



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

Thursday, November 5, 2015 – 6:00 p.m.  
Gulf Breeze United Methodist Community Life Center  
4115 Soundside Drive, Gulf Breeze, Florida 32563

---

## **Present:**

Danny Linton  
Bill Sharon  
Paul Zagortz  
Lacey Milligan  
Debra Salatin

Cheryl Kelley, EPM  
7 Members Present

## **Call to Order**

Danny called the meeting to order at **6:02 PM**.

## **Prayer**

Led by Lacey Milligan

## **Pledge of Allegiance**

Led by Bill Sharon

## **Notice of the Meeting and Agenda**

Danny placed the sign at the entrance on Monday, November 2, 2015 (2:45 pm). Danny posted a notice on the Bay Pines Neighborhood Facebook page on Monday, November 2, 2015.

Danny uploaded the agenda to the Home and Calendar of Events pages of the Bay Pines HOA website by 6:00 pm on Tuesday, November 3, 2015.

## **Review and approval of Unapproved Minutes for the following meeting**

Board of Directors Meeting Minutes, October 20, 2015, Debbie made a motion and Bill seconded the motion with all in favor.

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

Danny made a motion to approve the agenda with minor changes. Bill seconded the motion with all in favor.

## **Honor our Veterans Day Proclamation**

Danny read the proclamation which designated Wednesday, November 11, 2015 as Honor our Veterans Day in the celebration of service members and their families.

## **President's Report**

- a) **Status of Redacted Meeting Minutes from previous years:** Danny reported on the status of the meeting minutes which have been modified at the request of a member. Danny found 3 sets of meeting minutes in need of modification. Danny reported that redacting did not work but editing the PDF to delete the name did. He then provided the member with the changed documents for review/to confirm. Danny received feedback from the member that he/she was satisfied with the changes. Danny made a motion to the Board to approve uploading the edited documents to the website. Bill seconded the motion with all in favor. Danny will upload the edited version of the minutes to the website before the December 2015 Board meeting.
- b) **Pedestrian Cross-walk Safety:** Report on the feedback received from the Assistant Director, SRC Public Works Dept. related to the pedestrian cross-walk as requested by a member. Danny reported that new signage was added to the cross-walk and that the flashing lights were replaced. Also, Danny read the update from Glenn Bailey's email in reference to the status of the Traffic Signal System which is on-target for completion in early 2016.
- c) **Stenciling the 15 MPH speed limit on the street:** Report on the feedback received from the Assistant Director, SRC Public Works Dept. related to stenciling the 15 MPH speed limit on the street as requested by a member. Danny read an update from Glenn Bailey's email where the SRC cannot stencil the road. This is an expense that the HOA would need to discuss further for consideration.
- d) **Hiring of a SRC Deputy to monitor traffic within the subdivision:** Report on the feedback received from the SRC Sheriff's Office related to the hiring of a SRC Deputy to monitor traffic within the subdivision as requested by a member. Danny made a Patrol Request with Suzanne at the SRC SO and provide details. Danny stated that we put in for a once a week patrol request. We are working on additional patrols. Checking on prices and will follow up next meeting.

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

- a) Entryway Improvements Project: Bill stated we are waiting on call backs with estimates and informed the Board that costs for boring under the street and extensive electrical work will add additional costs to the project.
- b) Speeding Bus: Bill reported that there have been multiple buses speeding and it was reported.

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

- a) Financial Status: Paul stated that we are financially sound, that our cash flow balance should be about "break even" for 2015. This should leave about \$21,000 in the bank as of year-end which is consistent with our original projection. There are five delinquent accounts totaling about \$4,500 of which three are chronic "late payers" which been turned over to our attorney to issue "Demand Letters" before liens are placed on their property.
- b) 2016 Annual Assessment Amount and Due Date: Paul indicated that we are financially sound so there was no need for a dues increase and made a motion to set our 2016 annual dues at \$200. Danny seconded the motion and all were in favor. Paul also suggested that we stop the practice of mailing dues invoices during the Holiday season and that he will discuss this issue at the December Board meeting.

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

- a) Nothing to report at this time.

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

- a) Nothing to report at this time.

**Committee Reports:**

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

- a) Reports will be sent to Lacey from Cheryl to monitor that residents are getting documentation.
- b) The deteriorating condition and maintenance of fences was discussed. It was also noted that the ownership of fences is "confusing" and some may have been incorrectly installed but any issues should be "between neighbors" and the Board will take no action at this time.

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

- a) CC&R Inspections were done on Oct. 14<sup>th</sup> and Oct. 28<sup>th</sup>. There were 37 violations. Some were taken care of right away, nine members responded by email. Nine members haven't responded, and eight violations have been corrected. REC will work with Etheridge to get violations taken care of.

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

- a) No fines to report at this time.

**Open Forum:**

- a) A member suggested that his violations only be sent to himself (the owner). Bill responded to the member.
- b) A member asked if we could find out a cost to change the By-Laws, so that the members of the community have a say on the rules. Cheryl explained that it was an involved and expensive process.
- c) A member stated he would be willing to help others build trash bin enclosures in order to avoid a covenant violation. Danny made a motion to set up a way to ask for help with a fence enclosure. Bill seconded the motion. The board was all in favor.

**Next Meeting:**

The next Board of Directors Meeting will be held on Thursday, December 3, 2015, at 6:00 pm at the Gulf Breeze United Methodist Community Life Center, 4115 Soundside Drive, Gulf Breeze, Florida 32563.

**Adjourned: 7:29pm**