



Bay Pines Homeowners Association (HOA)
Board of Directors
Administrative Resolution to Secure a
Post Office Box for Official Business

WHEREAS, Article VII (Powers and Duties of the Board of Directors Including Fiscal Matters), Section 1 (Powers)(e) of the Bylaws of Bay Pines of Santa Rosa County Homeowners Association, Inc. authorizes the Board of Directors to employ a manager, an independent contractor or such other employees as they deem necessary, and to prescribe their duties; and

WHEREAS, Article IV (Board of Directors), Section V (Action Taken Without a Meeting) of the Bylaws of Bay Pines of Santa Rosa County Homeowners Association, Inc. authorizes the Board of Directors to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all of the Directors as indicated by the response from each Director below;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors for the Bay Pines of Santa Rosa County Homeowners Association, Inc. shall rent on a continual basis, or until no longer needed, one (1) small post office box for a cost of \$90 (ninety dollars) per year at the United States Post Office located at 100 Northcliff Drive, Gulf Breeze, Florida 32561 which will include two keys to be kept and maintained by the Secretary and the Treasurer of the Association; as adopted by the Board on 16 March 2017.

Responses received via email from each Director of the Board:

Shane Lobzun, President	<input checked="" type="checkbox"/> Approved via attached email on <u>03/15/2017</u> .
Bill Sharon, Vice President	<input checked="" type="checkbox"/> Approved via attached email on <u>03/16/2017</u> .
Sam Jones, Director	<input checked="" type="checkbox"/> Approved via attached email on <u>03/15/2017</u> .
Nancy Wyse, Treasurer	<input checked="" type="checkbox"/> Approved via attached email on <u>03/15/2017</u> .
Ralph D. Linton, Secretary	<input checked="" type="checkbox"/> Approved via attached email on <u>03/15/2017</u> .

By: Ralph D. Linton
Ralph D. Linton, Secretary, Bay Pines HOA

Date: 16 March 2017

Attachments (5)

Linton, Danny

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Sent: Wednesday, March 15, 2017 2:52 PM
To: Linton, Danny
Subject: Fwd: Administrative Resolution - Post Office Box - Response/Vote via email requested

Sent from my iPad

Begin forwarded message:

From: Shane Lobzun <slobzun@gmail.com>
Date: March 15, 2017 at 2:51:35 PM CDT
To: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Subject: **Re: Administrative Resolution - Post Office Box - Response/Vote via email requested**

Approved- President, Bay Pines HOA

On Wed, Mar 15, 2017 at 2:46 PM, Secretary BayPinesHOA <secretary.baypineshoa@gmail.com> wrote:

Hello Board Members,

Please review the attached Administrative Resolution and then respond to this email with your approval or disapproval for us to secure a post office box for our HOA. This PO Box will be used for official HOA business only to include the receiving of annual dues, bank statements, member correspondence, estoppel requests, our official address on our annual report (as required) and for other related business needs.

IMPORTANT!

Because we are voting on this admin resolution via email, the vote must be unanimous OR the vote/discussion for this administrative resolution would need to wait for our next Board of Directors Meeting which is scheduled for Tuesday, April 18, 2017.

Please respond as soon as possible as Nancy and I plan to secure the PO Box this Friday, March 17th, if possible.

Thank you!

Kind Regards,
Danny Linton, Secretary
Bay Pines Homeowners Association

Linton, Danny

From: Linton, Danny
Sent: Thursday, March 16, 2017 10:28 AM
To: Linton, Danny
Subject: FW: Administrative Resolution - Post Office Box - Response/Vote via email requested

From: billyandjudy2@aol.com
Date: March 16, 2017 at 10:11:27 AM CDT
To: secretary.baypineshoa@gmail.com
Subject: Re: Administrative Resolution - Post Office Box - Response/Vote via email requested

Aproved

On Mar 15, 2017, at 2:46 PM, Secretary BayPinesHOA <secretary.baypineshoa@gmail.com> wrote:

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Please respond as soon as possible as Nancy and I plan to secure the PO Box this Friday, March 17th, if possible.

Thank you!

Kind Regards,
Danny Linton, Secretary
Bay Pines Homeowners Association

<Administrative Resolution-Post-Office Box Rental-Bay Pines HOA, Board of Directors, 15 March 2017.docx>

Linton, Danny

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Sent: Wednesday, March 15, 2017 2:59 PM
To: Linton, Danny
Subject: Fwd: Administrative Resolution - Post Office Box - Response/Vote via email requested

Sent from my iPad

Begin forwarded message:

From: James Jones <jimsjonesjr@yahoo.com>
Date: March 15, 2017 at 2:55:27 PM CDT
To: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>, "slobzun@gmail.com" <slobzun@gmail.com>, "billyandjudy2@aol.com" <billyandjudy2@aol.com>, "ngwyse@bellsouth.net" <ngwyse@bellsouth.net>
Subject: Re: Administrative Resolution - Post Office Box - Response/Vote via email requested
Reply-To: James Jones <jimsjonesjr@yahoo.com>

I, Sam Jones, Director, do vote in the affirmative.

