a suitable replacement over the next couple months to continue Marilyn’s excellent work. We have noticed a direct correlation between “new resident” FECA membership and Marilyn’s welcome visits.

## **Resident's comments:**

- **Diane Garcia has expressed interest in moving *Resident's Comments* to the beginning of the FECA Board Meeting** so that visitors who don't wish to attend the entire meeting can provide their feedback. Board Member Ed Kelb noted that this can be done; however, we need to bear in mind that in doing so, residents will not be provided an opportunity to comment on the current meeting content at its conclusion. President Matt Stevens will review before the May FECA Board meeting.
- Diane Garcia also asked for clarification on how closely FECA follows Robert's Rules regarding comments on subject material presented by FECA Board and Committee Members during the meeting. President Matt Stevens weighed in that if we strictly follow Roberts Rules, non-Board members are not permitted to comment on Board Member topics during that portion of the meeting. Matt will research Roberts Rules before the next Board meeting and hopes to provide additional guidance.
- There was a resident who asked Diane why we didn't elect to provide Pizza at the Spring Fling (like we did at the December Holiday Party).
- Resident Rebecca Wellborn posed two questions:
  - How many open FECA Board Positions exist at this point in time?
  - Has there been subsequent discussion regarding a formal review of the By-Laws in 2022?

**Response:** President Matt Stevens asked Secretary Ed Kelb to read from the March 2022 minutes:

- ***"Appointment of a chairperson for the 2022 FECA Nominating Committee***

***Bill Greenwood has accepted the role as chairperson for the 2022 Nominating Committee to review any FECA participants who wish to be considered for a position on the FECA Board at the 2023 Annual Homeowners Meeting***

***It should be noted that the FECA Nominating Committee reviews candidates who wish to be considered when existing FECA Board positions are up for renewal at the Annual Homeowners Meeting. Terms run for three years. In the event that a FECA Board member steps down before the end of their three-year term, the existing FECA Board can consider a candidate to fill the position until that respective Board Member's term expires."***

- ***“Appointment of Kathy O’Leary to fill an existing Member At Large Vacancy***
  - ***Motion from President Matt Stevens to nominate FECA resident Kathy O’Leary to fill Marilyn Parnell’s remaining term as Board Member At Large. 2<sup>nd</sup> from Kelly Dixon. Motion carried.”***
- ***“Per the FECA By-Laws, there remains one Board Member At Large vacancy. The FECA Board will not pursue filling this position at this time. There is no requirement that all nine Director positions be filled.”***
- ***“Potential Review of FECA By-Laws***
  - ***To perform a review of the FECA By-Laws, FECA would need to access financial reserves to mail any proposals out to all residents. A two-thirds majority is required to alter the By-Laws.***
  - ***Request from President Matt Stevens for all Board Members to determine whether we want to have a formal review of FECA By-Laws in 2022 or 2023. Discussion to continue at the Apr 2022 FECA Board meeting.”***
- Resident Rebecca Wellborn expressed her opinion that failure to establish a Nominating Committee in 2021 and not consider her for one of the Board positions **invalidated the elections held at the February 2022 Annual Homeowners Meeting**. This opinion is not shared by the existing FECA Board. This topic will be carried over into the May 2022 FECA Board Meeting for further discussion due to time constraints.

### **Adjournment:**

- Meeting adjourned at 9:05 p.m.