

FAIRVIEW ESTATES PROPERTY OWNER'S ASSOCIATION
BOARD OF DIRECTORS (BOD) MEETING MINUTES
November 1, 2022

<u>Directors:</u>	<u>Present:</u>	<u>Absent:</u>
Jonathan Richards	X	
Dick Blair	X	
Jackie Duval	X	
Kevin Amedick	X	
Scott Granger	X	
Mark Conley		X
Ray Wolfel	X	
Doug Beard	X	

Call Meeting to Order: Meeting was called to order at 3:01 p.m. by Scott Granger, at the VSC Offices, 2541 N. Reston Terrace, Hernando, FL 34442. A quorum of the Directors was present.

Introduction of Guests Present: (5) in person
Robin Granger (Welcome Committee Acting Chair)
Erica King, VSC CAM
Melody Matsyk (Aztec Resident)
Barb Lauer (Aztec Resident)
Ron O'Keefe (Monadnock Resident)

Approval of Minutes as presented on the Fairview Estate Webpage:

Motion to approve the October 4, 2022 BOD Meeting Minutes made by Ray Wolfel, seconded by Dick Blair, and unanimously approved.

President's Comments - By Scott Granger:

Scott formulated and provided to the Board a general timeline for actions to be completed in preparation for the 2023 Annual meeting of the membership scheduled to be held on Tuesday, 2/7/2023, at the Good Shepherd Lutheran Church in Hernando. Working together with Erica, he determined that a total of 3 mailings will be initiated to formally communicate with our Members. Drafts of Mailing #1 and Mailing #2 were provided to the Board members for review and input.

Motion was made by Scott Granger, seconded by Jackie Duval and unanimously approved to proceed with Mailing #1 providing the Assessment Invoice and Important Information at an estimated cost of \$374 targeted to go out the week of 11/14.

Motion was made by Scott Granger, seconded by Doug Beard and unanimously approved to proceed with Mailing #2 providing the First Meeting Notice, blank Intent to be a Candidate form, Covenant Amendment and Important Information at an estimated cost of \$457 targeted to go out the week of 11/28.

Mailing #3 will be developed during the month of November and be brought before the Board for approval at the 12/6 meeting. Note that the initial costs for Mailing #3 are estimated be \$1,300. Even with the efforts we have applied to purchase lower cost postage, the total cost of these 3 mailings is estimated to be \$2,500. That equates to 6% of our annual budget. Scott suggested we consider doing a prepaid accounting transaction in December charging the 2022 Budget with the Mailing #3, Refreshments expenses along with the \$100 meeting room fee since these expenditures will be incurred in January, 2023 if there are any unspent 2022 funds.

Scott recommended that the Board approve tasking the Welcome Committee with providing refreshments at the Annual meeting. Robin Granger has formulated an estimate that details what would be included in this effort. The estimate was provided for review and is expected to not exceed a total of \$150. The Board was agreeable to this recommendation and will finalize via motion at the January 2023 meeting.

In the process of organizing the meeting, Scott obtained agreement from the Board on a couple of items concentrated on maximizing time management during the course of the Annual meeting. The Board agreed that the 2022 accomplishments of the Board and the various Committees will be summarized in total and presented to the Membership by the President. Each Officer's and Committee Chairman's report provided for summation will not exceed 3 minutes in duration. A Members Forum will be organized as follows. A sign in sheet will be monitored at the intake station by Erica where any Member who would like to speak can enter their name and topic. Erica will provide this document to the President at the start of the meeting. Each Member who desires, can speak for a duration not to exceed 3 minutes. The Secretary will document names, contact info and content provided. Unless simply stated within the 3-minute time allotment, no prolonged discussion of subjects will take place during the meeting. All input obtained will be distributed by the Secretary to the appropriate Association Committee Chairperson and be reviewed. All input obtained will be distributed by the Secretary to the appropriate Association POC, reviewed for action and then close the loop with the Member in a timely and responsible manner as a matter of Unfinished Business on the Board of Directors Agenda.