J. Samuel Jones
Director, Bay Pines HOA
Cell: 563-343-8166
jimsjonesjr@yahoo.com

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
To: slobzun@gmail.com; billyandjudy2@aol.com; ngwyse@bellsouth.net; James Jones <jimsjonesjr@yahoo.com>; secretary.baypineshoa@gmail.com
Sent: Wednesday, March 15, 2017 2:46 PM
Subject: Administrative Resolution - Post Office Box - Response/Vote via email requested

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Please respond as soon as possible as Nancy and I plan to secure the PO Box this Friday, March 17th, if possible.

Thank you!

Linton, Danny

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Sent: Wednesday, March 15, 2017 3:19 PM
To: Linton, Danny
Subject: Fwd: Administrative Resolution - Post Office Box - Response/Vote via email requested

Sent from my iPad

Begin forwarded message:

From: ngwyse <ngwyse@bellsouth.net>
Date: March 15, 2017 at 3:14:27 PM CDT
To: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>, slobzun@gmail.com, billyandjudy2@aol.com, James Jones <jimsjonesjr@yahoo.com>
Subject: RE: Administrative Resolution - Post Office Box - Response/Vote via email requested

I Nancy Wyse, Treasurer of Bay Pine HOA
am in agreement

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Date: 03/15/2017 2:46 PM (GMT-06:00)
To: slobzun@gmail.com, billyandjudy2@aol.com, ngwyse@bellsouth.net, James Jones <jimsjonesjr@yahoo.com>, secretary.baypineshoa@gmail.com
Subject: Administrative Resolution - Post Office Box - Response/Vote via email requested

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Thank you!

Kind Regards,
Danny Linton, Secretary
Bay Pines Homeowners Association

Linton, Danny

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Sent: Wednesday, March 15, 2017 2:50 PM
To: Linton, Danny
Subject: Fwd: Administrative Resolution - Post Office Box - Response/Vote via email requested

Sent from my iPad

Begin forwarded message:

From: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>
Date: March 15, 2017 at 2:49:27 PM CDT
To: Secretary BayPinesHOA <secretary.baypineshoa@gmail.com>, slobzun@gmail.com, billyandjudy2@aol.com, James Jones <jimsjonesjr@yahoo.com>, ngwyse@bellsouth.net
Subject: Re: Administrative Resolution - Post Office Box - Response/Vote via email requested

Approved - Secretary, Bay Pines HOA. <- This is all that I am needing from each of you.

Kind Regards,
Danny Linton, Secretary
Bay Pines Homeowners Association

On Mar 15, 2017, at 2:46 PM, Secretary BayPinesHOA <secretary.baypineshoa@gmail.com> wrote:

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Danny Linton, Secretary
Bay Pines Homeowners Association

<Administrative Resolution-Post-Office Box Rental-Bay Pines HOA, Board of Directors, 15 March 2017.docx>



Customer Agreement for PO Box Service Enhancements

The Postal Service is offering the following new services for PO Box customers at this Post Office® location:

- Street Addressing
- Signature on File
- Real Mail Notification™ Service

A. Street Addressing Service for your PO Box

With this service, you will have the option of using the street address of this Post Office location for your mailing address in addition to your PO Box number. For example, if a Post Office is located on 500 Main Street and you have PO Box 59, your mail would be addressed 500 Main Street #59. You will also be able to use the street address to receive most packages and deliveries through private carriers, such as UPS and FedEx. Both Street Addressed mail and PO Box addressed mail can now be delivered to your PO Box.

1. When you sign up for this option, your new street address format will be:

<u>100 Northcliffe</u>	#	<u>1461</u>
Post Office Street Address		PO Box Number
<u>Gulf Breeze</u>	<u>FL</u>	<u>32562</u>
City	State	PO Box Zip Code

