

Fawn Ridge Maintenance Association, Inc.
C/O Wise Property Management, Inc. 18550 N. Dale Mabry Hwy
Phone 813-968-5665 Fax 813-968-5335

Board of Directors Meeting Minutes

Date: March 8, 2023

Time: 7:00 PM

Place: Maureen B. Gauza Public Library – 11211 Countryway Blvd, Tampa, FL 33626

Minutes

- I. Call to order: 7:00 PM by Matthew Racine
- II. Roll Call of Elected Board Members Conducted – All Present
 - a. President – Matthew Racine
 - b. Vice President – Chris Renshaw
 - c. Treasurer – Denise Acevedo
 - d. Secretary – Ashley Coxwell
 - e. Director at Large – Greg Smith
- III. Quorum Present: Yes
- IV. Wise Property Manager Present – Camilo Clark
- V. General Discussion:
 - a. Open floor limited to 3 minutes per speaker
 - b. Answer may not be given tonight, but BOD will review and advise at next meeting.
 - c. Mike Castro:
 - i. Congrats to new board members
 - ii. 8935 Eastman – Report of stolen goods out of truck; checked security cameras and noticed it was a local resident’s minor child/teen that stole items from Mr. Castro’s truck. Mr. Castro identified that the minor lives on Hampden. Mr. Castro asks if shooting the offender is supported by the board due to previous statements made by VP Renshaw on Facebook Neighborhood Watch page.
 - iii. Mr. Castro references March 2nd BOD Renshaw Facebook comment “Only way this stops is if one of us shoots these criminals.”
 1. Additional FB comments made by VP Renshaw shared by Mr. Castro.
 2. Roving patrol suggested by Renshaw on FR Neighborhood Watch Group, as well.
 - iv. Mr. Castro suggests BOD take all actions to admonish and not support these actions. Not have BOD member commenting on FB page, representing the board.
 - d. Matthew’s response to Mr. Castro’s comments/call for action:

- i. No FB page is associated with the BOD and President Racine does not support the comments made by VP Renshaw on said page. He further suggests that homeowner (Mr. Castro, in this case) contact police for this and future matter as this is not an HOA matter.
 - ii. President Racine already addressed comments with VP Renshaw and aforementioned post was removed. President Racine now considers this matter resolved.
 - 1. Mr. Castro replies that 76 people/community members saw that post. Wants to know if all have been informed that the matter has been handled.
 - 2. President Racine states that this discussion will not go further due to time; Mr. Castro can continue to discuss with BOD after conclusion of meeting.
- e. Helena Martensen @ 8925 Breland
 - i. Ms. Martensen thanks the BOD for inviting commission Hagen; she provided Mr. Hagan with email correspondence between herself and the traffic department regarding Citrus Park Drive lane alignment and on-going safety concerns about proper lane usage/markings.
 - ii. Ms. Martensen reported that Mr. Hagan would handle it; assistant Rich Reedy was going to request that dash lines be added to help keep traffic in line and hopefully avoid any further accidents.
 - iii. 60-90 days for completion; Ms. Martensen to check back if lane markings are not completed in this timeframe.
 - iv. President Racine responds with thanks and promotes community involvement in this and future matters.
 - v. VP Renshaw has been in contact with Mr. Hagan regarding other measures/issues discussed at 2/15 meeting.
- f. Ann Westmoreland
 - i. Ms. Westmoreland brought up sidewalk repair. She filled out form and received contact back from a private company to quote the necessary repairs. Ms. Westmoreland asked the BOD if we'd entertain a quote from a private contractor or wait for the County to respond to current sidewalk repair requests.
 - ii. President Racine and VP Renshaw responded to Ms. Westmoreland and informed here that the BOD will continue with attempting a resolution through the County. Recommended that Ms. Westmoreland work with Ms. Martensen to see if she can assist since she got resolution on the lane markings.
 - iii. Mr. Clark mentioned that the county has \$42 million in repairs that need to be done.
- g. Jeanne Gorecki
 - i. Ms. Gorecki stated that the light for the pond on Exposition is still out of order.
 - ii. Mr. Martensen seconded that the light was out as of the evening on 3/7/23.

