

**FAIRVIEW ESTATES PROPERTY OWNER'S ASSOCIATION**  
**BOARD OF DIRECTORS (BOD) MEETING MINUTES**  
September 6, 2022

<b><u>Directors:</u></b>	<b><u>Present:</u></b>	<b><u>Absent:</u></b>
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 3:00 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:** (4) in person  
Robin Granger (Welcome Committee Acting Chair)  
Erica King, VSC CAM  
Barb Lauer (Welcome & Landscape Committee Member)  
Melody Matsyk (Aztec Resident)

**Approval of Minutes as presented on the Fairview Estate Webpage:**

**Motion** to approve the August 2, 2022 BOD Meeting Minutes made by Ray Wolfel, seconded by Kevin Amedick, and unanimously approved.

**President's Comments - By Scott Granger:**

Bank Fraud update – Scott filed a report with the Citrus County Sheriff's Office via their online system on 8/2. The ability to submit documents as part of the report is very limited so only a brief explanation of the situation was able to be provided within the initial submittal. The submittal was accepted via email on 8/8. On 8/10, Scott called in and was informed that the Investigator was out of the office until the following week. Scott also learned that this Investigative Department is staffed with individuals who work part time as volunteers. On 8/15, he called in again and left a detailed voice mail message requesting contact. No return call was received. He called again on 8/22 and spoke with the Investigator who is assigned to this matter.

Scott then provided the Investigator the Bank affidavit explaining this event along with front and back copies of the 5 fraudulent checks as well as the last bank statement for the compromised account via email. Awaiting status.

### **Welcome Committee Report – By Robin Granger:**

During the month of August, the Committee made visits to 6 homes. They were able to visit with 4 homeowners and they were given a Welcome Packet of community materials. Two of these visits were second attempts from earlier this year and are now completed.

### **Financial Report – By Dick Blair:**

**Motion** to approve August, 2022 Final Financial Statements made by Dick Blair, seconded by Ray Wolfel, and unanimously approved.

Dick Blair provided the Board via email with the Initial draft of the 2023 budget and elicited input to same. A meeting of the BOD at a Budget Workshop meeting planned for September 15, 2022 at 3:00 p.m. will accept comments from BOD and membership, if any, and a final Budget will be drafted for approval at the October BOD meeting before being sent to all members of the Association.

Jackie Duval will prepare a budget worksheet for use at the Budget Workshop meeting.

### **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 as to changes we requested. VSC agreed to some of the revisions requested, but has not agreed to others. The Committee intends to negotiate further on issues of concern.

A Committee meeting will be scheduled soon to discuss the contract language further before a meeting is set with VSC to advance further dialog. (This meeting has been scheduled for Friday, 9/9/22 at 10:30 a.m.) A final review of the contract is needed prior to September 16th due to timing constraints on our current management contract with Village Services (VSC). It is highly probable that a special Board of Directors meeting will be required to determine the proper direction of this 2023 contract effort prior to 10/1.

An insurance discovery meeting was held on Friday, August 5<sup>th</sup> to bring the Committee up to date on the current Association 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 was committed to minutes format and provided to the Board. The Committee felt the insurance provisions and coverage amounts are adequate at this time.

Jackie Duval will attempt to get the new policy cost due on November 1 prior to the October 4<sup>th</sup> BOD meeting so the Board can make a motion to approve this pending November 2022 expenditure. (Information from the insurance company is that our premium invoice should be set out around 9/16/22.)

**Covenant Revision Sub-Committee Report by Scott Granger:**

The Committee met on 8/18 and initiated a detailed review of the Fairview Estates By-Laws document. The Team went through each Article and formulated edits to sections that needed to be updated. Of particular importance was the addition of clarifying language on the subjects of Director and Officer Terms in office. In the course of this meeting, the Committee was successful in completing an initial draft revision of the By-Laws document that was shared with the Board of Directors for their input on 8/26. Board input was received and integrated culminating in a final discussion that took place at today's Board meeting. The Board considered the language concerning the requirement of sending stamped return envelopes in the Annual Meeting packets. As these proved in previous years to not garner more than about a 14% return of proxies, the Board voted not to include this as a requirement in the By-Laws under our documents. The language of the Indemnification section was also discussed. A Final Working Draft was sent to the Board members for authorization to advance this document to Anne Hathorn for a legal review on 9/8. After this step is completed, the Committee will convene to ensure that a final draft with legal validation applied is able to be presented for an approval vote at the 10/4 Board meeting.

