



## Bay Pines Homeowner's Association (HOA)

### Board of Directors Meeting Minutes

Tuesday, October 20, 2015 – 6:00 p.m.  
Midway Fire Dept, 1322 College Parkway, Gulf Breeze, FL 32563

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#### **Present:**

Danny Linton  
Bill Sharon  
Paul Zagortz  
Lacey Milligan  
Debra Salatin

Cheryl Kelley, EPM  
13 Owners Present

#### **Call to Order**

Danny called the meeting to order at 6:05 pm.

#### **Review and approval of the Agenda**

Danny made motion to accept the agenda with minor changes and Bill seconded the motion with all in favor.

Danny presented a Certificate of Appreciation to Paul Zagortz, Treasurer, Bay Pines HOA for his recent acts of kindness in assisting several residents in the subdivision.

#### **President's Report (Danny Linton):**

- a) **Monthly Board of Directors Meeting (Administrative Resolution):** Danny recommended an Administrative Resolution establishing a monthly meeting of the Board of Directors which would be held on the first Thursday of each month starting November 5, 2015, and continuing through April 7, 2016. Note: An agenda will be posted on the Calendar of Events page of the Bay Pines HOA website for members to review and signage will be placed at the entrance 48 hours prior to each meeting. All members will be invited to attend these meetings. Danny made a motion for the Board to approve the Administrative Resolution and Paul seconded the motion with all in favor.
- b) **Rules of the Neighborhood (Policy Proposal):** Danny recommended a Policy Proposal articulating the Rules of the Neighborhood for the Bay Pines of Santa Rosa County Homeowner's Association, Inc. This Policy Proposal would be mailed to each member for review and comment. Note: A Policy Resolution affirming the Rules of the Neighborhood will be voted on by the Board of Directors at the December 3, 2015 Meeting. Upon approval, a signed copy of the Policy Resolution will be uploaded to the Documents, Minutes & Forms page of the Bay Pines HOA website with an effective date of January 1, 2016. Danny made a motion to send the Policy Proposal to the members by Friday, October 23, 2015, to review and comment by November 30, 2015, and Bill seconded the motion with all in favor.
- c) **Rules Enforcement Committee (Administrative Resolution):** Danny recommended an Administrative Resolution establishing a Rules Enforcement Committee; designating the initial members of the committee and the initial term of service; defining the role of the committee in relation to the enforcement of the Florida Statutes, the Covenants, Conditions, and Restrictions, the Bylaws, and the Articles of Incorporation for the Bay Pines of Santa Rosa County Homeowners Association, Inc. Danny made a motion for the Board to approve the Administrative Resolution and Debra seconded the motion with all in favor.

- d) **Procedures for Rules Enforcement (Policy Proposal):** Danny recommended a Policy Proposal affirming the procedures for rules enforcement of the Florida Statutes; the Covenants, Conditions, and Restrictions; the Bylaws; and the Articles of Incorporation for the Bay Pines Homeowners Association of Santa Rosa County, Inc. Note: A Policy Resolution affirming the Procedures for Rules Enforcement will be voted on by the Board of Directors at the December 3, 2015 Meeting. Upon approval, a signed copy of the Policy Resolution will be uploaded to the Documents, Minutes & Forms page of the Bay Pines HOA website with an effective date of January 1, 2016. Danny made a motion to send the Policy Proposal to the members by Friday, October 23, 2015, to review and comment by November 30, 2015, and Bill seconded the motion with all in favor.
- e) **Fines Committee (Administrative Resolution):** Danny recommended an Administrative Resolution establishing a Fines Committee; designating the initial members of the committee and the initial term of service; defining the role of the committee in relation to the enforcement of the Florida Statutes, the Covenants, Conditions, and Restrictions, the Bylaws, and the Articles of Incorporation for the Bay Pines of Santa Rosa County Homeowners Association, Inc. Note: A Policy Proposal defining the Fines Schedule will be presented at the Board of Directors Meeting on December 3, 2015. Upon approval from the Board, the Policy Proposal will be mailed to each member for review and comment following the meeting. Danny made a motion for the Board to approve the Administrative Resolution and Bill seconded the motion with all in favor.
- f) **Changes in Membership for the Architectural Review Committee (Administrative Resolution):** Danny recommended an Administrative Resolution removing the Board of Directors from the Architectural Review Committee (ARC) as of October 20, 2015, and adding a new volunteer/member, Sam Jones (1745), to serve on the ARC until April 14, 2016, or until vacated or replaced by the Board of Directors, along with the two existing committee members, Donnie Novinc and Judy Abel. Danny made a motion for the Board to approve the Administrative Resolution and Paul seconded the motion with all in favor.
- g) **Procedures for the Architectural Review Committee (Policy Proposal):** Danny recommended a Policy Proposal affirming the process for the Architectural Review Committee (ARC) to include submission of the ARC Improvements/Changes Request Form; the ARC review/decision; and, the appropriate timeframe and means to notify the member or resident of the ARC decision. Note: A Policy Resolution affirming the process for the Architectural Review Committee (ARC) will be voted on by the Board of Directors at the December 3, 2015 Meeting. Upon approval, a signed copy of the Policy Resolution will be uploaded to the Documents, Minutes & Forms page of the Bay Pines HOA website with an effective date of January 1, 2016. Danny made a motion to send the Policy Proposal to the members by Friday, October 23, 2015, to review and comment by November 30, 2015, and Bill seconded the motion with all in favor.