- iii. Mr. Clark's response: Vendor had to change out line running to light that was damaged by a fishing hook. Cam to follow up for resolution since light was still out evening 3/7/23.
 - h. Fred Martensen
 - i. Mr. Martensen commented that it was good to see everyone at the HOA expo and that he was recertified.
 - ii. Contracts for our vendors – Glazer recommended a website for the BOD to put contracts and financial information, officer reports, etc. for community to access.
 - iii. Mr. Martensen interested to see why insurance increased.
 - iv. President Racine's Response: Treasury report to be discussed later in the meeting.
 - i. Diane – Hampton Court
 - i. Expressed concern of damage to the chain link fence off Fawn Ridge.
 - ii. President Racine's Reply: Board to discuss and put on agenda for next board meeting.
- VI. Approval of Meeting Minutes:
- a. January 10th, 2023 Meeting Minutes
 - i. President Racine moves to approve January 10th, 2023 Meeting Minutes
 - ii. 2nd : VP Renshaw
 - iii. Ayes have it – No opposition, no abstention.
 - iv. January 10th, 2023 Meeting Minutes approved.
 - b. February 15th, 2023 Meeting Minutes
 - i. President Racine moves to approve February 15th, 2023 Meeting Minutes
 - ii. 2nd : VP Renshaw
 - iii. Ayes have it – No opposition, 1 abstention (Greg Smith).
 - iv. February 15th, 2023 Meeting Minutes approved.
 - c. March 3rd, 2023 Meeting Minutes
 - i. President Racine moves to approve March 3rd, 2023 Meeting Minutes
 - ii. 2nd : VP Renshaw
 - iii. Ayes have it – No opposition, 1 abstention (Greg Smith).
 - iv. March 3rd, 2023 Meeting Minutes approved.
- VII. Election of Association Officers
- a. Board Member Requirements and Legal Documents:
 - i. Board is progressing in HOA certification:
 - 1. VP Renshaw – Yes
 - 2. Treasurer Acevedo – Yes
 - 3. Secretary Coxwell – Not yet
 - 4. Director at Large Smith – Checking to ensure certification is still valid.
 - 5. President Racine – Certified
 - ii. Bylaws and CCR Docs
 - 1. President Racine – In Progress
 - 2. VP Renshaw - Yes
 - 3. Treasurer Acevedo – Yes

4. Secretary Coxwell– In progress
5. Director at Large Smith – Yes
- iii. Mr. Clark to bring forth dates for Greg and Ashley to be certified.

VIII. Unfinished Business

a. Front Sign Update

i. Variance Meeting Updates

1. County Commissioner Hagan’s office is involved, should be completed by 3/17. If not completed, call for appeal to County Board of Commissions.
2. Agreement with county to repay for sign until end of August due to variance delays – Mr. Clark has email backup that needs to be signed and notarized and returned to County Commissioners.

b. Community Boarder Wall Update

i. Wall Maintenance – Engineering Report and Quotes

1. Engineering report can be requested from Mr. Clark for walls/sections that need total repair.
2. Damage detailed; start working on a plan – 2 quotes received; one not complete. Table decision until next meeting.
 - a. One quote is for complete tear down and rebuild (per engineering report) and the other quote is for repair/paint.
 - b. President Racine will be reaching out to another vendor

ii. Discussion:

1. Director at Large Smith voiced concerns for 2 different quotes; walls that need total reconstruction vs. repair/paint/visual enhancements.
2. Greg wants to motion to approve the repair/paint quote, but we only have 1 quote. Matthew would like to wait for another quote to come before we vote.
3. Homeowners side of wall – HOA responsible
4. Visual enhancements, no reply to Mr. Clark

iii. Vote on Boarder Wall:

1. Director at Large Smith motions to tentatively approve quote for paint and repair both sides of wall with stipulation that if BOD receives at least one other quote that comes in higher in the next 30 days then we will go with the first quote.
2. 2nd: VP Renshaw
3. Ayes have it. No opposition, no abstentions.
4. Motion to proceed with repair/paint of both sides of boarder wall.

c. Governing Document Modifications

i. Rental Amendments for Villages F1/F2/H1/H2 – Update

1. Update: Need to get more people involved; getting more notaries and doing more weekends at the Fawn Ridge Park to get homeowners in these villages to sign paperwork and have it notarized to pass this initiative.

2. Concern from community regarding the amount of time it is taking to get these returned. Mr. Clark noted that the amendment does not expire.
 - a. If a house in these villages is sold and a signed/notarized amendment is already on file, a new amendment will have to be signed by the new homeowner. Mr. Clark to track any sales and who may need to resign.
3. Director at Large Smith asked for BOD/Mr. Clark to provide total houses in each village – so we know % of return. Right now, Mr. Clark/BOD is only tracking the number of votes counted.
4. Continued discussion after meeting: Promote events with notaries; Mr. Clark to provide an update on the amendment to see how many have signed/total number of homes in identified villages.

