

FAIRVIEW ESTATES PROPERTY OWNER'S ASSOCIATION
BOARD OF DIRECTORS (BOD) MEETING MINUTES
October 4, 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 2:56 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: (8) in person
Robin Granger (Welcome Committee Acting Chair)
Erica King, VSC CAM
Melody Matsyk (Aztec Resident)
Jeremy & Josette Harrison (N LongValley residents)
Kathy Kopp (N Ringwood resident)
John McCoy (E Whitecloud resident)
Kenneth Dolan (N LongValley resident)

Interested residents asked about the use of firearms in the community. The law permits residents on 1+ acres to use firearms responsibly under safe conditions. The Board has been made aware by several parties that the almost daily usage early in the morning, late at night and over the weekends is causing concern for our residents. Scott Granger has attempted to set a meeting with a police authority to discern what constitutes safe usage and will continue to follow up on this. After the President meets with the police to determine if an offense is being committed, and whether the Association has any remedies, the Board's further actions will be considered.

Approval of Minutes as presented on the Fairview Estate Webpage:

Motion to approve edits to the Draft September 6, 2022 BOD Meeting Minutes including the replacement of the word “Preliminary” with the word “Final” in the Finance Report and the rescission of Erica Barker-King’s resignation made by Scott Granger, seconded by Dick Blair and approved unanimously.

Motion to approve the September 6, 2022 BOD Meeting Minutes as revised by the BOD at the meeting made by Jonathan Richards, seconded by Scott Granger, and unanimously approved.

Motion to approve a change to the Financial Report section deleting the word “Preliminary” and replacing it with “Final” before Financial Report in the August 2, 2022 BOD Meeting Minutes made by Dick Blair, seconded by Kevin Amedick, and unanimously approved.

President’s Comments - By Scott Granger:

A very minimal update was received in September from Citrus County Sheriff’s Office regarding the investigation of the June 2022 Bank Fraud event. Investigator David Jones sent an email on 10/3 responding to Scott’s voice mail and email messages in September stating “I have submitted subpoenas in order to track the fund transfers. Getting a response from the bank could take several weeks.” With this level of response being received over the two months since the initial report was filed, Scott will no longer proactively seek updates because it is a waste of time and very disappointing. They have his contact information and Scott will provide any update received from them to the Board from this point forward.

It is time to begin the planning for our Annual Meeting to be held on Tuesday, February 7, 2023 at the Good Shepherd Lutheran Church in Hernando. Scott has been creating a checklist of the items to be addressed as part of this meeting. Ray and Scott plan to coordinate a recon visit of the Church with their contact, Dan Cashman, to occur the week of 10/10. Scott has formulated that there will be 3 individual mailings that will be initiated to fulfill the Membership notification requirements for this meeting. Mailing #1 will contain the Assessment Invoice along with at least one page (maybe two) of important information bullets for the Membership to be aware of. Target mailing date of this letter is the week of 11/14. Mailing #2 will contain the First Notice of the Annual Meeting inclusive of blank Intent to Run forms along with encouragement to the Membership to get involved. Also, to be included therein is a single page copy of the approved 2023 Budget. Target mailing date of this letter is the week of 11/28.

Mailing #3 will contain the Final Notice of the Annual Meeting including the Agenda, Proxy, Completed Intent to Run forms along with a single page copy of the final 2022 P&L statement. Scott will be working with Erica through the month of October to firm up the specifics and present a formal plan for approval at the November 1 Board meeting. Input to this process is most welcome from the Team.

Welcome Committee Report – By Robin Granger:

During the month of September, the Committee did not make any in-person visits. Three homes remain on the list for first time visits. The new deeds recorded this month were vacant lots.

Financial Report – By Dick Blair:

Motion to approve September, 2022 Final Financial Statements made by Dick Blair, seconded by Jackie Duval, and unanimously approved.

Scott Granger provided all the Directors with a copy of the final budget as determined at a Budget Workshop meeting on September 15, 2022. No additional changes were made.

Motion to approve the provided 2023 Final Budget with no increase to assessments made by Dick Blair, seconded by Jackie Duval, and unanimously approved.

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

Mark Conley and Scott Granger met with Geri Bond of VSC to discuss the latest VSC contract based on the preliminary review by the Committee on Friday 9/19/22. Many of the issues discussed were included in the revised contract draft sent by VSC to the Association. A few corrections are still to be made that were agreed to, but not included in VSC's latest draft. Additional comments have been provided by the Contract Committee that will require another meeting with VSC to finalize the contract, but we are close to an agreement between the parties for the year 2023.

Insurance is still an issue that we would like to address further with VSC. However, the Association insurance currently in place meets state statutes and it is the Committee's understanding that FEPOA is properly insured after discussions with our insurance agent. Since learning that VSC has 30 clients, the Association feels that VSC is currently underinsured, should the need arise to seek redress against VSC's policy and the Committee will continue to address this issue with Geri Bond of VSC.

A new invoice for the fidelity coverage effective November 1, 2022 through November 1, 2023 was received in the amount of \$524.00 which is within our budget expectations. The fidelity coverage was approved by a voice call at the BOD meeting and will be processed by the Treasurer. An additional invoice will be forthcoming for the General Liability that will be due on January 1, 2023.