**Vice President's Report (Bill Sharon):**

- a) **Entryway Improvements Project:** Bill reported on the status of Phase II of the Entryway Improvements Project in that contractors will be arriving in the next few weeks to secure estimates.
- b) **Street Light Repairs:** Bill reported on the status of maintenance and repairs related to several street lights within the subdivision. In each instance, Gulf Power was notified of several blown lights and a broken light fixture and responded within a nominal amount of time to make the requested repairs.

- c) **Speeding Bus:** Bill reported on the actions taken to minimize the incidents of speeding buses within the subdivision. As witnessed by a member at approximately 8:45 AM on October 6, 2015, Bus #271 from the Santa Rosa County School System was speeding in the neighborhood. This incident was immediately reported to John Willoughby, South Santa Rosa County Site Supervisor, via the link on the Bay Pines HOA website. Within two (2) hours, Mr. Willoughby responded via email that he appreciated the email and would speak to all of the bus drivers who service the neighborhood and remind them to be more aware of the 15 MPH speed limit.
- d) **Fall 2015 Neighborhood-wide Yard/Garage Sale:** Bill provided an update on the event that is scheduled for Saturday, October 24, 2015 from 8:00 a.m. – 2:00 p.m. Bill reported that on Friday, October 23, 2015, signs will be placed at the intersection of Highway 98 and East Bay Blvd as well as at the entrance to the subdivision. Advertisements will be uploaded to the various social media sites on Thursday and Friday as well. Also, participating members and residents will need to monitor where patrons park their vehicles to minimize traffic congestion and to prevent the blocking of driveways. Bill also provided an urgent security alert for members and residents who will not participating where they were encouraged to keep their garage doors and gates closed and to lock their vehicles for security purposes.

**Treasurer's Report (Paul Zagortz and Cheryl Kelley, EPM):**

- a) **Financial Status:** Cheryl and Paul reported on 2015 finances to date; status of filed and pending liens and foreclosures; and, status of members with outstanding balances. Cheryl recommended to the Board to move forward with placing liens for past due accounts. Danny made a motion to move forward with placing liens and Bill seconded the motion with all in favor.
- b) **Demand Letters:** Cheryl recommended to the Board of Directors to have the attorney to send demand letters to three (3) members as related to past due balances for annual assessments which also includes late fees. Danny made a motion to move forward with sending demand letters and Bill seconded the motion with all in favor.

**Director's Report (Debra Salatin):**

- a) There was nothing to report during the meeting.

**Secretary's Report (Lacey Milligan):**

- a) **Bay Pines Contacts List (Administrative Proposal):** Lacey recommended an Administrative Proposal to solicit, compile, and store contact information from members and residents via the Contact Us page of the Bay Pines HOA website. For security and privacy purposes, this information would only be available to the Board of Directors and would be used exclusively to communicate with the member and/or resident concerning official HOA business or in the event of an emergency. A member or resident can request to be removed from the Bay Pines Contacts List at any time. Note: An Administrative Resolution affirming this process will be voted on by the Board of Directors at the December 3, 2015 Meeting. Upon approval, a signed copy of the Administrative Resolution will be uploaded to the Documents, Minutes & Forms page of the Bay Pines HOA website with an effective date of January 1, 2016. Lacey made a motion to send the Administrative Proposal to the members by Friday, October 23, 2015, to review and comment by November 30, 2015, and Bill seconded the motion with all in favor.

