

Fairway Estates Board Meeting Minutes – Date: 01-12-2022

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):

BPV	Matt Stevens, President	X	Todd Brooks, Vice President
X	Kelly Dixon, Treasurer	BPV	Ed Kelb, Secretary
	Derrick Beland, Member At Large	BPV	Bill Greenwood, Member At Large
	Marilyn Parnell, Member At Large, Membership	X	Mary Lyon, Member At Large

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

X	Kathy O’Leary, Newsletter	X	Diane Kerfeld, Beautification
X	Diane Garcia, Newsletter		Betsy Morgan, City Liaison

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

No Chair Positions open at this time.

Members/Guests:

None

Officers Reports:

Secretary’s Report – Ed Kelb

- Motion made by Kelly Dixon to waive reading of the **Dec 2021 FECA Board Meeting** minutes. 2nd by Mary Lyon. Motion carried.
- Motion made by Kelly Dixon to accept the **Dec 2021 FECA Board Meeting** minutes “as written”. 2nd by Mary Lyon. Motion carried.

Treasurer’s Report – Kelly Dixon

- Refer to full reports online.
- **FECA finished out 2021 with 384 houses paid (74.7% participation).** Just one less than last year’s total of 385 houses.
- Diane Kerfeld submitted receipts totaling more than the remaining balance for Beatification. She was reimbursed \$281.51, closing out the funds available.
- The **Annual Meeting and Dues Notices were printed by Sir Speedy.** As with many things this last year, the cost was more than originally budgeted by \$41.99; however, other budget items for this mailing were less expensive so we **did not go over in this budget category.**
- **Bill Greenwood’s very efficient handling of grant application with the City of Dunedin resulted in receipt of funds from the Martha Donald Grant totaling \$980.30.** This closes out the **Lake Sandra Park Sign Replacement Project.**
- **2021 FECA Holiday Party** expenses were limited to Pizza and the Photo Booth at \$831.99. FECA received another \$200 in sponsorship money to apply towards events. As a whole, **the Special Events budget category finished up \$147 UNDER budget for the year.**
- **Year-end reconciliation:** Refer to the highlighted items below. **With the Tree Trimming Cost of \$4250 but only the \$1000 line item for these items, we ended up with a Net Loss overall on the P&L of \$1821.27** which is less than the actual “overage” on the Tree Trimming due to other budget items being UNDER budget. **This will come “out of retained” earnings (as planned for)** with the \$1000 per year we are budgeting for these periodic expenses.

Maintenance/Repairs			
Contingency/Reserve future exp	0.00	1,000.00	-1,000.00
Dog Waste Bags	0.00	100.00	-100.00
Signs/Benches/Picnic Table	904.46	600.00	304.46
Tree Trimming	4,250.00	0.00	4,250.00
Maintenance/Repairs - Other	77.28		
Total Maintenance/Repairs	5,231.74	1,700.00	3,531.74
New Resident Welcome Packets	0.00	75.00	-75.00

The highlighted amounts above under Maintenance & Repairs are not expenses we incur annually. Annually we are budgeting and setting aside an amount to go towards these expenses in the year we incur them. For example we don't anticipate any Signage expenses for the next many years and the Tree Trimming will hopefully be done for at least the next couple of years.

Motion made by Todd Brooks to accept the **Jan 2021 FECA Treasurer Report** “as written”. 2nd by Mary Lyon. Motion carried.

Continued review and discussion of the draft **2022 FECA Budget**.