2. Please note that you are limited to this address format, including both the # sign and your PO Box number. For example, you may not use "Suite" or "Apt." Mail you receive at your PO Box without using the correct address format may be returned to sender.
3. You may not use the street address option as your physical residence or place of business in legal documents. Misuse of your street address in this manner may result in closing your PO Box and may be in violation of civil and criminal laws.
4. You may use this address only for items that can be delivered through the mail. For example, you may not use the street address to receive shipments of wine, other alcohol, items over 70 pounds or items prohibited by Postal Service policy (see Domestic Mail Manual (DMM) Section 601), even though private carriers can carry those items. Any such shipments will be refused or held for pickup by the private carrier. The DMM is available at <http://pe.usps.com/>.
5. If you close your PO Box, you must submit two Change of Address (COA) forms: one for the PO Box address and one for the street address. Both forms must be forwarded to the same delivery address. Mail for a PO Box with street addressing **cannot** be forwarded to two different addresses.
6. If you decide to discontinue street addressing, mail bearing the street address will be delivered to the PO Box without charge for an additional 90 days. The 90-day period is designed to give customers enough time to communicate their address change to their mailers. After the 90-day readjustment period, all mail addressed to the PO Box street-style address will be returned to sender as undeliverable as addressed.
7. Private carriers are not liable for loss or damage that occurs to Street Addressed packages after the item is accepted and not refused by the Postal Service. DMM regulations for uninsured packages will apply for all packages that are lost or damaged while in the possession of the Postal Service.

NOTE: Street Addressing is not available for Caller Service, Reserve Number, or Group E Box customers.

RH (Please initial.) I would like to participate in Street Addressing.

TERMS OF SERVICE
The terms of service are defined by postal regulations. You may not use PO Box service just to avoid paying charges or to avoid paying taxes. You are prohibited by law or Postal regulations from using PO Box service to receive any unlawful mail. PO Box service may be provided to minors (unless parents or guardians submit a written objection to the Postal Service).
03/16/2017 (800)275-8777 2:19 PM

Product Description	Sale Qty	Final Price
1-Yr Box (Box ZIP Code:32562) (Box Number:1461) (Box Size:Size 1 - 3 in x 5.5 in) (Rental Period:Annual) (Rental Start Date:03/16/2017) (Next Renewal Date:04/30/2018)		\$90.00
Key Fee (Keys Delivered:2)		\$0.00
Key Deposit (Key Count:2) (Key Number:83506)		\$0.00
Add Service (Svc:Real-Mail Notification)		\$0.00
Total		\$90.00
Credit Card Remitd (Card Name:AMEX) (Account #:XXXXXXXXXX1004) (Approval #:509130) (Transaction #:540)		\$90.00

regulations.
forwarding
Service
service if used
vided to minors
on to the
be current.
reet address,
sible for updating
ay result in
e Post Office
can make a
ot able to pick
to Hold Mail, or
e care of it. Hold
of your incoming
are using, we
ervice, change to
or one or more
d. You may also
ur mail shipped
all fee.

ase complete
available
te at
of address form,
may also mail the
ers as follows:

No-Fee PO Boxes: The PO Box customer or any other person listed on the PS Form 1093 may file an individual change of address order. Only the box customer may file a change of address order for an entire family.

All other PO Boxes: Only the box customer who signs the PS Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the box customer. *To Ship Packages ONLY to PO box:*

*100 Northcliff drive #1461
Gulf Breeze, FL
32562-1461*

PO BOX KEYS

Two keys are issued for key-type PO Boxes. An access code is provided for combination lock-type PO Boxes. At most locations, a refundable deposit is required for each key. If needed, you can obtain additional keys (and pay the applicable fee and deposit). Whenever your box service terminates, return all keys to the Postal Service for a refund of the deposit. Customers must not duplicate PO Box keys.

PO BOX REFUNDS

Once you have begun using your PO Box, you may request a refund at the Post Office where your box is located. Fees are refunded as follows:

3-Month Payments (automatic renewal required):

No refunds

6-Month Payments:

Within the first 3 months – ½ the fee paid

After 3 months – no refunds

12-Month Payments:

Within the first 3 months – ¾ the fee paid

Within the first 6 months – ½ the fee paid

Within the first 9 months – ¼ the fee paid

After 9 months – no refunds

BOX SERVICE ADDRESS

We deliver to your PO Box address as printed on your mail, so be sure to provide correct and current address information to your correspondents.

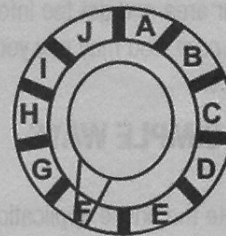
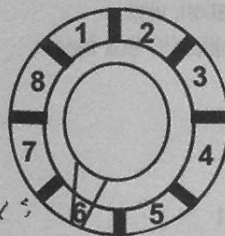
Your PO Box number should appear on a separate line, followed by the Post Office's city, state, and ZIP+4®. When we assign your box number, we will provide the corresponding ZIP+4 code.

For Official Use: Completed by the Postal Service

YOUR NEW BOX NUMBER IS *P.O. Box 1461*

CITY	<i>Gulf</i>	<i>Breeze</i>		
STATE	<i>FL</i>			

YOUR ZIP+4® IS *32562 - 1461*



HOW TO USE THE COMBINATION LOCK

1. Clear the dial by turning **RIGHT** three times and stop on _____
2. Turn **LEFT** and stop the second time around on _____
3. Turn **RIGHT** and stop on _____
4. Turn the latch key **LEFT** to open