



**Bay Pines Homeowners Association (HOA)
Board of Directors Meeting - Agenda**

Monday, February 5, 2018 – 6:00 p.m.
Held at the Home of the Secretary (1903)

1. Call to Order – President Shane Lobzun

Notice of the Meeting and Agenda.

Disposal of Unapproved Minutes for the following meeting:

- a) Board of Directors Meeting, December 11, 2017.

Approval of the Agenda.

2. Reports of Officers:

President’s Report (Shane Lobzun):

a) 2018 Annual Members Meeting Preparations:

Highlight the accomplishments of the HOA for the 2017/2018 Term:

1) Overall effectiveness of self-management:

- a) Transition successfully completed,
- b) Cost savings,
- c) Short-comings resolved quickly, and
- d) Minimal learning-curve.

2) Management of HOA Finances and past-due accounts:

- a) Bills/invoices paid in a timely manner,
- b) Adequate reporting of Accounts Payable and Receivables, and
- c) Diligent follow-through in collecting 98.5% of past-due accounts with legal action pending for only one account.

3) Increase in property values based on the sale of several homes in 2017/2018.

4) Overall management of our CCR’s and the decrease in the volume and frequency of the violations reported in 2017 to include action plans for Members.

5) Overall management of incidents and other issues/concerns:

- a) Bear sightings, heightened awareness, preventive measures,
- b) Speeding, safety, vigilance notifications, and
- c) Notifications of inclement weather.

6) Overall improvements in the cohesiveness of the neighborhood:

- a) Neighbors working together to help install hurricane shutters,
- b) Successful neighborhood-wide garage sales,
- c) Volunteers to help decorate the entrance,
- d) Basic improvement in the overall climate of the neighborhood.

b) Safety Report: Report on any safety matters or efforts for the neighborhood including reminders concerning the following:

- 1) Speeding in the neighborhood;
- 2) School bus traffic; and,
- 3) SRCSO patrolling/monitoring.

Vice President’s Report (Bill Sharon):

a) Entryway Maintenance/Repair: An invoice was received on February 2, 2018 from Perfection Lawn Care, Inc. (Donnie Novinc) for mowing the entrance in January 2018 just after the removal of the Christmas Decorations. The invoice will be paid this week.

b) 2018 Annual Members Meeting Preparations:

- 1) Report on the overall maintenance and repairs for the entryway in 2017.
- 2) Solicit bids to secure a contract to maintain the common areas at the entrance for the 2018/2019 Term. Submit the bids to the Board for review and approval.

Treasurer's Report (Nancy Wyse):

a) Financial Status:

Report on the following:

- 1) 2017 and 2018 finances to date;
- 2) Status of Bills paid and Expenditures incurred in Dec 2017, Jan-Feb 2018;
- 3) Status of members with outstanding balances; and,
- 4) Status of filed and pending liens/foreclosures.

b) 2018 Budget:

- 1) Review the Proposed Budget for the 2018 Term.
- 2) Make a motion to the Board to approve the Proposed Budget for the 2018 Term.

c) 2018 Annual Members Meeting Preparations:

Review the Financial Report to be presented during the 2018 Annual Members Meeting to include the expenditures to date, the 2018 Approved Budget, and the status of paid and unpaid dues for 2018 to date.

Director's Report (Laura Puente):

a) 2018 Annual Members Meeting Preparations:

Any information to report for the 2018 Annual Members Meeting?

Secretary's Report (Danny Linton):

a) 2018 Annual Assessment Statements: Report on the dissemination of the 2018 Annual Assessment Statements.

b) Foreclosed/Bank Owned Properties (1736, 1832-dues only, 1840 & 1879): Report on the status of the foreclosed homes, yard maintenance and property preservation for the foreclosed properties.

c) Estoppel Letters: Report on the status and results from fulfilling requests of these letters in January and February 2018.

d) Website Updates:

Report on any changes/updates to the Bay Pines HOA website.

