

# CRANE CREEK I HOMEOWNERS' ASSOCIATION

Fairway Management LLC

321-777-7575

## SPECIAL BOARD OF DIRECTORS' MEETING

Via Zoom please email [Alan@Fairwaymgmt.com](mailto:Alan@Fairwaymgmt.com) for login credentials

Melbourne, FL 32940

November 17, 2021

7:00 PM

## Organizational Meeting of the Board Redo/ CCIHOA Special Meeting Minutes

1. **ORGANIZATIONAL MEETING CALL TO ORDER – 7:01 PM** – President Bob Moore explained and apologized to the membership a mistake was made during the last Organizational Meeting and a redo of the meeting is a fair and equitable means for all who were removed from the original meeting.
2. **ESTABLISHED QUORUM –**
  - a. President Bob Moore – present
  - b. Vice President Bobby Hawkins – present
  - c. Secretary Liz Parker –not present
  - d. Treasurer Carrie Clayton – present
  - e. Director at Large Barbara Stage – present
3. **ELECTION OF OFFICERS –**
  - a. Bob Moore made a motion for all Board Officers to retain their originally appointed positions. Seconded by Bobby Hawkins, 4 members approve, 4 – 0.
  - b. Bob Moore made a motion for newly elected Board member Barbara Stage to assume the Director at Large Position. Seconded by Carrie Clayton, 4 members approve, 4 – 0.
  - c. Secretary Liz parker joined the meeting late
4. **NEW BUSINESS –**
  - a. Need a Special Meeting on 11/17 at 7 PM to approve pending ARC's and approve the violation list (Bob)
  - b. Board members to drive-thru community to verify the pending violation list for accuracy (Carrie / Bobby)
  - c. Holiday decorations to be put up 11/28 (Bob)
  - d. Reach out to John McCall to resume maintaining the entrances, will need to give Schurlkinight termination notice (Bob)
  - e. Revisit creating Crane Creek website w/association e-mail addresses for Board Members (Bob)
  - f. Some homeowners are reporting the Communication Board is difficult to read / see – will look into correcting (Liz)
  - g. Revisit the creation of the Crane Creek I HOA driveway standard (Bob)
5. **ADJOURNMENT – Bob made motion to adjourn at 7:09 PM seconded by Liz Parker, all members approved 5 - 0**
6. **SPECIAL MEETING CALL TO ORDER – 7:10 PM**
7. **ESTABLISHED QUORUM – all board member present**

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8. **PROOF OF NOTICE OF MEETING** – posted at entrance 11/14
9. ~~RECOGNITION OF VISITING HOMEOWNERS~~ – N/A for Special Meetings
10. **READING OF MINUTES AND APPROVAL OF PREVIOUS MEETING** - N/A
11. **REPORTS OF OFFICERS AND COMMITTEES**
  - a. **President** – Special Meeting to approve ARC's and violation list, will cover a few other items on agenda in advance of December BOD Meeting
  - b. **Vice President** – N/A
  - c. **Treasurer** – N/A
  - d. **Secretary** – N/A
  - e. **Finances** – N/A
  - f. **AR Report from Attorney** – N/A
  - g. **Committees** –
    - i. **ARC** –
      1. **1843 Crane Creek Blvd** – paver driveway, Bob Moore made a motion to approve the ARC, the motion was seconded by Bobby Hawkins, all Board members approved, 5 – 0.
      2. **2002 Blue Heron Dr** – fence – Bob Moore made a motion to approve the ARC, the motion was seconded by Bobby Hawkins, all Board members approved, 5 – 0.
      3. **1057 Egret Lake Way** – paint - Bob Moore made a motion to approve the ARC, the motion was seconded by Liz Parker, all Board members approved, 5 – 0.
      4. **1745 Old Glory Blvd.** – fence – Bob Moore made a motion to approve the ARC, the motion was seconded by Bobby Hawkins, all Board members approved, 5 – 0.
    - ii. **Community Entrance** – the island palm tree trimming is almost complete, the ixora hedges have been trimmed at both entrances in advance of holiday decorations being placed, the disturbed sand has been re-leveled, need to remove the oak tree at the north entrance before it damages the wall. **(Bob Moore made a motion to begin removing the Oak tree and notify to Board when complete for another vote to remove the stump, the motion was seconded by Carrie Clayton, all Board members approved, 5 – 0)** We need a broken sprinkler fixed at the north entrance also. The Board is looking for McCall's to resume maintenance of the entrances however, the prices have increased due to rising gas prices. **(Bob Moore made a motion to give notice to terminate the contract with Schurlknight, the motion was seconded by Bobby Hawkins, all Board members approved, 5 – 0.)**
    - iii. **Due Process** - in place but nothing to review yet
    - iv. **Lakes** - review the 11/2 ECOR report, a quote was received from Soroko Services for lake maintenance and is under review by the Board.
    - v. **Six Mile Creek** - no information has been received from SMC – to move sign. Carrie Clayton mentioned there was a broken piece of equipment on the playground, need e-mail notification to send to SMC BOD.

