

Fairways HOA Special Meeting DRAFT

11/2/2022

Call the Meeting to Order

The Special Board Meeting was held in the HOA Boardroom at 1:00 p.m. for the purpose of 1) Discussing the Klopack and TruGreen contacts and 2) Review mulch bids for the Fairways residences and make recommendation. After the saying of the Pledge of Allegiance the Special Board Meeting was called to order at 1:02 pm by President David Brendsel.

Roll Call

David Brendsel, Tom Braunscheidel, Denise Fell, Dave McDonald, Steve Spitzer, Director Ron Barrett had another commitment at that same time.

1st Agenda Item

Directors Steve Spitzer provided an overview of the current work performance by Vendors.

Klopack Landscaping

- Homeowners have expressed dissatisfaction with the current services provided by Klopack. Concerns have been noted of their trimming and weeds in the beds.
- Directors Spitzer and Brendsel expressed concern with Klopack's reliability and lack of communication.
- Director Brendsel provided David Klopack with the monthly HOA violations report showing 28% of Homeowners with various challenges.
- Discussed that a Report Card should be put in place immediately validating date, time and services performed prior to monthly invoice being paid.
- Recommended that a full time Resident on the Building and Grounds Committee be assigned to assist Director Spitzer with monitoring.
- Suggested that a meeting be scheduled with Directors Brendzel and Spitzer and David Klopack to discuss service concerns.

TruGreen

- The Building and Grounds Committee is concerned that with TruGreens current level of service, Homeowner dissatisfaction will increase and in addition it could result in Homeowners getting letters from Heron Glen about the condition of their lawns.
- Recommended that Directors Brendsel and Spitzer have meeting scheduled with TruGreen Management to discuss service issues.
- Suggested that TruGreen management send monthly Report Card to Director Spitzer. This will allow him to track issues and effectiveness of lawn treatments.
- Suggested that extra Shrub & Plant application scheduled for February be eliminated to align costs back to budget.

Action Items

1. Directors Brendsel and Spitzer to schedule meetings with TruGreen and Klopack to discuss current contact, future provision of services and developing a notification program; notifying us what services and when services are completed.

2. Director Spitzer to hold Building and Grounds Committee meeting to bring the team up to date on all issues and upcoming responsibilities. Review team to see if additional members are needed.
3. The Building and Grounds Committee to research other Vendors available in the area and request bids. This will be in preparation should current vendors not meet our expectations of required improvements. Recommendations will be presented to the FHOA Board.

2nd Agenda Item

Director Denise Fell provided a review of the bids received for the purchase and installation of mulch for the Fairways residences.

Bids were received from;

- | | |
|--------------------------------|--------------------------|
| a) Klopac Landscapes | \$6.00 per bag installed |
| b) A Plus Spreading | \$6.00 per bag installed |
| c) Southeast Spreading Company | \$5.08 per bag installed |

Motion (2022-13) was made by Director Steve Spitzer and seconded by Director Dave McDonald to have the FHOA Board of Directors approve the Southeast Spreading Company bid in the amount of \$15,840.60 to install 3,000 3cu ft bags of Coco Brown mulch around the Fairways residences. This work to begin end of December weather permitting.

Action Items

1. Obtain required business licenses, certificate of liability insurance from Southeast Spreading Company.
2. Building and Grounds Committee to coordinate with Klopac the spraying of the bed weeds prior to mulch being installed.
3. Building and Grounds Committee to coordinate mulch installation with Southeast Spreading ensuring alignment with;
 - a. Approximately 40 bags per household.
 - b. Verification of completion of service and satisfaction prior to paying of invoice.
4. Communication will be sent to the Fairway Homeowners making them aware of the mulch installation.

Adjournment

Meeting was adjourned at 2:30 pm by Director Brendsel seconded by Dave McDonald.

Minutes submitted by Denise Fell