- 1) Added the 2018 Calendar of Events.
- 2) Based on the weekly and monthly access statistics, the website continues to be utilized at an increase rate.

e) 2018 Annual Members Meeting Preparations:

- 1) Agenda for the meeting – Agenda provided with the 2018 Statements.
- 2) Secure an Affidavit of Mailing for the 2018 Annual Members Meeting Notice:
Status: Completed. Pending signature and Notary signature/stamp.
- 3) Solicit proxies from Members to meet the 30% requirement (20 signed proxies available at the meeting or members present required to conduct elections) to secure a quorum for the meeting. **Status:** Seven (7) proxies secured to date.
- 4) Prepare Roles and Responsibilities for each position on the Board of Directors and the Committee Members to be read to the Membership just prior to the election to provide an expectation of the commitment needed and responsibilities required for each position. **Status:** Pending completion/review by the Members of BOD/Committees.

3. Committee Reports:

Architectural Review Committee (C. Ellison, N. Gebhardt, Open position):

a) Report on the status of requests for improvements/changes received to date in 2017.

b) 2018 Annual Members Meeting Preparations:

Any information to report for the 2018 Annual Members Meeting?

Rules Enforcement Committee (S. Lobzun, L. Puente):

a) Report on the status of Rules Violations reported to date by the REC/Members in 2017:
None to report for this period (Unless needed, rules violations are suspended during the dormant season each year).

b) 2018 Annual Members Meeting Preparations:

Report on the overall status of Rules Violations reported by the REC/Members in 2017.

Fines Committee (C. Venable, P. Zagortz, L. Brown):

- a) Report on status of Fines to date for 2017 – **None.**
- b) **2018 Annual Members Meeting Preparations:**
Any information to report for the 2018 Annual Members Meeting?

Hospitality Committee (L. Puente, S. Kaser, C. Lobzun, J. Price):

- a) **Welcome Packages/Visits:** Report on the status or plans of the Welcome Packages for New Members and New Residents/Tenants to include visits and invites to events, activities, goodie baskets and/or treats for new members and tenants.
- b) **2018 Annual Members Meeting Preparations:**
Any information to report for the 2018 Annual Members Meeting?

4. 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.

5. Next Board of Directors and the 2018 Annual Members Meeting:

- a) The Board of Directors and the 2018 Annual Members Meeting will be held on **Tuesday, March 6, 2018**, at the following location:
Community Life United Methodist Church
4115 Soundside Drive
Gulf Breeze, FL 32563

b) Agenda:

- 1) Call to order/Roll Call to establish quorum.
- 2) Affidavit of Mailing.
- 3) Review and approve minutes from the February 2018 Board of Directors Meeting.
- 4) Reports of Officers.
- 5) Financial reports and budget.
- 6) Old business.
- 7) New business.
- 8) Comments/Suggestions from Members of the Association.
- 9) Election of new Board of Directors.
- 10) Adjourn 2018 Annual Members Meeting.
- 11) Convene Board of Directors Meeting for Election of Officers.
- 12) Adjourn Board of Directors Meeting.

c) Preliminary Agenda items for future Board of Directors Meetings:

- 1) 2018 Florida Not-For-Profit Corporation Annual Report Filing, 2018 Tax Return Filing, Form W-9 Report (Used for Estoppel Letter requests only, i.e. not to be sent to the IRS).
- 2) Estoppel Letter Requests: Determine if the HOA should be or could charge Title Companies (et. al) to fulfil these requests. If so, determine the appropriate fee to charge. Report findings to the Board for discussion and to review potential action plan for the 2018 Term.
- 3) Fines Schedule for the 2018 Term: Recommend a Policy Proposal requesting approval from the Board which defines the Fines Schedule for the 2018 Term.
- 4) Rear Fences: Report on the findings from CCRs, Florida Statutes, and title/deed research, as appropriate, to confirm the ownership/maintenance responsibilities.
- 5) Drainage issues: Report on the findings from CCRs, Florida Statutes, and the Santa Rosa County Code Enforcement concerning action necessary to correct any reported drainage issues.

6. Adjourn