IX. New Business

a. Fining Committee

i. Update Policy and Procedures

1. Update to Policy and Procedures due to name change: Fawn Ridge HOA → Fawn Ridge Maintenance Association
2. President Racine moves to adopt policy with name change, sign, and date today.
3. 2nd: VP Renshaw
4. Vote: The ayes have it. No opposed, no abstentions.
5. Document to be signed after BOD meeting.

ii. Assign Chair

1. Rich Castleline volunteered to be Fining Committee Chair
2. Potential issue with Rich's email. President Racine to check if email is correct to ensure correspondence is going through to Rich.
3. Rich has previously headed the committee. President Racine to reach out to Rich to set date for first Fining Committee Meeting.
4. Fining Committee Members:
 - a. Rich, Evelyn, Jade, and Ann
 - b. Need 3 members of Fining Committee present for a Fining Committee Meeting to take place.
5. Vote to Appoint Members to Fining Committee:
 - a. President Racine moves to appoint the four aforementioned Fawn Ridge residents mentioned above to the Fining Committee
 - b. 2nd: Treasurer Acevedo
6. The ayes have it. 1 opposed (VP Renshaw). 0 abstentions.

b. Website and Cloud Storage

i. Review Proposal

1. Blue Host with 20GB only → Discussion on if that is adequate storage.
 - a. Can get 100 GB on sale at lower price
 - b. President Racine recommends the 100GB → \$270 for 3 years
 - c. Need to maintain email for 7 years

ii. Director at Large Smith asks who will maintain website → Importance to have Fawn Ridge presence

1. President Racine to setup and maintain website to help save money; asking for assistants to help as maintenance is time-consuming.
2. Discussion that if we create a website committee, we must set a policy → Policy can be completed in a couple of weeks.
 - a. Potential Positions for Website Committee:
 - i. Web Manager
 - ii. Other positions to support
3. Additional discussion from President Racine that it would be additional money for a 3rd party to run. The plan is to mirror the layout of a Fawn Ridge contemporary like Westchase.
 - a. President Racine explained website setup and connection with Wise for payments and documents → Nothing released to public without BOD review and approval
 - b. Site to contain features such as:
 - i. Message board
 - ii. Calendar
 - iii. Documents
4. Expected Start Up Cost \$466.26
 - a. BOD advises to round up to \$800 to cover any unexpected costs.
 - b. Details:
 - i. 100GB storage
 - ii. Unlimited email addresses
 - iii. After 3 years - \$24.95/month
 - iv. Pay extra for WordPress Theme
 - v. Most expensive part set up and maintenance → President Racine donating time to get site up and running.
 - vi. John Desmond volunteered to help.

iii. Vote on Proposal

1. VP Renshaw moves to vote on an expenditure not to exceed \$800 to get website up and running.
2. 2nd: President Racine
3. Ayes have it. No opposed. No abstentions.

- c. Social Committee – Easter Egg Hunt
 - i. Review/Board Response
 - 1. Decision to not host Easter Egg Hunt due to time to plan and reserve Fawn Ridge Park.
 - 2. Instead, Social Committee decided to host a Father’s Day/Welcome to Summer BBQ → Currently set for actual Father’s Day; move to Saturday, June 17th, 2023.
 - a. President Racine to reserve Fawn Ridge Park with county
 - 3. Articles of Incorporation Anniversary in August; cannot tie into Father’s Day but maybe a later event.
 - ii. Other ideas:
 - 1. Community Garage Sale – 1st week of May → **MOVING TO LAST WEEK OF APRIL – Saturday, April 29th** to avoid conflict with Westchase Community Garage Sale.
 - 2. Halloween Trunk or Treat
 - 3. Park Clean Up → Would help community relationship with county if we demonstrated interest in helping maintain park.
 - 4. Hockey party watch party → President Racine to check with county to see if they would allow us to host an event like this.
 - 5. Family Movie Night
 - iii. Contact President Racine if you’d like to take over as Social Chair; needs volunteers as well.
 - iv. President Racine thanks Jeannie for getting the watch meeting and block captains organized.
- X. Ongoing Business
 - a. Community Maintenance
 - i. County Commissioner Follow Up – Sidewalk Repairs, Road Resurfacing, Sign Variance, Intersection Sheldon and Citrus Park
 - ii. VP Renshaw’s follow up with County Commissioner Ken Hagen and assistant Rich Reedy.
 - 1. Mr. Hagan impressed with turnout for February board meeting/election.
 - 2. Traffic backups at intersection
 - a. County to provide “Do Not Block” signs
 - b. Alter timing for stoplights at Fawn Ridge/Citrus intersection
 - 3. Skip lines to help direct traffic safely/correctly – should see resolution in 60-90 days per Ms. Martensen.
 - 4. Variance for sign follow up; Mr. Hagan is ready to elevate if not completed by 3/17.
 - iii. Other Maintenance – Trees/Mulch on Beeler, Fountain on Exposition
 - 1. Tree on Breland has been replaced. Mr. Clark suggests following up with County. President Racine to walk area on Beeler in question and check status to ensure landscaping is complete and follow up with county, if needed.

