

Fairway Estates Board Meeting Minutes – Date: 11-08-2023

Meeting held at the *Dunedin Golf Club* and called to order at 6:30 P.M.

Unanimous approval to permit recording of the 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):

- | | |
|---|--|
| <input type="checkbox"/> Todd Brooks, President | <input checked="" type="checkbox"/> Derrick Beland , Vice President |
| <input checked="" type="checkbox"/> Kelly Dixon, Treasurer | <input checked="" type="checkbox"/> Ed Kelb, Secretary |
| <input type="checkbox"/> Bill Greenwood, Member At Large | <input checked="" type="checkbox"/> Mary Lyon, Member At Large |
| <input checked="" type="checkbox"/> Matt Stevens, Member At Large | <input checked="" type="checkbox"/> Kathy O’Leary, Member At Large, Newsletter |
| <input checked="" type="checkbox"/> Don Lemmon, Member At Large | |

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Diane Garcia, Newsletter | <input checked="" type="checkbox"/> Deb Timko, New Residents |
| <input checked="" type="checkbox"/> Betsy Morgan, City Liaison, Nominating | <input checked="" type="checkbox"/> Dave Lindsey, Lake Sandra Liaison |
| <input type="checkbox"/> Gerry Boock, Beautification | |

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

None at this time.

Members/Guests:

None at this time.

Residents' comments (pre-meeting):

- Nothing at this time.

Officers Reports:

Secretary's Report – Ed Kelb

- Motion made by Mary Lyon to waive reading of the **Oct 2023 FECA Board Meeting** minutes and accept the **Oct 2023 FECA Board Meeting Minutes** “as written”. 2nd by Matt Stevens. Motion carried.

Treasurer's Report – Kelly Dixon

- Refer to full reports online.
- No additional membership funds received for calendar year 2023. FECA will close out the membership for 2023 at 380 homeowners (73.9%) paid.
 - 2023 380 homeowners 73.9%
 - 2022 382 homeowners 74.3%
 - 2021 384 homeowners 74.7%
 - 2020 385 homeowners 74.9%
- FECA's two required bonds were paid and again stayed the same.
- The FECA Website Hosting bill was paid and was just a couple dollars over the budget.
- The Fall Newsletter was sent out. This will be the last edition where folks who haven't paid their dues will get it by direct mail.
- A portion of the Fall Festival budget was allocated for food, with the rest to be presented for approval later in the meeting.
- Routine Watering, Electric, Lawn & Lake maintenance were paid.
- **Committee Chairs should refer to the Budget vs. Actual for 2023 to see how much remains** in each of their respective funds (Newsletter, Welcoming, Beautification). Remaining funds do NOT roll over to the next calendar year. A new budget is approved by FECA each year.
- Motion made by Mary Lyon to accept the **October 2023 FECA Treasurer Report** “as submitted”. 2nd by Ed Kelb. Motion carried.

Vice President's Report – Derrick Beland

- Nothing to report at this time.

President's Report – Todd Brooks

- Nothing to report at this time.

Board Committee Reports:

Nominating Committee – Betsy Morgan

- **Betsy Morgan has volunteered to apply for both the Board Member vacancy as well as the Officer position of Secretary to replace Board Member Ed Kelb who will be stepping down at the end of his term at the *February 2024 Annual Homeowners Meeting*. In order for Betsy to apply, she is required to step down as Chairperson for the *Nominating Committee*. Board member Don Lemmon has agreed to assume the position of *Nominating Committee Chairperson* pending approval from FECA President Todd Brooks who oversees all Committee appointees.**

Newsletter – Kathy O'Leary

- Efforts are underway for the January (winter) edition of the Newsletter with emphasis on the upcoming *February Annual Homeowners Meeting*.
- Request for feedback from Board or Committee members regarding residents who could be considered for the *Neighbor Spotlight* for the winter edition.

Website Administration – Kelly Dixon

Nothing to report at this time.

Dunedin Golf Course Liaison – Don Lemmon

- Don noted that an unauthorized vehicle was reported driving across the *Dunedin Golf Course* and damaged the fairway they drove across.

Non-Board Member Committee Reports:

Beautification

- Nothing to report at this time.