- **Insurance rates for 2022 have risen with a notable increase in Homeowners HOA Insurance (increase of \$624.65).**

Insurance Expense			
Bond - Fidelity	0.00	150.00	-150.00
Bond - Forgery	0.00	50.00	-50.00
Directors & Officers Insurance	0.00	3,000.00	-3,000.00
FL Ins Guaranty Assessment 22	0.00	21.46	-21.46
Homeowners &/or Mobile HOA	0.00	1,696.00	-1,696.00
Lakes or Reservoirs	0.00	681.00	-681.00
Paid in Full Discount	0.00	-260.81	260.81
Parks or Playgrounds	0.00	209.00	-209.00
Special Events	0.00	450.00	-450.00
Terrorism	0.00	30.00	-30.00
Total Insurance Expense	0.00	6,026.65	-6,026.65

- **To compensate for these increases without a change in the annual dues amount, the budget has been adjusted to assume participation of at least 379 homeowners.** This is only 5 houses less than the actual number of 2021 FECA participants. The Treasurer usually prefers to have a little more flexibility for any unexpected drop in FECA participation; however, many budgeted costs like insurance are fixed and FECA has not found more competitive alternatives.
- In anticipation of what seems to be happening with insurance rates, **the Treasurer is forecasting a potential 25% increase in the 2022 Directors & Officers Insurance.** The actual amount won't be known until FECA is billed in May; however, FECA is trying to budget accordingly.

Motion made by Todd Brooks to accept the Treasurer's **Proposed FECA Budget for Calendar Year 2022**. Said Budget to be presented for approval at the **February 2022 Annual Homeowners Meeting**. 2nd by Mary Lyon. Motion carried.

Vice President's Report – Todd Brooks

- Nothing to report at this time.

President's Report – Matt Stevens

- **Entry Monument Sign Repair – Mangrum Dr and Brady Dr**
 - The new **Fairway Estates** sign which was attached to the brick monument via adhesive has fallen away. President Matt Stevens reached out to **Signs USA Inc** (Tampa) who designed and installed all four entranceway signs in 2020. The company came out and reattached the sign at no cost to FECA.

- **FECA Board Member and Committee Chair Responsibilities**

- Request from President Matt Stevens for all Board Member and Committee Chairs to provide a **written outline of responsibilities**. This would ease the transition of people moving into new positions as existing members move through attrition or unexpected events.

- **New Communications Director for the City of Dunedin**

- **Sue Burness** reached out to Matt Stevens to introduce herself. Sue is taking on a recently created position to facilitate city government communication with Dunedin residents.
- Her initial focus will be the **Water Lining and Pavement Improvement Project**. Updates will be available on the following website: <https://www.dunedingov.com/city-departments/public-works-utilities/engineering-division/improvements>
 - What should FE residents expect?
 - Some roadways, and portions of driveways/lawns will be under construction. Resident lawns, driveways and sprinklers damaged during the construction will be repaired.
 - There may be some occasional, intermittent one-way streets, and brief road closures.
 - Newly paved streets and improved roadways.
 - New water system and fire protection hydrants.
 - There may be brief water main shutoff (about 10 minutes). We will provide residents advance notice of this.
 - Start date: January 24, 2022. The project should be completed by the end of April 2022, weather dependent.

Board Committee Reports:

Membership – Marilyn Parnell (reported by Kelly Dixon)

- Marilyn welcomed the following residents to the neighborhood:
 - Howard and Lynn Cheney (1498 Fairway Dr)
 - Norm and Rita Williams (2319 Middlecoff Dr)

Non-Board Member Committee Reports:

Beautification – Diane Kerfeld

- **Flower Bed around the Lake Sandra Park sign**
 - Discussion about possibilities to enhance the safety and aesthetics of the utility pole which sits behind the flower bed.
 - Does FECA even want to expand the flower bed or are the existing aesthetics acceptable?
 - Would FECA be able to locate more of the curved concrete surround blocks that were originally used ... or do all need to be replaced if garden expanded?
 - If bed is not expanded, can anything be done to make the exposed grounding less of a tripping hazard?
 - Discussion to be continued at the March FECA Board Meeting.
 - Recommendation from President Matt Stevens to briefly meet at the **Lake Sandra Park Sign** on Wed, January 19 at 4 pm to reach a consensus. The following members are planning to attend:
 - Diane Kerfeld
 - Ed Kelb
 - Matt Stevens
 - Kelly Dixon
 - Todd Brooks
- **Monument finials at both the Mangrum Dr and Sarazen Dr entrances will be painted** white in the next few weeks. This will be consistent with the Palm Blvd entrance monuments.
- Winner of the **2021 Holiday Yard of the Season was Elaina Parker** at 2310 Jones Dr.
 - **Honorable Mention:**
 - Ken and Steven Pierce 2306 Jones Dr
 - Chris and Jamie Mills 1142 Ford Lane
- **Spring Yard of the Season** winner estimated to be chosen around Mar 15, 2022

