

## Fairway Estates Property Owners Association Board Meeting minutes from Jan 11th, 2021

Transcribed from audio file from 1-11-2021

Board Members Virtual meeting (Zoom)

- Board Members present for meeting
  - Brian Hayes (Treasurer)
  - Kevin Stockbridge (Secretary)
  - Jeanne Papenthien (Newsletter)
  - David Ramsay (President)
  - Chandler Souther (Vice President)
  - Billy Mihelich
  - Katie Quatrano

All board members present.

- General discussion about how to proceed with the 2021 Annual Meeting
  - Possible written letter mailed out to the entire membership
  - Sending out additionally, a postcard to return as a vote
    - Leaving additional room for questions, concerns, comments
  - To include an invitation in the newsletter, to be sent ahead of the mailed letter and postcard, so there can be a request for new member involvement, new candidate submissions, and time for neighborhood discussion from the (non-board) membership.
  - If/when nominations come from the membership, that a small bio “blurb” be allowed to be attached to any other official new board candidates.
- Discussion and official designation about terms ending and board members willing to continue, if needed for another term
  - **Brian Hayes** (Term expiring 2-22-**2021**)- Willing to renew, Willing to serve in another capacity (Not wanting to continue as Treasurer), Willing to step away if other “non-board” members want to serve.
  - **Kevin Stockbridge** (Term expiring 2-22-**2021**)- NOT willing to renew.
  - **Billy Mihelich** (Term expiring 2-22-**2021**)- Willing to renew for another term.
  - **Katie Quatrano** (Term expiring on 2-28-2022)- Willing to serve the final year of term unless other “non-board” members want to serve.
  - **Jeanne Papenthien** (Term expiring on 2-28-2022)-Continuing
  - **Chandler Souther** (Term expiring on 2-28-2022)- Willing to serve the final year of term unless other “non-board” members want to serve.
  - **David Ramsay** (Term expiring on 2-20-2023)-Continuing

- Discussion by the board about possible candidates not currently on the board
- Discussion about the bylaws and the requirement of board members being on the house deed
- Discussion of the wording of the newsletter including the fact of three board member terms expiring.
- Discussion about minimum positions on the board
- Discussion about the state requirements for posting to website or notebook
- Discussion and vote for the annual meeting format.
  - Kevin recommended a motion for; the paper mailing of the annual meeting (Chandler seconded)
  - Discussion around opposition
    - Clarification that a longer paper letter goes out, with updates for the year, budget, and a list of nominees of possible board members, and any other voting issues, (AND THEN) a 2<sup>nd</sup> mailing to follow that that would be a returnable voting card
    - Discussion about any additions to the letter
    - Discussion about only one mailing to simplify the process
    - Discussion about the newsletter being the opportunity for anyone in the membership to return information to the board before the official letter and voting card.
    - Possible write in votes on a blank spot on the returning postcard
    - Possibly checking “Constant Contact” to see opened newsletters
    - Discussion about additional virtual meeting supplement for participation and/or complaint. Possible later date for in-person grievances or discussions? Email discussion with members.
    - Discussion of timelines for voting and returns, due dates.
    - Discussion of verifying the votes
  - Audible/Visual **vote** to follow the recommended motion (and second) for a mailed annual meeting. (**unanimous, seven thumbs up, approved**)
- Open to board discussion for new business
  - Budget discussion about maintenance and capital improvement projects
    - Brian working with budget template
    - Estimates on tree maintenance (David, Jeanne)
    - Beach (Phase 2, stones? Rocks left over near area between ponds)
    - Signs (Design and content)
      - Pond rules
      - Leash laws
      - No feeding the wild animals?
      - Update and consolidate

- Fence
- Trail Maintenance, (gravel addition- Chandler)
- Split Rail Fence near lower pond, near Palmer, adjacent to the ditch and spillway. (Replacement estimate- Kevin)
- Birdhouses (Neighborhood community project build, small cost)
  - Possibly combining signs and birdhouses?
- Having estimated costs on 2021 projects in by the end of January
- Goal of the mailing deadline around the 1<sup>st</sup> of February
- Goal of the return feedback from the mailing (2 weeks?)
- Goal of completing the meeting and feedback by the end of February to support the by-laws.
- Return to discussion of the budget and amendments to be made from last year
  - Insurance cost changes
  - Cleanup day cost changes
  - Website cost changes
  - Landscaping and Open Space maintenance (Annual)
  - Capital projects changes
  - Format changes on the spreadsheet?
- Property Management company “inquiry only” to do accounting (~ \$200/mo.)
  - No possibility of A.C.C. involvement for that company
- Possible consideration about storage of FEPOA property, (I.E., tents, wreaths, paperwork in boxes, equipment)
  - Storage unit possible to rent per month
  - “Tuffshed” at Hogan Park- (Estimate from Billy)
  - Possibility to store at next nominee’s location
- Possible scanning of FEPOA documents
- Discussion about 3<sup>rd</sup> filing construction and A.C.C. approval (Brown)
- Discussion about ongoing construction projects in the entire neighborhood and regular updates from the A.C.C.’s to the Board (via email, after approval)
- Discussion of survey and bridal path follow up
  - Various sections of bridal path to be address for plan of action at future board meeting.
- Discussion of dispute among member households, awaiting summarized version from the homeowner
  - City possibly involved in mediation
  - Utility easement to be determined by the board between properties?
    - Survey expense to be uncured by homeowner? FEPOA?
    - Other options, requirement of involvement?

- Return to discussion of the budget
- New website is begin worked on by a new neighborhood member and volunteer.

**Meeting adjourned at 54 minutes recorded**