There is an insurance seminar being provided by Leland Management on October 12, 2022 and Ray Wolfel is registered to participate at this time.

Association Document Review Committee Report by Scott Granger:

In recent workshop meetings to discuss the duties of the various Committees, the group decided that the name of this Committee did not adequately describe all the work required of this group. It was decided by the Board to change the name of the group.

A **Motion** to change the name of the Covenant Revision Committee to the Association Document Review Committee made by Scott Granger, seconded by Ray Wolfel, and unanimously approved.

As motioned at the 9/6 Board meeting, edits were made and a Final Working Draft of the revised Fairview Estates By-Laws document was submitted to Anne Hathorn for legal review on 9/8. Initial feedback from Anne was received on 9/12. Minimal and reasonable are good words to simply describe her input. The Committee met on 9/16 and reviewed Anne's comments in detail. The Committee made most of the requested edits along with a couple of additional edits and returned Version 2 of this document to Anne for review on 9/19. Later on 9/19, Anne informed us that the legal review was complete and we are good to go forward for Board approval of the revised By-Laws document. The Version 2 document was brought before the Board where one additional wording edit was agreed to.

A **Motion** was made by Scott Granger and seconded by Ray Wolfel to approve adoption of this revised By-Laws document and proceed to recordation with Citrus County inclusive of the costs associated with this action. The motion passed unanimously.

The ACB Chairman, Ray Wolfel, requested that we seek election to amend one section of the Covenants document at the February 7, 2023 Annual meeting. As a result of actions taken during our detailed review of the Covenants document earlier this year coupled with experiencing difficulty over the recent past properly enforcing this Covenant Restriction, clarification is needed for Article II, Section 2 (Uses and Structures), Paragraph (d). The Committee agreed and formulated the content provided to the Board for initial approval on 9/24.

A **Motion** was made by Ray Wolfel and seconded by Dick Blair to advance this amendment for Legal Review inclusive of the costs associated with this action. The motion passed with 6 votes for and 1 vote against by Jonathan Richards.

A final determination will be requested at the November 1 Board meeting to facilitate the actions necessary to bring this edit before the Membership for election at the Annual Meeting in February.

Roads and Grounds Report – By Kevin Amedick:

Kevin reported that Fernandez Landscaping has mowed the weeds at the intersections within Fairview Estates during the month of September.

Board members have done some clearing of vegetation around the sign area; 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.

Ken Dolan asked about the Duke Energy Cabling project started months ago. The grass is growing up around the flags placed by Duke Energy. Ken was told that the underground cable/pipe surveys would need to be redone since there has been such a long delay, and that the flags could be removed to cut the grass, if necessary.

The new flagpole rope replacement is not completed but is still a pending item; however, the parts have been located and completion is anticipated soon.

Jackie Duval asked if the Board might consider using some of the landscape budget expense item to provide some nice holiday decorations to the sign this year. Kevin was asked to have the Landscape Committee look into some tasteful but reasonably priced decorations for the upcoming holiday season.

ACB Report – By Ray Wolfel:

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

Two Association members have expressed interest in filling the 2 unfilled vacancies. Ray is in the process of receiving information on each candidate.

Ray also indicated that the Committee is attempting to streamline the approval process (especially for reroofs and repaints of the same colors) and for other issues to lessen the number of meetings held each year.

Manager's Report – Erica Barker:

Finance Report:

- September 2022 Financial Reports were sent to the Board on October 3, 2022

Home & Lot Sales:

- Two (2) new home sales from 9/7/2022 to 10/4/2022:
 - 1436 Tradewind
 - 4396 Aztec

Updates:

- Violation/CCR report sent the Board on October 4, 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 September 30th.

Upcoming Meetings/Workshops:

- ACB Meeting: October 11, 2022 at 1:00 PM at VSC
- Covenant Amendment Workshop Meeting: October 17 at 3:00 pm at VSC
- ACB Meeting: October 25, 2022 at 1:00 PM at VSC
- Board Meeting: November 1, 2022 at 3:00 PM at VSC

Unfinished Business:

The BOD has held several Workshop meetings during 2022 to develop Drafts of the Duties and Functions for each Officer position, each Director, each Committee Chair, and the ACB, Roads & Grounds, and Welcome Committees. These will be posted to the website for the Membership to better understand the functions of those working on their behalf as volunteers when they personally accept the responsibility to accept any of these positions. This will also help anyone interested in running as a Director and/or Officer and willing to work on or Chair any of our many Committees. The Association is not assisted by a few, but by a team of hardworking individuals.

Motion to accept the 11 Duties and Functions documents drafted as developed for posting to the Website's content library made by Scott Granger, seconded by Dick Blair, and unanimously approved.

New Business:

Dick Blair added an agenda item to the 2024 calendar for the Contract Review Committee to research new management company options in advance of the contract renegotiations with VSC in 2024.

Board Member Comments: NONE

Date of the Next Monthly Board Meeting: November 1, 2022 at 3:00 p.m. at VSC offices.

Adjournment:

Motion to adjourn made by Ray Wolfel and seconded by Kevin Amedick. Meeting adjourned by unanimous vote at 4:18 p.m.

Respectfully submitted By:

__Signature on File__
Jackie Duval, Secretary

Approved by the membership as written above on: 11/1/2022