

**Bay Pines Homeowners Association  
Annual Members Meeting  
March 26, 2009  
Minutes**

**Call to Order:** Sandi Pitkin of Etheridge Property Management called the meeting to order at 6:35 p.m. There were 8 lots represented in person and 44 proxies. A quorum was established.

**Introductions:** Those present introduced themselves.

**Discussion of Financials:** Sandi reviewed the finances for 2008. Total revenues for the year were \$ 5000.00 in assessments and \$3.77 interest for a total of \$5003.77. Expenses for the year were \$561.00 in management and accounting fees, \$166.13 postage/printing and \$35 general maintenance for a total of \$762.13. \$4241.64 was carried forward to the 2009 operating budget. The budget is based on the total 67 lots but dues are not collected nor management fees paid until the lot is sold and closed. An owner asked if the Developer maintained a surety bond. Sandi did not know and will check with Adams Homes.

**General Discussion:**

**Management Company:** Etheridge Property Management was hired by Adams Homes to provide management services to the Association, which is currently still under developer control. Control of the board will occur 3 months after 90% of the Lots have been conveyed to members. Developer's Class B memberships (which give the developer 3 votes for each lot they own) will convert to Class A memberships (1 vote per lot) on December 31, 2011. Once control of the Board is passed to the Membership, it will be the decision of the Board whether or not to continue using a management company. Sandi explained the management company functions which include maintaining financial records of the Association, including the billing and collection of Association fees, paying all expenses, performing visual inspection of property and enforcing the restrictive covenants and working with the Board of Directors in implementing Board policies. She identified the most common violations, which include trash can storage (cans must be stored out of sight), boat/trailer/jet ski parking (must be stored out of sight), street parking (street parking is prohibited – there was a discussion about residents receiving a letter when they had guests. Sandi explained that if it is obvious a home has guests, she would not send a letter, but has to make a decision based on what she sees at the time she comes through the property. Same thing regarding trash cans and boats, etc.- if it looks like an owner is currently using the garbage can or getting ready to take transport a boat, trailer, etc, she would not send a letter. But if the garbage can is left up next to the garage door, or on the side of the house, or if a boat trailer is disconnected from a vehicle and left in the driveway, yard, or street, the owner/resident would most likely be sent a reminder letter. She explained she tries to use her best and reasonable judgment.

**Entrance Sign:** Owners were told there would be a new entrance sign installed. Sandi is not aware of this, but will contact Adams Homes.

**Speeding** - Sandi was asked what could be done to deter speeders within the community. She explained the County guidelines for requesting speed bumps. If speeders can be identified, members can contact Sandi and she will send a letter to the offender asking them to refrain from

speeding in the neighborhood. She will send out a cover letter with the minutes appealing to residents to please slow down in the neighborhood and be cautious of children playing.

Landscaping – Owners asked what plans, if any, are there to landscape the front entrance, and how much the members can do. Sandi will check with Adams Homes. She explained that the man, who is currently maintaining the entrance for Adams Homes, has been instructed to send the bill to the Association for payment. She will contact him to ensure he provides proper service. There was a question raised that if owners were not satisfied with his work, could he be replaced. Sandi will find out the terms of his contract with Adams Homes. There was a request for a neighborhood bulletin board to be installed for the use of residents.

Construction – Several owners complained that the contractors building new homes are leaving debris on vacant lots, trespassing on private property, leaving nails in the road, and leaving construction sites looking junky. Sandi will contact Adams Homes.

School Bus Drop Off – There is a school bus dropping off children on the east side of Bay Pine Circle who then walk through the wooded lots over to Gusman Road. Sandi will contact the school district.

**Adjournment:** Sandi reminded owners they can contact her with questions or concerns and provided her business card with her contact information. There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Sandi Pitkin  
Association Manager