**A Motion** was made to approve and make final the working draft By-Laws document by Dick Blair, seconded by Jackie Duval and unanimously approved.

**A Motion** was made to send this final working draft By-Laws document to Ann Hathorn for legal review inclusive of the fees associated with this action by Scott Granger, seconded by Jonathan Richards and unanimously approved.

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:**

Kevin updated the Board as to the sprinkler systems at the front entry sign. Watering schedules were changed at the time of the new plantings resulting in additional water cost expectations; however, the system has been reset by All Wet Sprinklers at no additional cost to the Association.

A previous contract with Stype/Accurate for entrance sign pest control recently expired and will need to be renewed for continued service.

**A Motion** to continue the Stype/Accurate contract on a quarterly basis in the amount of \$85 per quarter was made by Dick Blair, seconded by Jonathan Richards and unanimously approved.

Scott Granger reported that Fernandez Landscaping has still not mowed the weeds at the intersections within Fairview Estates due to personnel issues but will attempt to complete it 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 spoke to Fernandez Landscaping in August and will coordinate this clearing to take place before the end of September.

The new flagpole rope replacement is not completed but is still a pending item.

**A Motion** to accept the resignation of Marcia Eaton from the Landscape Committee was made by Dick Blair, seconded by Kevin Amedick and approved unanimously.

#### **ACB Report – By Raymond Wolfel:**

The Committee approved 11 new ACB Requests submitted in August. Lists of open and satisfied violations of the ACB Covenants has been sent to the Directors. There are currently 3 unresolved issues and 2 resolved issues on the August, 2022 reports.

Ray brought an item to the attention of the Board last month that needed legal clarification. The President contacted our law firm for further guidance and based on the legal guidance received, the ACB committee moved ahead to approve the homeowner's request.

Ray also advised the Board of a vagrant situation on Wedgewood in which a shelter was built. The Sheriff's office was contacted and they were able to diffuse the situation. The shelter roof has been removed and the remaining pieces should be removed soon. ACB will continue to monitor this location.

Discussion also progressed about the Committee's attempts to reduce the number of meetings from 2 to 1 each month but the Association's documents require a 30-day turnaround for approval or denials. The Committee is considering possible ways to handle this to possibly entice more volunteers and reduce the impact to our management fee costs.

**A Motion** was made to accept the resignation of Mary Ann Gehrke from the ACB Committee by Dick Blair, seconded by Ray Wolfel and unanimously approved. Ray is looking to refill this position with a volunteer. There are currently 2 positions to fill as of this writing.

**Manager's Report – Erica Barker:**

I am pleased to inform the Fairview Estates Association that I have rescinded my resignation as CAM and will remain in my position for the foreseeable future.

**Finance Report:**

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

**Home & Lot Sales:**

- Five (5) new home sales from 8/2/2022 to 9/6/2022:
  - 682 E Whitecloud
  - 1020 E Whitecloud
  - 4261 N Baywood
  - 3921 N Longvalley
  - 3905 N Longvalley

**Updates:**

- Violation/CCR report presented to the Board on September 6, 2022. (see attachment)
- 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 Friday, September 2.

**Upcoming Meetings/Workshops:**

- Fairview ACB Meeting: September 13, 2022 at 1:00 PM
- Fairview Budget Workshop: September 15, 2022 at 3:00 PM
- Fairview Duties/Functions Workshop: September 16, 2022 at 1:00 pm
- Fairview ACB Meeting: September 27, 2022 at 1:00 PM

**Note: All meetings listed take place at the VSC Office**

**Unfinished Business:**

- Schedule for the next Duties and Functions workshop Board meeting is set for Friday, 9/16/22 at 1:00. 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 to use email as a survey tool to solicit a response for suggested changes to governing documents has been permanently tabled at this time.

**New Business: None****Board Member Comments: None**

**Date of the Next Monthly Board Meeting:** October 4, 2022 at 3:00 p.m. at VSC offices.

**Adjournment:**

**Motion** to adjourn made by Dick Blair and seconded by Raymond Wolfel. Meeting adjourned by unanimous vote at 4:20 p.m.

Respectfully submitted By:

\_Signature on File\_  
Jackie Duval, Secretary

Approved by the membership as written above on: 10/4/2022