



Bay Pines Homeowner's Association (HOA)

Attention Property Owners!!

This notice contains information to Keep You Informed...

2016 Annual Assessment Due Date → February 1, 2016

1. During the December 3, 2015 Board of Directors Meeting, the Board approved an Administrative Resolution to change the due date of the 2016 Annual Assessment from the historical January 1st due date to **February 1st** in an effort to ease the burden for property owners, especially just after the holiday season.
2. Each property owner will continue to have 30-days in which to pay the annual assessment.
3. If payment is not received for the 2016 Annual Assessment by March 2, 2016, a late charge of 10% of the assessment amount (\$20), plus an additional 1.5% (interest) of the assessment amount (\$3 for each month that payment is not received) will be charged as outlined within our governing documents.

New Property Management Company for 2016:

1. The Board also approved an Administrative Resolution to employ **Realty Masters of Florida** as our new property management company for the Fiscal Year 2016 starting on January 1, 2016.
2. **Jay Schwartz**, Licensed CAM with Realty Masters of Florida, is our new Property Manager and he can be reached by email at **pcolarep@gmail.com** or by telephone at **(850) 473-3983**.
3. Realty Masters of Florida is located at **4400 Bayou Blvd, Suite 58B, Pensacola, FL 32503**.
4. Our reduced-rate management agreement does not include services related to our ARC Process nor our Rules Enforcement Process as our established committees will take-on more active roles in managing these activities.
5. Contact information for our new property management company and our new property manager was updated on our website.

Entryway Improvements Project – Progress Updates:

1. The Board also approved an Administrative Resolution to employ **SMK Pipe Contractors, Inc.** to perform boring-services at the entryway in preparation to install additional lighting and power outlets as well as a new electronically-controlled sprinkler system control module. Please refer to our website for specific details related to this project.
2. Work is scheduled to begin during either the 2nd or 3rd week of January 2016.
3. To minimize traffic congestion and for the safety of the workers, the Contractor was requested to perform the work outside of the normal bus and work departure/arrival schedules; however, please use caution near the entrance during this time of progress.

Architectural Review Committee – New ARC Chairman & Changes to the ARC Process:

1. The Board also approved an Administrative Resolution to designate **Donnie Novinc** as the Chairman of the ARC for the duration of the 2015-2016 Term.
2. Starting on January 1, 2016, changes to your property which requires prior ARC review and approval will need to be delivered to our ARC Chairman at **arcchair.baypineshoa@gmail.com**, who will be the central point of contact concerning your submitted requests.
3. The ARC Request for Improvements/Changes Forms (effective January 2016) and the changes in responsibilities for our ARC Chairman, to include contact information, were updated on our website.

2016 Meetings Schedule:

Meeting Type:	Date:	Time:	Location:
Board of Directors Meeting	January 14, 2016	6:00 p.m.	Community Life United Methodist Church 4115 Soundside Drive Gulf Breeze, FL 32563
Board of Directors Meeting	February 11, 2016		
2016 Annual Members Meeting	March 10, 2016		
Board of Directors Meeting (2 nd Qtr)	June 9, 2016		
Board of Directors Meeting (3 rd Qtr)	September 8, 2016		
Board of Directors Meeting (4 th Qtr)	December 8, 2016		
			Room: 2218

Rules Enforcement Committee – Updates & Changes to the REC Process:

1. Enforcement of the Covenants, Conditions, and Restrictions (CC&R's), as explained within the documents supplied to you when purchasing your property and further explained within the "Rules of the Neighborhood" document that was mailed to you on October 23, 2015, have become the total responsibility of the REC. With this increase in responsibility, more consistent reporting has occurred; courtesy notices have been delivered to homes experiencing rules violations; and, individual visits have occurred, when possible. **To date, this process has produced a substantial rate of compliance with the rules and an overall improvement in the appearance of the neighborhood.**
 2. Some things take more time than others, particularly the improvement of substandard yards. In those cases where there is a commitment by the owner to make such improvements, the Board has been willing to work with these individuals as they improve their property over time. However where courtesy notices, personal visits, and other friendly reminders have not worked, further action by the REC and the Board was clearly needed as permitted by our Covenants and the Florida law. Accordingly, the Board is in the process of developing procedures and policies for levying fines and/or taking legal action against the very few repeat or chronic offenders who are unwilling to follow the rules of the neighborhood. The Board is in the process of reviewing the appropriate actions with its independent advisor (Realty Masters) as well as with outside legal counsel. This topic is already on the agenda to be further discussed during our next Board of Directors Meeting.
 3. Instead of twice-per month, the REC will perform Rules Inspections once per month.
 4. Dates of these planned inspections are available on the Calendar of Events page of our website.
 5. Advanced notice of each inspection will continue via the posting of a sign in the entryway.
 6. If you need to report a rules violation, you can do so by accessing "Report a Violation" under the Homeowners Associations tab via the following link: www.pensacolarealtymasters.com.
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2016 Projected Annual Budget:

	2013 Actual	2014 Actual	2015 Projected¹	2016 Projected
Receipts				
Assessments	13,400	13,400	13,400	13,400
Recoveries and (Bad Debts)	(800)	(800)	(600)	(600)
Interest Income & Late fees	122	(1)	120	56
Recovery of Attorney Fees			146	400
Total Revenues	12,652	12,599	13,066	13,256
Expenditures				
Corporate Filing Fees	61	61	61	61
Postage & Printing	208	83	350	250
Management & Accounting	4,442	4,447	4,500	3,000
Utilities	86	295	350	400
Landscaping	10,900	2,681	3,000	10,000
General Maintenance	2,479	732	400	500
Insurance	1,112	1,106	1,100	1,100
Misc./Contingency Expenses	0	25	600	953
Legal Fees	0	0	500	800
Total Expenses	19,288	9,430	10,861	17,064
Net Receipts (Expenditures)	(6,636)	3,169	2,205	(3,808)
Beginning Cash Balance	<u>24,415</u>	<u>17,777</u>	<u>20,946</u>	<u>23,151</u>
Ending Cash Balance	<u>17,777</u>	<u>20,946</u>	<u>23,151</u>	<u>19,343</u>

¹ Totals for the "2015 Actual" will be available for review during our Annual Members Meeting in March 2016.

Questions:

Should you have questions concerning the information within this notice or anything related to your HOA, please send an email to baypineshoa@gmail.com.
