

FAIRVIEW ESTATES PROPERTY OWNER'S ASSOCIATION
BOARD OF DIRECTORS (BOD) MEETING MINUTES
August 2, 2022

Directors:

Jonathan Richards
Dick Blair
Jackie Duval
Kevin Amedick
Scott Granger
Mark Conley
Ray Wolfel
Doug Beard

Present:

X via zoom
X
X
X
X
X
X
X

Absent:

Call Meeting to Order: Meeting was called to order at 3:00 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
Barb Lauer (Welcome & Landscape Committee Member)
Melody Matsyk (Aztec Resident)
Steve Morris (Little Dove Resident)

Approval of Minutes as presented on the Fairview Estate Webpage:

Motion to approve the July 5, 2022 BOD Meeting Minutes made by Dick Blair, seconded by Doug Beard, and unanimously approved.

President's Comments - By Scott Granger:

Since the beginning of March, we have come together and collaboratively improved the business administration of the Fairview Estates Association from what it was prior to that point in time. As the month of August unfolds before us, it is imperative that we use the tools we have collectively developed to focus our near-term efforts on creating a solid and comprehensive business plan that will ensure the continued success of Fairview Estates as we roll into 2023 and beyond.

Efforts are presently underway to:

A) Review the initial VSC contract for 2023 (Target finalization is 9/16)

Action Owner: Mark Conley

B) Review our pending insurance policy renewals (Target finalization is 10/14)

Action Owner: Mark Conley

C) 2023 budget development has begun (Written Notice targeted by 9/16, Final Approval targeted by 10/4) Action Owner: Dick Blair

From a business perspective, making proper and impartial business decisions in the process of fulfilling these objectives is the key to both the immediate and long-term success of the Association. Scott indicated he is grateful for the Board's support and the opportunity to work together with each member on these critical actions. He has every confidence that each member of the Team will make positive contributions toward the achievement of these deliverables. Let's make it happen!

Welcome Committee Report – By Robin Granger:

During the month of July, Robin, Barb & Scott made visits to 12 homes. We were able to visit with 9 homeowners and they were given a Welcome Packet of community materials. Three of these visits were completed after residents called us from the note left on their door.

Since resuming Welcome Committee visits in May of this year, we have visited a total of 44 homes. Of these, we have spoken to 36 homeowners and given them a Welcome Packet. There are 8 homes on the list of which we will make a second attempt, and we have 10 homes that are under construction. The completion of these actions has cleared the backlog of visits dating back to 2020 due to the pandemic. The Committee will now return to normal function engaging new residents proactively as they settle into the Community.

We have received feedback that the Welcome Packets contain very useful information and that the content is found to be extremely helpful to the Owners.

Financial Report – By Dick Blair:

Motion to approve July, 2022 Final Financial Statements made by Dick Blair, seconded by Doug Beard, and unanimously approved.

Dick Blair reported that the Association's bank accounts have been fully refunded from the recent fraudulent hack. (A formal report to the Citrus County Sheriff's Office on the Bank Fraud situation was submitted on Tuesday, 8/2, after the meeting.) Jon Richards asked about our use of Bill Pay rather than checks. Dick has looked into this and determined that Bill Pay is used at least 95% of the time.

Motion to approve Mark Conley as the newest member of the Finance Committee in addition to Dick Blair and Jackie Duval was made by Dick Blair seconded by Jackie Duval, and unanimously approved.

Motion to approve an expenditure in the amount of \$3,003 to IntegraScapes for the planting of the front sign area was made by Kevin Amedick, seconded by Dick Blair and unanimously approved.

A meeting of the Finance Committee was held earlier today on the subject of 2023 Budget development that obtained good results toward formulating budget numbers. A further meeting will be held later this month to hopefully finalize those numbers to make them available to the rest of the Board soon, in advance of a final budget workshop with the BOD and members of the Association. Dates will be forthcoming as the Committee works toward completion.

Report from Manager's Contract Review Committee – Mark Conley:

The Committee and the Board received a copy of the initial 2023 management contract with Village Services on 7/29. Members have made a preliminary review and a Committee meeting is scheduled for Monday August 8th at 10:00 p.m. to discuss the specific contract language further before a meeting is set with VSC to advance further dialog.

An insurance discovery meeting is scheduled for Thursday, August 4th at 1:00 to bring the Committee up to date on the insurance provisions in place, what our range of coverage is, and what is needed to protect the Association, the Board and the members. Information from this meeting will be considered in our review of the pending contract with VSC.