Welcome Committee Report – By Robin Granger:

Robin reported that her compatriot Committee member was temporarily unavailable, so she recruited another neighbor to join her on her homeowner welcome visits in October. They visited 5 homes, left 3 welcome bags with our new neighbors and 2 notes at homes where homeowners were unavailable. The Committee is caught up with all necessary welcomes at this time.

Robin later reported in the meeting that she would be unavailable to continue on the Committee after the 2023 Annual Meeting and will be searching out some new members to populate the Committee. If you are interested, please complete a volunteer form available on the Fairview website.

Financial Report – By Dick Blair:

Motion to approve October, 2022 Final Financial Statements made by Dick Blair, seconded by Jonathan Richards, and unanimously approved.

Report from Contract Review Committee – Scott Granger:

Scott gave a recap of the Committee's efforts to find agreement with the VSC Management Contract during the month of October. On October 10, Scott and Jackie Duval (capably attending in Mark's absence) were able to finalize negotiations to the Draft Version 6 of the contract, of which a Final Draft contract has been provided to the Board for final review. While not a perfect document, the content is much better and effective than what we started with in August. Thanks so much to Geri Bond at VSC for her efforts to partner with us in this endeavor.

A **Motion** to approve the final version of the 2023 Management/Accounting Services Contract with VSC as presented was made by Dick Blair, seconded by Kevin Amedick, and unanimously approved.

Scott Granger plans to sign the contract with VSC on Friday, 11/4, then share a copy of the executed contract with all Board members shortly thereafter. The start date of the new contract is 1/1/2023.

A new invoice for the general liability coverage effective January 1, 2023 through January 1, 2024 is expected to be received in the near future and will be reviewed to make sure it is within our coverage and budget expectations. We need to call immediately after Thanksgiving to make sure it is available for approval at the December BOD meeting for payment.

Scott expressed his appreciation for the efforts of the Contract Committee membership (Mark Conley, Jackie Duval, Doug Beard) as well as our CAM (Erica King) and our Vice President/Treasurer (Dick Blair) for their contributions to the achievement of our objectives through the course of 2022. The results achieved by this Team provide an excellent example of how the Committee principle works to improve productivity and efficiency of the Board of Directors.

Association Document Review Committee Report by Scott Granger:

After receiving final approval from the Board of Directors on 10/4, a clean version of the Revised By-Laws document was provided to Anne Hathorn. She created the Whereas page to be placed at the beginning of the document and provided this to Erica on 10/10. Scott coordinated with Erica to have this document signed and notarized on 10/11. A By-Laws document version was created inclusive of this Whereas page and recorded with Citrus County on 10/31. This recordation action cost \$87. After this action was completed, the final Revised By-Laws document was posted to the Fairview Estates website for ease of reference. The Membership will receive written notification of this action as part of Mailing #1. This action of the Document Committee and the Board is now closed.

After receiving authorization from the Board of Directors on 10/4, the Article II Section 2 (Uses and Structures) Paragraph (d) Amendment was sent for legal review on 10/6. Positive feedback was received from Anne on the amended language. The Board then went forward and completed a Workshop meeting on 10/17 giving the Membership the opportunity to review and provide comment on the amended language. All feedback received to date is in favor of the Amendment.

Motion to approve for this Covenant Amendment to be presented for a vote of the Membership at the 2023 Annual meeting was made by Jackie Duval, seconded by Doug Beard and unanimously approved.

Scott expressed his appreciation for the efforts of the Committee membership (Ray Wolfel, Jon Richards) as well as our CAM (Erica King) for their contributions to the achievement of our objectives through the course of 2022. Another excellent example of the Committee principle in action.

Roads and Grounds Report - By Kevin Amedick:

Board members have done some weeding trimming and fertilization of the beds; however, we still need to get the trees cleared back from the sign area to allow for better growth and visibility of the new plantings. Scott remains in contact with

Fernandez Landscaping and will coordinate this clearing to take place before November 30.

Ray Wolfel informed the Board that the new flagpole rope replacement is now completed and should be good for many more years.