2. Once the Fawn Ridge Community gets our sign reimbursed, submit request to get county to take over maintenance of that area along road since it is a community road and should be maintained as such.

b. Flock Surveillance

- i. Director at Large Smith brought up concerns with Hillsborough County officers (at least 20 different officers accessing system over 1000 times) accessing/having access to our Flock Surveillance system.
 1. Our policy is contrary to this practice. The Sheriff's office should only view for investigation of a crime.
 2. Sheriff should provide a case number for temporary access → We are not receiving the case numbers for them to access; County should provide this information and request access.
- ii. Mr. Clark advises that we need to follow policy. Reach out to Hillsborough County Sheriff's office to work on correct implementation. Follow current policy until we hear back from HCSO.
- iii. Secretary Coxwell asks if Hillsborough County Sheriff's department is aware of this stipulation.
- iv. Director at Large Smith to reach out to Sheriff's office via liaison officer to see if we can get the county officers to comply with Fawn Ridge policy to access our Flock data.
- v. BOD to table and review until response from Hillsborough County Sheriff's office is received. Will propose and update policy upon Director at Large Smith's response from HCSO.

c. Violations – New Violation Statistics and Escalations/Neighborhood Assessments/Recommendations for Escalation and Fining

- i. BOD needs to vote for fines to be approved and sent out to homeowners. Vote on those that need action (1st letter, 2nd letter, Action on resident). Need a spread sheet to track.
- ii. \$1000 dollars in fines at a residence can result in a lien on house.
- iii. Fining committee will meet once per month → Board will make decision and fine amount that will then be sent to Fining Committee.
 1. Residents coming before Finish Committee will receive an email 3 weeks prior to next meeting.
 2. Fining Committee will listen to resident as to why the violations is occurring in a neutral location where residents can plead cases.
 3. Fining Committee can take residents' response(s) into consideration and can approve or reject the BOD's fine recommendation(s).

d. Ongoing Decision Ratification

- i. Nothing to report.

XI. Reports: Limited to 4 minutes each.

a. Treasurer- Denise Acevedo

- i. No report from Treasurer Acevedo.

- ii. Mr. Clark to table for next meeting → Community members present requested some financial information reported at meeting.
 - iii. Mr. Clark's Report:
 - 1. AR - \$124,000 owed to the association; ½ owed due to one home under legal, the rest are non-payment of dues. Date was pushed to Feb 1st for dues, so we will be able to see non-compliance on dues now.
 - iv. Insurance: Increased due to increases across Florida state; increase by \$19,000. Added to water road and part of contract with agreement.
 - 1. Plan is to get with counsel and see if we can get this situated with county.
 - b. Architectural Committee – Jeanne Gorecki
 - i. Request to put blurb in next Fawn Ridger, “Any changes to the outside of your house, as seen from the street require review by the ARC Committee.”
 - ii. President Racine proposes to include ARC page on new website with consolidated information. Ability to redirect from social media pages when residents have inquiries to reliable source for that information.
 - 1. Looking into getting ARC forms translated into Spanish, hopefully assist with getting more compliance/information on proper procedures through ARC committee.
 - c. Neighborhood Watch Committee – Jeanne Gorecki
 - i. Met last week (Tuesday, 2/28/23) and followed up on subsequent weekend - 12 of 19 blocks now represented.
 - 1. Each block captain making a contact list of the residents on their respective blocks.
 - 2. Template for letter to neighbors to collect information.
 - ii. Ms. Gorecki requested that a full safety flyer be included in the Fawn Ridger
 - 1. Mr. Clark will email blast flyer to community and post on portal due to page limit for Fawn Ridger.
 - d. Fining Committee:
 - i. President Racine to get in contact with Rich to set first Fining Committee Meeting.
 - e. Social Committee – President Racine
 - i. Report given previously.
 - f. Property Manager – Mr. Clark
 - i. Will get follow up on Exposition fountain light repair.
- XII. Next Meeting:
- a. April 12, 2023
 - b. Time: 7PM
 - c. Location: Maureen B. Gauza Public Library
- XIII. Adjournment
- a. President Racine motions to adjourn meeting.
 - b. 2nd · VP Renshaw
 - c. Meeting called at 8:20PM