



Bay Pines Homeowners' Association (HOA)
Board of Directors (1st Qtr)/2016 Annual Members Meeting-Agenda

Thursday, March 10, 2016 – 6:00 p.m.

Community Life United Methodist Church

4115 Soundside Drive, Gulf Breeze, Florida 32563 (Room #2236)

1. Call to Order/Welcome – President Danny Linton

Prayer – Led by Lacey Milligan

Pledge of Allegiance – Led by Bill Sharon

Notice of the Meeting and Agenda – Jay Schwartz/Danny Linton

Introductions and Quorum Assessment – All Members/Jay Schwartz/Kerry Anne Shultz

Disposal of Unapproved Minutes for the following meetings:

- a) Annual Members Meeting, April 16, 2015,
- b) Board of Directors Meeting, January 14, 2016.

Approval of the Agenda

2. Guest Speaker – Kerry Anne Shultz, Bay Pines HOA Attorney & Counselor at Law

- a) Brief description – Role and Responsibilities.
- b) Status on the collection of Delinquent Accounts for Bay Pines (2015-2016).
- c) Liens and Foreclosures – Under what circumstances would these apply and the general time-frame for each.
- d) Changes to Governing Documents – What are the procedures and costs involved?
- e) Any general questions from the Board or Members.

3. Reports of Officers:

President's Report (Danny Linton):

- a) **Decision to change Property Management Companies for 2016:** Report on the events that occurred leading to the decision to change management companies.
 - b) **Bay Pines Neighborhood Facebook Page:** Report on the Board's decision to not respond to individual posts in this open forum.
 - c) **Traffic Signal System for the Intersection at Gulf Breeze Parkway (Hwy 98) and East Bay Blvd (Hwy 399):** Report on the status of progress for the approved traffic signal system from the SRC Commissioner's Office and the Florida Dept of Transportation (FDOT).
 - d) **Fines Committee Procedures:** Recommend a Policy Proposal 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. This policy proposal also includes the Fines Schedule.
Note: This Policy Proposal will be mailed to each member for review and comment in **March or April [2016]**. Comments from members must be received within 30-days from receipt of the policy proposal.
Update: Pending any changes as recommended from members, a Policy Resolution defining the role of the committee to include the fines schedule will be voted on by the Board of Directors at the **June 9, 2016** Board of Directors 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.
 - e) **Pedestrian Cross-walk:** Report on the status and usage of the new cross-walk on East Bay Blvd.
 - f) **Gate at the entrance [Melissa Oaks Homeowner]:** Report on the exchange of emails with the homeowner who installed a new gate to gain access to his backyard.
 - g) **Website Updates:** Report on the changes to the Bay Pines HOA website.
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Vice President's Report (Bill Sharon):

- a) **Entryway Improvements Project:** Report on the status of Phase II of the Entryway Improvements Project.
- b) **Phase III of the Entryway Improvements Project:** Recommend an Administrative Resolution to employ Perfection Lawn Care, Inc. (Donnie Novinc, Owner) to perform the work as outlined within the Resolution with an estimated cost of \$2,800 with a 10% variance without additional approval.
- c) **Safety in the Neighborhood:** Report on the actions taken by the Board to request additional patrols from the SRC Sheriff's Office (Traffic Control Division) which includes increasing citations for motorist and service vehicles who park improperly within the circle, near mailboxes, driveways, and traffic signs.

Treasurer's Report (Debra Salatin and Danny Linton, By Direction):

- a) **Financial Status:** Report on 2015/2016 finances to date and the status of filed and pending liens and foreclosures.
- b) **2016 Annual Assessments:** Report on the status of total assessments received from members to date and the total number of members with outstanding balances. Emphasize the importance of paying the assessment by the due date to prevent the 10% late charge (\$20) and the 1.5% monthly penalty (\$3/month).
- c) **Changes to the Bank Account Signature Card:** Report on the changes necessary to the Bay Pines HOA Bank Account Signature Card under our new management company which will require a change with the new Board.

Director's Report (Debra Salatin):

- a) **Proposal for Property Purchase near the entrance:** Report on the latest status related to the availability of the 0.71 acre tract (two lots) of land near the entrance and the feasibility of its purchase, usage, and the potential financing options.
- b) **Welcome Packages for New Neighbors:** Report on the status of the Welcome Packages for New Members and New Residents.

Secretary's Report (Lacey Milligan):

- a) **Bay Pines Contacts List:** Report on the removal of the Contact Us page from the Bay Pines HOA Website with the replacement of Contact Information Form on the Documents, Minutes & Forms page. Instructions on the form include providing the information to the Property Manager.

4. Committee Reports:

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

- a) Report on the status of requests for improvements or changes received in January, February, and March 2016.
- b) Any ARC requests for improvements or changes pending for March 2016?

Rules Enforcement Committee (B. Sharon [Chairman], D. Linton):

- a) Report on the overall effectiveness of reporting rules violations since establishing the Rules Enforcement Committee.
- b) Report on the status of Rules Violations reported by the Rules Enforcement Committee (REC) on January 13, 2016 and reported by Members in January 2016.
- c) Report on the status of Rules Violations reported by the Rules Enforcement Committee (REC) on February 17, 2016 and reported by Members in February 2016.
- d) Recommendation to the Board to send Pre-fining Notices to the Members who received a rules violation in January and in February 2016.

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

- a) Any fines to report at this time?

4. Final Comments from the Board of Directors, 2015/2016 Term.

5. Open Forum:

- a) Each member requesting to speak must complete a Speaker's Request Form and deliver it to the Secretary prior to the start of the meeting.
- b) Each member will have three (3) minutes to address the Board.
- c) The Board may answer the question or address the concern during the meeting or may defer to answer/address the topic until a later date based on the potential for additional research or after seeking the advice of the attorney.

6. Election of the Board of Directors for the 2016/2017 Term (Jay Schwartz, Licensed CAM, Property Manager, Realty Masters)

- a) Provide an overview of the process to include an explanation of how many directors will be required to fill the open positions; nominations; election/voting (if necessary); tabulation and results; and, the purpose of the brief Board of Directors Meeting with the new Board following the Annual Members Meeting.
- b) Request nominations from the floor.
- c) Election and voting, if necessary.
- d) Tabulation and results.
- e) Introduce the new members of the Board of Directors for the 2016/2017 Term.

7. Next Meeting:

Pending approval from the New Board of Directors, 2016/2017 Term – The next Board of Directors Meeting (2nd Qtr) is scheduled for Thursday, June 9, 2016, at 6:00 pm in Room #2218 at the Community Life United Methodist Church, 4115 Soundside Drive, Gulf Breeze, Florida 32563.

8. Board of Directors (1st Qtr)/2016 Annual Members Meeting Adjourned

9. Board of Directors, 2016/2017 Term, Officer Positions Selection Meeting:

- a) Call to Order – Jay Schwartz, Licensed CAM, Property Manager, Realty Masters.
- b) Board Members vote to decide Officer Positions on the Board.
- c) Brief discussion concerning filling open positions on the ARC, Rules Enforcement Committee (REC), Fines Committee, and Nominations Committee (if necessary).
- d) Discussion concerning the Affidavit Requirements related to reading, understanding, and enforcing the Governing Documents.