Kevin Amedick and the Landscape Committee have been considering some tasteful but reasonably priced decorations for the upcoming holiday season. Doug Beard indicated he had some ideas to further discuss with Kevin. The decorations should be installed around or shortly after the Thanksgiving holidays.

A **Motion** was made to approve the Christmas Holiday Decorating Budget at no more than \$400 made by Kevin Amedick, seconded by Dick Blair and unanimously approved.

ACB Report – By Ray Wolfel:

The Committee approved 11 new ACB Requests submitted in October. Lists of open and satisfied violations of the ACB Covenants has been sent to the Directors. There are currently 4 unresolved issues and 1 resolved issue on the October, 2022 reports.

Two Association members have expressed interest in filling the 2 ACB vacancies and one, Henry Edwards, has submitted a volunteer form.

A **Motion** to appoint Henry Edwards to the ACB Committee was made by Ray Wolfel, seconded by Jackie Duval, and unanimously approved.

As indicated at the October BOD meeting, Scott Granger completed the research on the matter of firearms discharge in Fairview Estates and spoke to the Citrus County Sheriff's Office. This action is governed by law via Florida Statute 790.15 Section 4 where the parameters defined must be followed. However, Fairview Estates does have a general Covenant Restriction regarding actions that are determined to be an annoyance or a nuisance to the neighborhood (Article II, Section 2 (Uses and Structures), Paragraph (c). Firearms discharge can be interpreted as a violation of this restriction. As additional complaints are documented, the ACB will evaluate for determination of a potential Covenant violation and follow violation procedure as defined.

Manager's Report – Erica Barker:

Finance Report:

- October 2022 Financial Reports were sent to the Board on November 1, 2022

Home & Lot Sales:

- Four (4) new home sales from 10/5/2022 to 11/1/2022: Welcome packets mailed.
 - 1738 E Westgate Lane
 - 4085 N Ringwood Circle
 - 1645 E Wedgewood Lane
 - 4258 N Little Dove Terrace

Updates:

- Violation/CCR report is being updated and will be forwarded to the Board ASAP.
- The only outstanding account on the outstanding AR is Account L-002 for \$1000 violation fine. No other homeowners are outstanding currently.
- Signs were posted in the community on October 28, 2022
- Amended and approved Bylaws were electronically filed online with the Citrus County Clerk's Office on October 31, 2022. The total for recording came to \$86.50 for ten (10) total pages. Board was sent the updated document.

Upcoming Meetings/Workshops:

- ACB Meeting – November 8, 2022 at 1:00 PM at VSC
- ACB Meeting – November 22, 2022 at 1:00 PM at VSC
- Board Meeting – December 5, 2022 at 3:00 PM at VSC
- Annual Meeting – February 7, 2023 at 6:00 PM at Good Shepherd Lutheran Church

Erica will not be attending the December 5, 2022 Board Meeting due to being on vacation. Arrangements have been made for Geri Bond to be available, if needed, during the meeting on her behalf.

Unfinished Business: None

New Business:

Jackie Duval added an agenda item to the 2023 calendar to develop a Nominating Committee to search out new and available volunteers from the Members to serve as Directors, interim Directors as needed, Officers, and Committee Chairs in advance of the 2024 Annual Meeting.

She also suggested that everyone currently involved in any Committee as a Member or Chair, or anyone involved as an Officer on the current Board, should privately advise the Board Officers soon of their availability or willingness to serve in their present (or a different) capacity during the 2023 Board year in an effort to have some continuity of the efforts begun this year to get more involvement by the Directors and Members in the business administration of the Association.

Board Member Comments: NONE

Date of the Next Monthly Board Meeting: December 6, 2022 at 3:00 p.m. at VSC offices.

Adjournment:

Motion to adjourn made by Dick Blair and seconded by Ray Wolfel. Meeting adjourned by unanimous vote at 4:11 p.m.

Respectfully submitted By:

__Signature on File__
Jackie Duval, Secretary

Approved by the membership as written above on: 12/6/2022