

Fawn Ridge Maintenance Association, Inc.
C/O Wise Property Management, Inc. 18550 N. Dale Mabry Hwy
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Board of Directors Meeting Minutes

Date: April 12, 2023

Time: 7:00 PM

Place: Zoom Meeting ID: 868 4032 4272 Passcode: 723258

1. Call to order: 7:04 PM EST by
President
Racine
2. 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
 - f. Quorum Present: Yes
 - g. Wise Property Manager Present – Camilo Clark
3. General Discussion:
 - a. Open floor limited to 3 minutes per speaker
 - b. Jeanne:
 - i. Requesting larger letters for the message board at the entrance of the neighborhood. Currently, messages are too small to read from the cars/road, need to enlarge so nobody is stopping in the road and creating a traffic hazard.
 - ii. VP Renshaw looked into purchasing letters, will follow up and complete purchase of letter size larger than 2". Jeanne happy to help.
 - iii. Matt - Fawnridge.org is up and running, so meeting and community information is on the site as well.
 - c. Ann Westmoreland:
 - i. Suggestion to use larger spacing so it is easier to read.
 - d. Donna Provencher
 - i. Governing documents Rental Amendments → Discussing getting responses on these amendments.
 - ii. Asking if we can resend to those who have not returned their forms yet.

- iii. Donna working with neighbors to get docs signed and notarized. Downturn in replies without BOD events with notaries.
- iv. Asking how to get more interest in this amendment to get the rental units from expanding in Fawn Ridge + other items.
- v. Recommendation to put a notice in the Fawn Ridger → List street names to help reduce confusion with Village numbers
- vi. President Racine's reply → Will address during meeting.

4. Approval of Meeting Minutes:

- a. March 8th, 2023 Meeting
 - i. Director at Large Smith moves to approve March 8th, 2023 Meeting Minutes
 - ii. 2nd : Secretary Coxwell
 - iii. Ayes have it – No opposition, no abstention.
 - iv. March 8th, 2023 Meeting Minutes approved.

5. Election of Association Officers

- a. Board Member Requirements; Legal Documents
 - i. Request to Director At Large Smith to confirm HOA certification is up to date → Director at Large Smith to verify date of last HOA certification and to send email that he read and abides by all bylaws.
- b. President Racine – 90% complete with bylaw review.

6. Unfinished Business

- a. Front Sign Update
 - i. Variance Updates → Treasurer Acevedo stated that the variance was approved a few weeks ago for a 9'x6' sign.
 - 1. President Racine is working with the sign company to make a few changes to the actual sign → Will allow residents to submit design ideas for consideration → Residents to reach out to Cam and/or President Racine with their suggestions.
 - a. Sign design can be modified, but must stay within current measurements on tech drawing → Base dimensions cannot be changed, but the design/elements can be changed.
 - b. Will open up suggestions for 1 month for community to give input.
 - c. Sign is backlight, has power.
 - d. CSD said it will take 2 weeks to build sign, permits weeks to months.
 - e. Approve sign at next board meeting (May).
 - f. Negotiating with homeowners on West side to place a sign there as well - need for an easement, homeowners are willing to participate but need to complete a survey, legal matters, etc. to make it official. oi

- i. Take a corner of their back yard to accommodate West side Entrance Sign
 - ii. Hoping to have a signed agreement with the homeowners by May meeting.
 - iii. Can make the West side sign much wider than East side.
 - ii. Director at Large Smith suggests that we implement clear guidelines to proceed with design changes → Formal channel for questions and design changes
 - a. President Racine to make renderings of the options, all suggestions to run through President Racine and/or Cam and will be presented on Website. Make decision by next meeting.
- b. Community Border Wall Update
 - i. Wall Maintenance – Quote Updates
 - 1. We received more quotes but too late for the meeting. BOD to review quotes.
 - 2. Goal is to get walls going quickly after decision.
- c. Governing Document Modifications
 - i. Rental Amendments for Villages F1/F2/H1/H2 – Update with %
 - 1. F1 27%
 - 2. F2 10%
 - 3. H1 16%
 - 4. H2 7.5%
 - 5. Slower process than expected.
 - 6. Conversation on % needed. We would need 90% to pass the amendments.
 - 7. We can work village by village to get 90% by village, no time expiration to deal with.
 - ii. Promotions/Plan
 - 1. President Racine motions to have amendment as part of signing documents at closing of new purchases.
 - a. VP Renshaw 2nd
 - b. Ayes have it – No opposition, no abstention.
 - c. Motion passes to include amendment as part of closing packets for Fawn Ridge properties by new homeowners.
 - iii. Discussion: Issue is that current villages probably have too many rental properties to get the 90%.
 - 1. President Racine to discuss with council.
 - a. Would like consolidate a list of questions prior.
 - 2. Put amendments on Fawn Ridge website for promotion/review.
- d. Flock Surveillance
 - i. Sheriff Report/Policy Change
 - 1. Director at Large Smith spoke with Officer Smith at HCSO to review our policy of providing a case # to access our videos – no confirmation back from HCSO that they will provide a case number to access our data.

