



Bay Pines Homeowner's Association (HOA) Board of Directors Meeting

Thursday, December 3, 2015 – 6:00 p.m.
Methodist Community Life Center Gulf Breeze
4115 Soundside Drive, Gulf Breeze, Florida 32563

Present:

Danny Linton
Paul Zagortz
Bill Sharon
Debra Salatin

2 Owners Present

Call to Order – President Danny Linton

Danny called the meeting to order at 6:04 p.m.

Review and approval of the Agenda & Minutes

Danny noted the due to busy schedules, the November minutes had not yet been completed but would be prepared shortly and would be voted on by email. Danny asked the Board members if they had any changes to the agenda and all said no. Danny indicated he had changes relative to the ARC and contacts list (described later) and made a resolution to change the agenda. Bill seconded with all in favor.

President's Report (Danny Linton):

New Property Manager as of January 1, 2016: Danny stated that after serious consideration of various alternatives (including total or partial self-management), several Directors performed a thorough investigation to determine which of the local property management companies could best meet our needs at a reasonable price. We concluded that Realty Masters of Florida best fits our needs.

Danny made a motion for to the Board for to sign a contract with Realty Masters of Florida to perform the property management tasks and duties as outlined within the management agreement beginning on January 1, 2016. Bill seconded with all in favor. Danny then made a motion releasing Etheridge Property Management as the Property Manager effective December 31, 2015. Bill seconded with all in favor. After a discussion of Etheridge having control over our Bank accounts, Danny also indicated that he would require invoices to be approved by him before they are paid by Etheridge.

Rules of the Neighborhood: Copies of the rules of the neighborhood were mailed to each member for review and comment on October 23, 2015. We requested comments by November 30, 2015. No comments were received from members as November 30, 2015. Danny made a motion to the Board to approve the Rules of the Neighborhood as proposed and that notification of the adoption be sent together with dues assessments during the week of January 4, 2016. Bill seconded with all in favor.

Procedures for Rules Enforcement: A Policy Proposal was mailed to each member for review and comment by October 23, 2015. We requested comments by November 30, 2015. No comments were received from members as of November 30, 2015. Danny indicated that that the REC would perform inspections and notifications on a monthly basis and the board discussed various issues regarding reporting and fines which would be clarified at future meetings. Danny made a motion to the Board approve the Rules of Enforcement as described and that notification would be sent together with dues assessments during the week of January 4, 2016. Bill seconded with all in favor.

Procedures for the Architectural Review Committee (ARC): A Policy Proposal was mailed to each member for review and comment by October 23, 2015. We requested comments by November 30, 2015. No comments were received from members as of November 30, 2015. Danny noted that our new property manager will no longer be the contact person for ARC changes, our procedures will be changed accordingly and Members would be notified of the change with their 2016 dues assessment letters as well. Danny made a motion to the Board to approve the ARC procedures as discussed. Bill seconded with all in favor.

Donnie Novinc to serve as Chairman of the ARC: Danny made a motion to the Board that Donnie will serve as Chairman of the ARC. Bill seconded with all in favor.

Vice President's Report (Bill Sharon)

Entryway Improvements Project: Bill explained in detail what needed to be done relative to sprinklers, lighting and electrical the work at our entrance. He reported that Jim Kimbro from SMK Pipe Contractors Inc., gave us the best bid (estimate) of \$8,490.44 for all boring, trenching and electrical work. This being the lowest bid, Bill made a motion that the Board enter into a contract with Jim to perform the work starting in early Jan. 2016. Danny seconded with all in favor.

Treasurer's Report (Paul Zagortz)

Financial Condition for 2015 and 2016 budget: Paul noted that we continue to be financially strong with a projected year end cash balance of about \$23,000. For 2016, Paul proposed a budget with revenues of about \$13,000 and expenditures of \$17,000 of which \$10,000 will be for entryway improvements and landscaping including the project discussed by Bill. This would leave a projected 2016 year end cash balance of about \$19,000. Paul noted that even if we spend a few thousand dollars more to complete the final phase of the entryway project, we will remain financially sound.

Delinquent Accounts: There are four delinquent accounts totaling around \$4,200 and all have had "demand letters" sent to them from our attorney. Liens may be placed on their properties later in December for those that make no payment arrangements.

Billing and collection practices: We mentioned at the November meeting that we were investigating changes to our billing practices so as avoid the inconvenient "Holiday Season" invoices that were easy to get "lost and forgotten" amidst the "clutter." As a courtesy to our Members, dues invoices will be mailed during the first week of January with a due date of February 1. Accounts not paid by March 1 will be considered delinquent and a 10% (\$20) late fee (plus interest) will apply.

Accordingly, Paul made a motion to the Board to accept the proposed 2016 budget and accept the new billing practices. Danny seconded with all in favor.

Director's Report (Debra Salatin)

Nothing to report at this time.

Secretary's Report (Danny speaking for Lacey)

2015 Annual Christmas Decorating Contest: The Board is encouraged to talk with their neighbors and refer to the Bay Pines HOA website to submit a participating entry form.

Bay Pines Contact list: Danny made a motion for the Board to continue to encourage residents to sign the contact list. Bill seconded with all in favor.

Committee Reports:

Architectural Review Committee (D. Novinc, J. Abel, and S. Jones): Danny stated that periodic reports will be coming from Donnie.

Rules Enforcement Committee (B. Sharon, D. Linton): We have experienced an overall decline in violations due to prior courtesy notices and REC visits. Courtesy notices were delayed during the month of November but will be continued going forward.

Fines Committee (C. Venable, K. Nin, and L. Brown): No fines to report at this time.

Open Forum: General discussion included yard maintenance, home values, the operation of the fines committee, and Facebook.

Next Meeting

The next Board of Directors Meeting will be held on Thursday, January 7, 2016, at 6:00 pm at the Gulf Breeze United Methodist Community Life Center, 4115 Soundside Drive, Gulf Breeze, Florida 32563. Topics are expected to include funding for retention pond maintenance, confirmation of landscaping contracts, and possible beautification proposals.

Adjourned: 7:35 pm