

Fairways HOA
DRAFT
Board of Directors Meeting
April 25, 2022

President David Brendsel **Called to order** the regular meeting of the Fairways Home Owners Association at 10:00 a.m.

The **Pledge of Allegiance** was given by all.

Roll call was taken by Secretary Denise Fell and all Board Members were present; David Brendsel, Tom Braunscheidel, Jim Ingersoll, Dave McDonald, Steve Spitzer, Ron Barrett (via phone). In addition, 7 homes were represented in person at the meeting.

The **Minutes** from the January 24, 2022 Annual, Board of Directors and Organizational meetings were approved as well as the Special Board meeting held on February 23, 2022

President Report

President David Brendsel wanted to report that new residents Mark & Emily Dorman joined the Fairways neighborhood at 20759. He was also saddened to announce the passing of Tim Brosnan (20822). Tim had helped many Residents in the Fairways addressing their electrical needs or checking on their homes when they were away. He will be sorely missed. Our thoughts and prayers are with the Family.

President Brendsel further stated that Director Denise Fell and himself had attended a class through the Community Association Institute to receive their HOA Board Member Certification. President Brendsel indicated that when you are a member of the Community Association Institute they will provide information, education and resources to homeowner volunteers that govern the communities.

Motion 2022-011 was made by President Brendsel to join the Community Association Institute allowing the FHOA Board to receive information and training that could assist when governing the Fairways community. The motion was tabled until further research was conducted.

Action Item: Director Fell will contact the Heron Glen's HOA group to see if they are already members of this group and if so, could they share membership with us.

President Brendsel concluded with the good news that our new Landscape contractors; TruGreen and Klopach have started servicing our yards and that we have received quite a few positive comments. Director Steve Spitzer will give a detailed overview during his Building & Grounds Committee update.

Treasurer Report

The Treasurer's Report was given by Director Tom Braunscheidel. We ended the second quarter better than plan by \$4,704. This was due to outstanding landscape invoices that will be paid this month and no services rendered by Pinnacle in March. The operating account is at \$18,207.76 and the capital account is at \$183,196.00 Our last CD matured in February 2022 however we are waiting for rates to increase before reinvesting. All resident accounts are current as of the March Financial Statements.

Director Braunscheidel advised the Board that due to inflation and costs associated with new landscape contracts and legal fees we are currently expected to run a shortfall in our operating account in the next few months. Grounds maintenance is the major factor impacting costs. A motion was raised and approved to move \$15,000 from the FHOA Capital Account to the FHOA Operating account to cover over budget costs in the 2021-22 fiscal year.

To cover increased vendor costs for landscape/grounds services and to ensure we maintain a healthy capital reserve the Finance Committee has proposed that our assessments will need to increase with the next budget. With a total 2022-2023 Budget increase needed of \$24,000, this will result in a \$320.00 annual increase per household or \$80 quarterly.

The Finance Committee did a remarkable job forecasting what will be needed to cover our current costs and what will be needed to maintain our neighborhood for years to come.

Motion 2022-09 was made by Director Braunscheidel/seconded by Director Dave McDonald to approve moving \$15,000 from our capital reserves to the Operating account. Return any unused portion back to capital reserves as directed by a future FHOA board meeting. After discussion, this motion was approved unanimously.

Motion 2022-10 was made by Director McDonald/seconded by Director Jim Ingersoll to approve the 2022-2-23 DRAFT Budget. This will result in a quarterly increase of \$80 per household. The DRAFT budget will receive final approval in August if no material changes are presented. After discussion, this motion was approved unanimously.

Action Item: President Brendsel to advise The HGRD Comptroller about the assessment change to allow homeowners to make any adjustments necessary for the increased quarterly assessment. Communication will be sent to all Fairways Homeowners via mail and email making them aware of the assessment increase.

Committee Reports

- **Finance**
Update combined within Treasurer Report above

- **Building & Grounds**

Director Spitzer stated that our roof cleaning contracted to be done by **Mold Manglers** is still scheduled to begin May 31, 2022 weather permitting. Currently 53 roofs are scheduled to be cleaned (newer roofs are excluded).

Action Items:

- Director McDonald to provide Mold Manglers with the final list of homes to be cleaned and coordinate the verification of cleanings every two weeks so Mold Manglers can be paid every two weeks as outlined in their contract.
- Director Fell to send communication to Fairways Homeowners mid-May, making them aware of the upcoming roof cleaning.
- Director Spitzer will have the Grounds Committee research and communicate back to the Board the recommended cleaning process/timing for metal/steel roofs.

New Landscape Contractors

Director Spitzer indicated that both Contractors started on schedule and that we have heard positive comments on their performance. Both Contractors provided an assessment of the current condition of our landscapes and what we will need to enhance our property to a level we can be proud of. Klopack Landscapes has been learning the nuances of our resident's landscapes to ensure we have happy homeowners. The ribbons have helped them understand where they need to tread lightly.

Motion (2022-07) was made by Director Dave McDonald/seconded by Director Tom Braunscheidel to approve the Klopack Landscapes contract effective 4-1-2022. This contract covers weed control in beds, trimming of trees & scrubs, blowing and cleanup. Yearly total is \$37,750. After some discussion, the motion was approved unanimously.

Motion (2022-08) was made by Director Denise Fell/seconded by Dave McDonald to approve the TruGreen contract effective March 1, 2022. This contract covers the fertilization, insect control & weed care of scrubs, trees and lawns. Yearly cost is estimated at \$22,035. After discussion, the motion was approved unanimously.

Mulching: Director Spitzer noted that while Klopack did indicate they could address our mulching needs it was decided that the Grounds Committee will rebid this service in the Fall with installation expected around November.

Action Item: Grounds Committee to rebid mulching service timely to ensure installation can be done in November.

ARC Reviews: Director Fell suggested that after our Board Members conduct the Fairways review of the ARC form to ensure it meets Fairways HOA guidelines, they should remind the Homeowners to include their Contractors; Lee County Business Tax license, General Liability and Workman's Comp when submitting their **ARC** form to the Heron's Glen Grounds Committee for final approval. The Herons Glen HOA communicated that they no longer maintain a list of approved contractors. This will eliminate the ARC Review form from being sent back for the missing items.

Landscape Inquiry Form: For landscape complaints or suggestions, the Grounds Committee is working on a **Landscape Inquiry form** that can be completed electronically or manually. This will allow us to track all submissions and respond in a timely manner. This should also allow us to identify common complaints, repeat issues and problem areas so that we can provide a detailed report for our Contractors and Home Owners.

Action Items:

- Director Spitzer to send out a communication to the Fairways residents as to who to contact with landscaping questions/concerns until his return in October.
- Ground Committee to create Landscape Inquiry form and process to be shared with Fairway Homeowners in the Fall.

New Business or Discussion

Community Discussion

Resident attendees voiced their comments and concerns during the Committee updates. All Resident comments were positive.

Next Meeting

October 17th, 2022 10:00 a.m. in the HOA Conference Room

Adjournment

Meeting was adjourned at 11:55 a.m. by President Brendsel/seconded Director Spitzer.