2. Director at Large Smith requesting access to look at Flock logs; currently does not have access
 - a. ACTION ITEM → VP Renshaw Chris to look into granting this access.
 - ii. Discussion as to what access the officers should have, residents concerned about unregulated surveillance, wanted to use as deterrent not constant surveillance.
 1. Fawn Ridge funded camera and we have no access but county can access and we're supplementing their surveillance.
 2. Officers tagged to system, they're the ones running it but they're not going through the footage consistently.
 - iii. VP Renshaw motions to update our Flock policy to allow HCSO to access video/images without cause/Case #.
 1. Board in agreement with the exception of Member at Large Smith.
 2. President Racine would like to update policy but needs information from Sheriff's office as to what they're using our data for since it is a privately funded camera.
 3. Decision made to table any Flock Camera policy changes until we hear back from the HCSO.
- e. Website/Email/Cloud Storage
- i. Update on Progress
 1. Website is up <https://fawnridge.org>
 2. President Racine has received some feedback on incorrect data, so he's working on correcting those items.
 3. Emails are working and cloud storage function.
 4. BOD: Need to start using the Gmail accounts President Racine sent out.
 5. Official email system to store to cloud to retain records for 7 years; only webmaster can make modifications.
 6. President Racine has written a website policy → BOD will discuss website content management system.
 7. Email President Racine at president@fawnridge.com
 - a. ACTION ITEM → Asking for commitment from the board and give a date for these will implemented fulltime.
 - b. Start using Fawn Ridge emails by: May 1st
 - ii. Website usage → BOD will discuss any additions/changes the community would like to make to the site. Not all will be made, there will be a check/balance system in place for website requests.
- f. Social Committee's Events
- i. Community Garage Sale → April 29th
 1. President Racine will be sending out an ad in Tampa Bay News to promote the event
 2. Grace is coordinating the Salvation Army pickups → Go to website and contact Grace Hutchinson to coordinate a pickup.

- ii. Update on Father's Day BBQ → Saturday, June 17th (day before Father's Day)
 - 1. President Racine requested date from the county to use the park
 - 2. Need insurance for the event, Cam to coordinate.
 - a. ACTION ITEM → Cam requests event information and items that we need the insurance to cover.
 - 3. President Racine suggests a bbq competition amongst dads → Email President Racine if you thing that would be a good idea.
 - g. New Business
 - i. Web and Communication Committee(s) and Policies
 - 1. Spoke to this earlier.
 - 2. Policy has been written and submitted to BOD for review and approval.
 - 3. President Racine contacted 2 residents to work on the site as volunteers as part of web committee.
 - 4. President Racine starts the discussion of designating a webmaster in addition to the website committee → Works in the background, they would resolve any major issues.
 - a. We have a community member; would pay for 5 hours/month @ \$20/hour for a total of \$100/month as a retainer.
 - b. Will draft legal contract as to what the webmaster can and cannot access.
 - c. Brenden Martensen proposed webmaster
 - 5. BOD discussion regarding this as an expense that needs to be added to the annual budget.
 - 6. VP Renshaw motions to approve the webmaster expense.
 - 7. President Racine 2nd
 - a. Ayes have it – Treasurer Acevedo Nay, rescinds nay with yay. No abstentions.
 - b. Addition of Webmaster expense to the budget approved.
 - ii. Committee and Policy
 - 1. Policy written and BOD to review.
 - h. Entrance Sign(s) Redesign → Covered above
 - i. Timeline: Until November 15th, 2023 for county deadline
 - ii. Updates on Other Options
7. ARC Committee
 - a. Expanding approved color palette
 - b. Comment from Director at Large Smith - Any resident can submit any color to the board. Board has to approve this.
 - c. Discussion about a resident who wants to repaint entire house but they have a retired color scheme, Cam stated they could paint the repaired portion only with old color but entire house is a no because it is retired.
 - d. VP Rensahw motions to approve Sea Salt color to color pallet paired with approved white.
 - e. President Racine: 2nd
 - f. Ayes have it – No opposition, no abstention.