City Liaison – Betsy Morgan

- Betsy attended *The Dunedin Council of Organizations* meeting held on October 20th. The City Report was given by *Commissioner Robert Walker* who highlighted the following topics:
 - **2024 Budget maintains the same Millage as 2016**
 - The *American Recovery Act Funds* are the reason that the city can accomplish:
 - **Pool makeover project.**
 - The **Dunedin Golf Course refurbishment** to bring it to tournament play level.
 - The **downtown parking garage.**
 - **Skinner roadwork project** for more walkable style to encourage more business growth. There is a \$1.3 million grant for reducing carbon emissions that helps pay for this as well. There will be two roundabouts and one lane each way instead of two.
 - **Looper service downtown** which begins November 3rd.
- *The Youth Guild* was the sponsor of the meeting and spoke about their upcoming *Tour of Homes* fund raiser Dec 2 and their *March Fashion Show*
 - In addition to the scholarships and help for *Dunedin Schools*, they are currently focused on a new project to create adaptive playgrounds for special needs kids at a site near *Med Manor*.
- *Todd Still, Chief of Operations* at the *Dunedin Fine Arts Center* was the featured speaker. He has been at the center for 26 years in various capacities and was recently promoted to his current role. There are 6 new staff members and 4 staff who have new positions within the organization.
 - The newest addition to the program is the *Food Arts Program* which required the building of a professional kitchen.
 - The new class schedule started at the end of October for children and adults.
 - They are expanding the reach of the mobile pottery bus to middle schools this year.
 - Summer programs include 7 camps of various age groups.
 - Stone carving is now an offered class in *Bill Coleman's Studio* in the *Artisan district*.
- *Jennifer Bramley* has assured that entities like FECA who use the *Dunedin Golf Course Clubhouse* for monthly meetings will be able to secure a room (at no cost) over at the *Dunedin Community Center* while the course/clubhouse is under renovation.
- The cost of attendance at the monthly *Dunedin Council of Organizations* meetings is **increasing to \$14.00** each for of their 9 annual meetings.

New Residents - Deb Timko

- Prior to the Fall Festival, Deb mailed a welcome letter to all the new Fairway Estate residents encouraging attendance at the Fall Festival.

Lake Saundra – Dave Lindsey

- **Dave is purchasing plants for Lake Saundra to achieve several different objectives: Flora (plants) and fauna (animals) improvement. Dave is purchasing 72 plants of several different species to assist in water filtration, encourage flora that increases fish propagation and provide a variety of different flowers for visual appeal.** Most residents along the lake typically plant only one variety (e.g. pickerel weed). FECA would like **Lake Saundra Park** to reflect a variety of species along the park shoreline.
- Dave has been working with **LakeWatch (UF)** to take monthly water samples for analysis. It typically takes five years of data for **LakeWatch** to provide a formal technical report; however, Dave will reach out to see if we can obtain some feedback after one year of sampling.
- Motion made by Kelly Dixon to transfer \$182.50 from unused funding for bank fees to Lake Saundra funding to cover fees specific to Lake Saundra plantings. 2nd from Don Lemmon. **Motion unanimously rejected.**
- Motion made by Kelly Dixon to transfer \$182.50 from unused 2023 funding for bank fees **plus** \$67.50 from unused sponsorship funding (totalling \$250.00) to Lake Saundra funding to cover fees specific to Lake Saundra plantings. 2nd from Kathy O’Leary. **Motion carried.**

Events:

- **Garage Sale - Saturday, Nov 11th**
- **Fall Festival – Saturday, Oct 29th 2pm-5pm**
 - **At least 115 residents attended the Fall Festival** (not counting children who weren’t assigned nametags or adults who did not sign in).
 - Food - \$115.53 (paid by the FECA Card)
 - Costume Contest Prizes - \$190 (purchased by Kelly Dixon)
 - Goody Bags for the Kids – \$349.69 (purchased by Kelly Dixon)
 - Candy - \$42.89, Jar - \$10.67 (purchased by Kelly Dixon)
 - Kelly Dixon requesting reimbursement of funds spent (above) totaling \$550.36.

- Motion from Matt Stevens to reimburse Kelly Dixon \$550.36 for funds spent related to the **2023 FECA Fall Festival**. 2nd from Mary Lyon. Motion carried.
- **Holiday Party – Sunday, Dec 3rd 2pm-5pm**
 - **Photo Booth**
 - **Santa**
 - **Pizza** to be provided.
 - **Possibly some goody bags for the kids.**
- **2024 Annual Homeowners Meeting – Monday, Feb 5th, 7pm (sign-in begins at 6:30pm)**
 - Recommendation to reach out to **FDOT** to determine if they can provide FECA with a **guest speaker for the meeting.**

Old Business:

- **Palm Blvd: Breaker Panel Replacement – Derrick Beland**
 - This is scheduled to be completed on Monday, November 13th, 2023.
- **Monument Sign Discoloration (Sarazen Dr and Brady Dr) – Matt Stevens**
 - Matt Stevens has proposed repainting the Brady signs himself, knowing this is a short-term fix for a problem that will require sign replacement at a later date.
 - Board member Ed Kelb requested that **Signs USA** be contacted to obtain a quote for signs comparable to the quality purchased for Palm Blvd (aluminum with 3D raised lettering).
- **Protection of Magnolia Tree at Lake Saundra Park – Matt Stevens**
 - **Signs have been posted illustrating FECA Common Use Area Guidelines** and a **QR Code** to the complete PDF (FECA website).
- **Speeding and failure to stop in Fairway Estates – Don Lemmon**
 - Nothing to report at this time.

- **Long term maintenance of *Lake Sandra Park* benches that were originally sponsored by donors – Todd Brooks**
 - Nothing to report at this time.
 - **Background:** Long term maintenance of the park benches was not factored in when the benches were originally sponsored by donors. It is not financially practical to assume that an initial sponsorship also implies that FECA assumes responsibility for maintenance expenses in perpetuity. A contract will be drafted stating that once the FECA Board determines that either the bench boards, metal supports or concrete pads require replacement (for either safety or liability reasons), original sponsors will be given the option to cover costs or permit a new sponsor to be selected.

New Business:

- **First Draft 2024 FECA Annual Budget**
 - See Exhibit A
 - **Membership (annual income) is estimated to be 378 homeowners (\$20,790).**

Resident's comments (post meeting):

- Nothing to report at this time.

Adjournment:

- Meeting adjourned at 8:41 p.m.

Exhibit A

2024 Draft Annual FECA Budget – Page 1 of 2

12:23 PM
11/08/23
Cash Basis

Fairway Estates Community Association
Profit & Loss Budget Overview
January through December 2024

	Jan - Dec 24	
Ordinary Income/Expense		
Income		
Annual Dues	20,790.00	- 378 @ \$55
Total Income	20,790.00	
Expense		
Administrative		
Annual Dues Notices		
Envelopes	100.00	
Postage	340.00	- Prebuy in Jan @ 46¢
Printing/Paper	300.00	
Total Annual Dues Notices	740.00	
Bank Fees	50.00	Reduced from last year
Computer, Internet, Website		
Malware	110.00	
Website Domain Renewal	20.00	
Website Hosting	275.00	
Total Computer, Internet, Website	405.00	
CPA	220.00	
Dunedin Council of Organization	120.00	
Florida Department of State	75.00	
New Resident Welcome Packets	100.00	
PO Box Rental	225.00	
Administrative - Other	0.00	
Total Administrative	1,935.00	
Insurance/Bonds		
Bond - Fidelity	145.00	
Bond - Forgery	45.00	
Directors & Officers Insurance	3,200.00	
Florida Ins Guaranty Assessment	45.00	
Homeowners &/or Mobile HOA	3,000.00	Dues in Jan
Lakes or Reservoirs	725.00	
Paid in Full Discount	-300.00	
Parks or Playgrounds	250.00	
Special Events	500.00	
Terrorism	50.00	
Total Insurance/Bonds	7,660.00	
Maintenance/Repairs/Utilities		
Beautification	600.00	Electrical? Brady Sign? Tree Trimming
Contingency/Reserve future exp	1,500.00	
Lake Sandra Plantings	100.00	
Lawn & Lake Care		
Lake Care	1,440.00	
Monthly Lawn Service	3,420.00	
Total Lawn & Lake Care	4,860.00	
Utilities		
Duke - 1251 Palm 910087941037	504.00	
Duke - Brady 910087940804	504.00	
Duke - Palm Entry 910087967532	480.00	
Water	180.00	
Total Utilities	1,668.00	
Total Maintenance/Repairs/Utilities	8,728.00	

New →

Assumes no charge for monthly meetings

Exhibit A (continued)

2024 Draft Annual FECA Budget – Page 2 of 2

12:23 PM
11/08/23
Cash Basis

**Fairway Estates Community Association
Profit & Loss Budget Overview
January through December 2024**

	Jan - Dec 24	
<i>Prebuy in Jan</i> → Newsletters		
Postage	200.00	} Based on 45 mailed
Printing	120.00	
Total Newsletters	320.00	
Special Events		
Annual Meeting	400.00	— Todd ?
Christmas Holiday Party	600.00	
Fall Festival	500.00	
Garage Sale	120.00	
Spring Filing	525.00	
Total Special Events	2,145.00	
Total Expense	20,768.00	
Net Ordinary Income	2.00	
Net Income	2.00	