**Architectural Review Committee (D. Novinc, J. Abel, and S. Jones):**

- a) The Board welcomed the new committee member, Sam Jones (1745), for the 2015-2016 Bay Pines HOA ARC.
- b) Danny reported that there were four (4) ARC requests for improvements/changes submitted by three (3) members in September 2015. Only two (2) responses for one (1) member was received from the ARC process. Danny reported that efforts were in progress to address and to correct some aspects of the ARC process which are outlined within the Policy Proposal for the Procedures for the Architectural Review Committee.
- c) Danny reported that there were no pending ARC requests for improvements or changes for September 2015.

**Rules Enforcement Committee (B. Sharon, D. Linton):**

- a) Bill reported that there were six (6) rules violations reported by the Etheridge Property Manager on September 9, 2015 where two (2) violations were resolved via research and/or explanation which resulted in four (4) rules violations requiring additional action. On October 2, 2015, the REC generated three (3) Courtesy Notices and hand-delivered them to the recipients on October 3, 2015 with a response deadline from the recipients by October 7, 2015. Two (2) of three (3) responses were received from the recipients by the deadline. Additional follow-up by the REC with the recipient for the one (1) remaining notice was scheduled to be resolved by the member by October 21, 2015. Aside from confirming compliance for the one recipient by the self-imposed October 21, 2015 deadline, Bill reported that there was no further action required from the REC or from the Board of Directors.
- b) Bill reported that there were twelve (12) rules violations reported by the Etheridge Property Manager on September 23, 2015 where four (3) violations were resolved via research and/or explanation which resulted in eight (8) rules violations requiring additional action. On October 2, 2015, the REC generated seven (7) Courtesy Notices and hand-delivered them to the recipients on October 3, 2015 (6) and October 8, 2015 (1) with a response deadline from the recipients by October 7, 2015 (6) and October 12, 2015 (1). Two (2) of seven (7) responses were received from the recipients by the deadline. Additional follow-up by the REC with the recipients for the five (5) remaining notices resulted in two (2) resolutions, two (2) violations needing additional follow-up and one (1) violation scheduled to be resolved by the recipient by October 21, 2015. Aside from confirming compliance for the one recipient by the self-imposed October 21, 2015 deadline, Bill reported that there was no further action required from the REC or from the Board of Directors.

**Fines Committee (C. Venable, K. Nin, and L. Brown):**

- a) The Board welcomed the new committee members, Chrissy Venable (1705), Kathy Nin (1713), and Lia Brown (1784), for the 2015-2016 Bay Pines HOA Fines Committee. Cheryl was provided with the email addresses of the new committee members.
- b) There were no fines to report during the meeting.

### **Open Forum:**

- a) A member requested that the meeting minutes, which contain his/her name, from earlier years which are now stored on the publicly accessible Bay Pines HOA website to be removed for security reasons. A suggestion from the floor was to have his/her name either redacted or to have the documents modified to remove his/her name. Danny agreed to review the documents to determine what would be the appropriate action and to notify the member once this was completed.
- b) A member did not receive notification of the 2015 Annual Members meeting and wanted to insure that he/she would receive a notice for the next meeting. Cheryl requested that he/she confirm his/her mailing address. Cheryl will confirm that she has the correct information on file.
- c) Sam Jones requested that comments from the Administrative and Policy Proposals be listed on the website for members to review. The Board agreed to have the comments posted on the website on or just after November 30, 2015. Danny made a motion to load the comments as requested and Bill seconded the motion with all in favor.
- d) Sam Jones requested additional follow-up concerning safety when using the pedestrian cross-walk. Danny and Bill agreed to reach-out to the SRC Commissioner, Lane Lynchard, and/or the SRC Public Works Dept., Glenn Bailey, Asst. Director, for assistance and to provide an update at the next meeting.
- e) Sam Jones recommended stenciling the 15 MPH speed limit on the streets. Danny and Bill agreed to solicit input/feedback from the SRC Public Works Dept. and to provide an update during the next meeting.
- f) Amy Bullard recommended that the HOA hire an off-duty patrol officer to monitor traffic within the neighborhood on a trial basis to determine if this action makes a difference. Potential costs were mentioned and the possibility of sharing these costs with the Melissa Oaks HOA. Danny agreed to follow-up with the Santa Rosa County Sheriff's Office (SRCSO), the Board of Directors for Melissa Oaks HOA, and to provide an update during the next meeting.

### **Next Meeting:**

The next Board of Directors Meeting will be held on Thursday, November 5, 2015, at 6:00 pm at the Gulf Breeze United Methodist Community Life Center, 4115 Soundside Drive, Gulf Breeze, Florida 32563.

### **Adjourned:**

No new business was discussed. Danny adjourned the meeting at 7:43 pm.