- g. Sea Salt approved to be added to color pallet with approved white.
- h. Hampden House → Discussion regarding a house on Hampden that mistakenly used Sea Salt as a trim color.
- i. President Racine motions to add Sea Salt as a trim color.
- j. VP Renshaw: 2nd
 - i. Denise Aye
 - ii. Greg Aye
 - iii. Ashley – Abstain
- k. Ayes have it – No opposition, one abstention.
- l. Sea Salt paint color is approved as a trim color.

8. Volunteers

- a. Adding HOA Certification Requirements
 - i. BOD discussion around making as a request/suggestion for committee heads/members to obtain an HOA certification like the BOD → Add to Volunteer page as a suggestion but cannot mandate a committee member become HOA certified.
- b. Requesting Volunteers for all Committees
 - i. President Racine is still looking for volunteers → Please reach out to him directly if you would like to volunteer for a committee.

9. Ongoing Business

- a. Community Maintenance
 - i. Chain Link Fence on Bayaud Dr. → Fence belongs to county
 - 1. ACTION ITEM → Denise to reach out to county to see who is responsible for repair of this fence. According to Cam/County appraiser site it belongs to County and they should be responsible for maintaining it.
 - ii. Other Maintenance – Mulch Plans
 - 1. Sprouts provided quote but mulch might interfere with wall maintenance/repair if laid prior to wall maintenance/repair.
 - 2. President Racine would like to see this as a social event → Social Committee to organize a beautification event for laying down mulch; wait until after walls are repaired and move by section as parts of the walls are repaired.
 - a. President Racine will have liability forms available.
 - 3. President Racine motions to create beautification event → Director at Large Smith asks to table vote until wall repairs are scheduled.

10. Violations

- a. Treasurer Acevedo is trying to speed violations needing an immediate response. Asking if we can send letters vs. Cam.
 - i. Cam advises against that and to follow the process.
 - ii. Treasurer Acevedo can review violations on portal and ask that they move forward, but needs to follow process for proper compliance.

- b. Director at Large Smith asking for the list of houses and the reasons they're going to the fining committee.
 - c. BOD discussion over minor vs. critical violations.
 - i. 2 identified trailers are considered a critical violation → Director at Large Smith requesting the 7 day rule to apply for these as they are critical violations.
11. Ongoing Decision Ratification
- a. Friscia & Ross's Invoice
 - i. BOD already voted.
 - ii. Motioned to pay being recorded here – Ayes have it. No opposition, no abstention.
12. Reports: Limited to (4) four minutes each.
- a. Treasurer – Denise Acevedo
 - i. Over budget on lawn maintenance due to mowing by service road being \$1100 extra charge above regular maintenance costs.
 - ii. Insurance is now \$613 over each month
 - 1. \$24,620 budgeted for 2023, last year insurance was \$15,450.
 - 2. Electric over budget slightly, due for a 9% increase in summer.
 - 3. Attorney's fees over budget to due to 2023 BOD elections.
 - b. Architectural Committee – Jeanne Gorecki
 - i. Could an ARC member see the violations report, so they could help follow up on them? They're not sure if they're being reported or not or on Cam's list or not. Also, not sure if they've been followed up on or not.
 - ii. Cam follows up on reported violations during his monthly inspections.
 - iii. President Racine supports the current policy with Cam evaluating violations and elevating/following up where appropriate.
 - c. Neighborhood Watch Committee – Jeanne Gorecki
 - i. 16 of 19 streets now with Block Captains
 - ii. Expressed concern with garage doors being left open.
 - 1. Asked for any suggestions to homeowners to keep garages closed when not in use? Especially, with unlocked interior doors to prevent against targeting for crimes.
 - iii. Director at Large Smith advises that Neighborhood Watch Committee has a budget and can print flyers, if desired.
 - 1. Board happy to support any safety measures
 - d. Fining Committee – Rich Castleline
 - i. President Racine is updating head of Fining Committee due to committee members expressing concerns over Rich being non-responsive.
 - ii. Preside Racine asking if we can appoint a new chair → Needs a new POC for this committee
 - iii. President Racine motions that Evelyn Knoll becomes interim lead for Fining Committee
 - 1. Director at Large Smith: 2nd
 - 2. Ayes have it. One opposed (VP Renshaw), no abstentions.

3. Motion to appoint Evelyn Knoll as interim head of Fining Committee approved.

e. Social Committee – Matthew Racine

f. Property Manager – Camilo Clark

13. Next Meeting

a. Date: May 10th @ Zoom

14. Adjournment

a. President Racine motions to adjourn

b. Director at Large Smith: 2nd

c. Ayes have it. No opposition. No abstention.

d. Meeting adjourned @ 9:38PM

