

**Fairways HOA**  
**DRAFT**  
**Board of Directors Meeting**  
April 24th, 2023

**Opening**

The Board of Directors meeting was called to order at 10:05 in the HOA Conference room on April 24, 2023, by Vice President Steve Spitzer. The Pledge of Allegiance was then said by all. Directors Tom Braunscheidel, Steve Spitzer, Denise Fell, Rosemary Donoghue (via Zoom) and Ron Barrett (via Zoom) were present. David Brendsel and Brendon Gallagher had excused absences. 10 Fairway homes were represented in person at the meeting.

Representatives from Orkin, our new landscape vendor who provides the lawn, shrubs and trees pest and fertilizer maintenance gave an overview of the services they provide, the status/timeline of those services and answered questions from our Residents in attendance.

The Minutes from the January 23, 2023, Board of Directors meeting were approved.

**President Report**

Vice President Steve Spitzer welcomed Fairway Homeowners (20790) Greg & Susan Pettigrew to the meeting. Vice President Steve Spitzer concluded that later in the meeting under New Business, we would be discussing our current landscape contractor and proposed changes.

**Treasurer Report**

The Treasurer's Report was given by Director Tom Braunscheidel. Operations were reported to be better than planned by \$4,910. (February financials).

- Mulch came in under budget: \$18,000 plan vs \$15,840.60 actual.
- Soffit Washing completed January 2023: \$6,375. There was no increase from two years ago.
- Interest Income reported of \$1,507(tax paid \$422) in 9/2022 with projected interest income in September 2023 of \$5380 (estimated taxes \$1,600).
- All resident accounts are current as of the February Financial Statements.

Director Braunscheidel advised the Board that due to inflation and costs associated with landscape contracts and to ensure we maintain a healthy capital reserve the Finance Committee has proposed that our assessments will need to increase with the 2023/2024

budget. The draft budget will be updated and submitted for FHOA board approval by July 31, 2023. The final approved budget will be submitted to the FHOA controller by early August 2023. It is currently estimated that we will see a \$40.00 annual increase per household or \$10.00 quarterly.

## **Committee Reports**

### **Finance**

- The following individuals are on the 2023 Finance Committee: Tom Braunscheidel, David Brendsel, Jim Ingersoll, Gary Swisher, and Jim Voyles.

### **Building**

- Director Barnett stated that Jim Voyles has joined Emily Dorman and Anne Billings on the Building Committee.
- Dave McDonald voiced concern with the fading some of our roofs are experiencing which is felt to be caused by the chemicals used by Mold Manglers in the roof cleaning process. It was suggested that the Building Committee look for an alternative Vendor for our next scheduled cleaning in 2028.

**Action Item:** Director Barrett to have the building Committee research roof cleaning vendors as we get closer to our next cleaning scheduled for 2028.

### **Grounds**

- The following individuals are on the 2023 Grounds Committee: Steve Spitzer, Emily Dorman, Dave McDonald, Tony McGarry, Bob Nudo and Nancy Piscioneri
- Motion (2023-04) Ratification was presented to the FHOA Board to approve by ratification the Orkin bids for lawn and shrub/palms, pest, and fertilizer maintenance. One bid was for 3/1/2023 – 9/30/2023 and a second for 10/1/2023 – 9/30/24. With the annual costs of \$25,002.00 billed in equal installments of \$4,146.00 monthly. Orkin agreed to maintain their pricing throughout the contracts. Six Board Members voted in favor and one voted no. Motion carried.
- Motion (2023-05) Ratification was presented to the FHOA Board to approve the Southeast Spreading Company bid in the amount of \$16,096.20 to install 3,000 3cu ft bags of Coco Brown mulch around the Fairways residences. This work begins the first week of November, weather permitting. The motion was approved unanimously.
- Motion (2023-06) Klopach Contract was presented to the FHOA Board of Directors to approve the Klopach Landscapes, Inc six-month contract and

addendum effective April 1, 2023. This contract covers weed control in beds, trimming of trees and shrubs, blowing, and cleaning up. The six-month cost is \$18,875.00. The Motion was approved by all Board Members present.

### **ARC/Grounds Violations**

- As of 4/1/2023 one resident has an open Grounds violation and three residents have pending ARC violations. One ARC violation is waiting on a claim from insurance and the others are due to broken tiles on their roofs.

### **Monitoring of Landscapers over Summer months**

- Emily Dorman and Director Brendsel have volunteered to monitor our landscape vendors (Orkin and Klopak) from June through October, ensuring services are performed prior to payment being made.

**Action Item:** Director Spitzer to schedule meeting with Emily and David to review vendor schedules and develop monitoring and communication plan.

### **Storm Drain Cleaning**

- Sewer Viewer has completed the storm drain cleaning on Kaidon Lane

### **Sprinkler Head Maintenance**

- We ask all Fairways Residents to periodically inspect their sprinkler heads to make sure they are free to operate without grass and/or dirt on them and ensure they are applying water in the right areas. We also suggest that at least annually, you complete the HGRD Resident Request Form which can be found online or outside the HGRD office, and once completed place in the file outside the HGRD Office to have the C.L.I.S. department come out to your property and check the sprinkler system.

### **Grounds/ARC Approvals**

- Doing exterior work without getting required approvals from the Architectural Review Committee or the Grounds Committee could result in fines. Please make sure not to start work until you have secured the required approvals from a member of the Fairways HOA and the Herons Glen HOA.

### **New Business or Discussion**

With our contract set to expire on March 30<sup>th</sup> with Klopak and not having received a new contract after numerous requests it was decided to reach out to other Landscape

Vendors with a Request for Proposal (RFP) to ensure the Fairways had continuous landscape services.

- The RFP was sent to various local landscape vendors. In-person meetings were also held with each vendor so they could understand Fairways' needs and allowed them to walk the premises. References were contacted and responses documented.
- Results from the RFP were reviewed by our Finance Committee to understand what impact the proposed costs could have on our budget.
- Motion (2023-07) to approve the New Look Landscaping Contract was presented to the FHOA Board of Directors. This contract covers palm cleaning (up to 30 ft), trimming, pruning, weed control in beds, clean up and the disposal of horticultural waste. The contract will run from October 1, 2023, to September 30<sup>th</sup>, 2024. There will be 10 service cycles at \$4,000 totaling \$40,000 for the contract year. The Motion was approved by those Board Members present.

### **Community Discussion**

Residents asked if we could get a C.L.I.S watering schedule for the homes on Kaidon Lane. Denise stated she would check with the HGRD if that could be provided.

Residents that back up to Magnolia voiced concerns with the condition of the wall that separates their homes from the Magnolia golf course. Previous discussions with Representatives from the CDD indicated the wall was going to be fixed/replaced but unfortunately nothing has been done. Denise stated she would contact her contact at the CDD to get a status on the situation.

### **Next Meeting**

October 30<sup>th</sup>, 2023, 10:00 a.m. in the HOA Conference Room

### **Adjournment**

Meeting was adjourned at 11:10 a.m. by Director Spitzer and seconded by Director Fell.