Newsletter – Kathy O’Leary

- FECA Newsletter team is working to get hardcopy newsletters out this week to provide plenty of time for residents to review prior to the February **Annual Homeowners Meeting**. Online edition has already been posted.
- Looking for candidates who could be **spotlighted** in the next edition.

City Liaison – Betsy Morgan

- Nothing to report at this time.

Events:

- **2022 Annual Homeowners Meeting – Monday, Feb 7, 2022 – 7pm**
 - Row seating only ... no tables. Seating for approximately **60-70 attendees**.
 - Masks, sanitizer as well as refreshments and cookies will be made available.
 - The agenda was reviewed in advance.
 - **Guest Speaker for Annual Meeting** confirmed to be **Dunedin City Manager - Jennifer Bramley**
 - Three Board members are coming up for **3-year term renewal**:
 - **Kelly Dixon**
 - **Marilyn Parnell**
 - **Derrick Beland**
 - President Matt Stevens brought up the topic of open FECA Board member positions and compliance with **FECA By-Laws (see Sec 4.08 below)**. The concept of nominating committee responsibilities as stated in the By-Laws has not been clearly defined. There is no By-Law stating how or whether all FECA members need to be solicited for interest; nor is there clarification on how said nominees are determined. Going forward ... Matt would like the FECA Board to determine a formal process that can be followed on an annual basis to ensure that FECA has a mechanism compliant with the intent of the By-Law. This (January) discussion is to establish this topic for further review and clarification. As the Annual Homeowners Meeting is scheduled for Feb 7, 2022, it is not feasible to resolve before the meeting. **The goal is to establish a resolution before the next Annual Homeowners Meeting in 2023.**

Sec 4.08 NOMINATING COMMITTEE - A nominating committee shall be appointed by the President to present a slate of nominees for the positions of Directors of the Association. Such slate of nominees shall be forwarded to the Active membership along with the call to the annual meeting.
 - **Local attendees only.** There will be no remote access (Zoom, etc.). The **Dunedin Golf Club** does not have the network infrastructure to support remote access.

Old Business:

- Replacement of the sign and proposed electrical work at Lake Saundra Park (Ed Kelb)
 - Project Closed Out

Step	Action	Status
1	Obtain "Martha Donald" approval (50% grant funding)	Completed Sep 22nd
2	Move Electrical Outlets from signpost to concrete post	Completed Oct 12th
3	Move Sprinkler Controller from sign to concrete post	Completed Oct 18th
4	Lake Saundra Sign Replacement	Completed Nov 17th
5	Pay Vendors	Completed
6	City of Dunedin – Inspection of Work	Completed
7	Submit invoicing to City for grant reimbursement	Completed - \$980.30 Rec'd

New Business:

- Should Annual Dues for new residents be prorated? ... Should new residents who pay late in the year (4th qtr) have that payment applied to next year's dues?
 - Extensive discussion on this topic. FECA has always applied the \$45 annual payment from new residents to the calendar year the payment was received. Additionally, because all members donate their time (including the Treasurer), our financial system was not developed for prorating payments.
 - This has generated frustration from at least one resident who paid late in the year and was then rebilled (for the following calendar year) a couple months later.
 - This topic to have additional review.

- **Is the Lake Sandra Park sprinkler system providing adequate coverage?**
 - Several dry spots. Matt Stevens will attempt to monitor sprinkler coverage sometime during the next week to determine if adjustments are required.
- **Annual Directory ... looking for any candidates who would be interested in advertising**

Resident's comments:

- Nothing to report at this time

Adjournment:

- Meeting adjourned at 8:42 p.m.