Jackie Duval reminded the Contract Committee members and the Board that a finalized review of the contract was needed prior to September 16th due to timing constraints on our management contract with Village Services (VSC). If the Committee is unable to finalize negotiations prior to the September BOD meeting on 6, we will be required to have a special meeting to approve the management contract prior to October 1st. The Committee indicated it would attempt to avoid a special meeting, if possible, but finalization of the language was also dependent on cooperation by VSC.

Covenant Revision Sub-Committee Report:

The Covenant Revision Committee met on 7/11. They began by reviewing language found in Article I. The Committee experienced great difficulty in finding consensus between the members when formalizing edits to the existing language. Some clarification was obtained during the course of this meeting regarding the proper manner in which to both explain and present proposed changes in language to the Association membership when that time comes.

Since By-Law changes are imminently needed, the Committee will turn their attention to reviewing and revising the By-Laws document. This is an open action from the March 2022 Board meeting that must be completed before the end of the year. The Committee will review the language presently in the By-Laws, propose edits and deliberate these edits in our next meeting to take place later in August. The final draft By-Law document update will be sent to all Board members prior to the September 2022 Board meeting for input. A final vote by the Board to adopt the updates to the By-Laws document is targeted to be completed at the October 2022 Board meeting.

Once the By-Laws document actions are complete, the Committee will resume deliberations on the subject of Covenant Revision.

Roads and Grounds Report – By Kevin Amedick:

The new landscaping has been completed at the front entry sign area. Kevin and the Landscaping Committee did an outstanding job to improve on the looks and longevity of the plants at the entry.

All Wet Sprinklers came out for the quarterly sprinkler check at the same time as the planting changes. Several sprinkler heads were changed or realigned. They did not indicate any additional changes, so we still are awaiting the standard \$125 bill for the quarterly service. Kevin clarified that there is a hose bib available for wet spray fertilizer, when needed.

We do need to get the trees cleared back from the sign area to allow for better growth and visibility of the new plantings. Scott spoke to Fernandez Landscaping on 8/2 and will coordinate this clearing to take place before the end of August.

Scott Granger reported that Fernandez Landscaping will mow the weeds at the intersections within Fairview Estates during the month of August.

The new flagpole rope replacement project cost is estimated to be \$18.01. We ordered and received new cable and snaps. Kevin Amedick and Ray Wolfel will work on replacing the old rope. An update will be forthcoming at the next meeting.

ACB Report – By Raymond Wolfel:

The Committee approved 5 new ACB Requests submitted in July. Lists of open and satisfied violations of the ACB Covenants has been sent to the Directors. There are currently 4 unresolved issues and 2 resolved issues on the July 2022 reports.

Ray brought an item to the attention of the Board that may need legal clarification. The Board asked the President to contact our law firm for further guidance.

Manager's Report – Erica Barker:

Finance Report:

- July 2022 Financial Reports were sent to the Board on August 1, 2022

Home & Lot Sales:

- Six (6) new home sales from 7/5/2022 to 7/31/2022:
 - 1784 Tradewind
 - 3531 Annapolis
 - 4098 Baywood
 - 4060 Indianhead
 - 4251 Little Dove
 - 4332 Longvalley

Updates:

- Violation/CCR report sent to the Board on August 1, 2022
- The only outstanding account on the AR is L-002 for \$1000 violation fine. No other homeowners are outstanding at this time.
- Signs were posted in the community on Saturday, July 30.

Upcoming Meetings/Workshops:

- ACB Meeting: August 9, 2022 at 1:00 PM at VSC
- ACB Meeting: August 23, 2022 at 1:00 PM at VSC
- Board Meeting: September 6, 2022 at 3:00 PM at VSC

Unfinished Business:

- Schedule for the next Duties and Functions workshop meeting will be set at the September 6th Board meeting. Functions to be discussed include the Treasurer along with the remaining Committee Chair positions. Additionally, we will review the mission of the ACB Committee. Action remains open.
- Discussion ensued at the last meeting to use email as a survey tool to solicit a response for suggested changes to governing documents but was tabled to next month in the interest of time. Action remains open.

New Business:

Motion to formally declare a vacancy in Board Seat 5-B was made by Dick Blair, seconded by Kevin Amedick and unanimously approved.

Board Member Comments: None

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

Adjournment:

Motion to adjourn made by Dick Blair and seconded by Kevin Amedick. Meeting adjourned at 4:17 p.m.

Respectfully submitted By:

____ Signature on File _____
Jackie Duval, Secretary

Approved by the membership as written above on: 9/6/2022