## 12. UNFINISHED BUSINESS-

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- a. **Community Inspection report review – Carrie Clayton made a motion to approve the Violation List conducted by the Board on 11/13&14/2021 and purge all violations not currently with the attorney, the motion was seconded by Bob Moore, all Board members approved, 5 – 0)**
- b. **Driveway CCR Update – discussions resuming with new Board**
- c. **Crane Creek website – restart website planning w/e-mail addresses for Board members**
- d. **E-mail address contact list**
- e. **Lake Property Spray list**

## 13. NEW BUSINESS-

- a. **Entrance maintenance – McCall's can resume services on 1/1/22 if approved, to be brought up in December BOD meeting.**
- b. **Online bill-pay for association fees – initiated with SunTrust, to be discussed in December BOD meeting.**
- c. **Holiday Decorations – entrances to be decorated on 11/28 at 1 PM, the Sunday after Thanksgiving an removed 1/2/22 ?? - (Bob Moore made a motion to post on Nextdoor and Facebook the request for volunteers to decorate the entrances, the motion was seconded by Carrie Clayton, all Board members approved, 5 – 0)**
- d. **Blue Heron Drive / Mallard Lake storm grates – need to reach out to Brevard County sewer about the plate attached to the storm drain grates**
- e. **Lint filters – a suggestion from a homeowner while canvassing for proxies, communicate to the membership to clean dryer lint filter to prevent a fire, vote to post on NextDoor and Facebook page (Bob Moore made a motion to approve the advisory posting on Nextdoor, the motion was seconded by Carrie Clayton, all Board members approved, 5 – 0), Carrie mentioned the need to revise the Crane Creek Newsletter to homeowners, and it should be delivered electronically to prevent cost of postage, need to reach out to former Board members for newsletter format.**
- f. **Roof mold - a suggestion while canvassing, mold spores on a roof can spread from one roof to another in close proximity, vote to post on NextDoor and Facebook page (Bob Moore made a motion to approve the advisory posting on Nextdoor, the motion was seconded by Bobby Hawkins, all Board members approved, 5 – 0)**
- g. **Fairway issues – another suggestion while canvassing, Fairway communication is lacking responses or responses were delayed excessively, new Board to investigate possible other management companies in 2022, discuss issue with Fairway**
- h. **Violation list - a suggestion while canvassing, violation notices should include a better description of the violation, example weeds in flower bed, which flower bed? There were several in yard.**

14. **NEXT MEETING DATE - December 8, 2021, December BOD Meeting**

15. **ADJOURNMENT. 7:51 PM motion by Bob Moore to adjourn, seconded by Barbara Stage, all Board members approved, 5 – 0.**

Use Zoom app, or, if no app, go to [www.zoom.us](http://www.zoom.us). Click "join a meeting." Follow prompts

**Meeting ID: 975 3680 4142 password: 868159**

**OR**

Dial in with audio only

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