



Bay Pines Homeowners Association (HOA)

Board of Directors Meeting - Agenda

Monday, December 11, 2017 – 6:00 p.m.

Held at the Home of the Director (1919)

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, October 16, 2017.

Approval of the Agenda.

2. Reports of Officers:

President's Report (Shane Lobzun):

- a) **Land Purchase:** Review and discuss the response from the contingent offer for Parcel 13 (0.558 acres) adjacent to the entrance; review and discuss the next steps, if any.
- b) **Christmas 2017 Entrance Decorations:** Review the approved Administrative Resolution to purchase and install the decorations at the entrance. Convey the gratitude to the volunteers who graciously helped to make the entrance so festive.
- c) **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:** Report on the status of the action needed or required to remove the grass and weeds within the mulch-covered areas of the common area at the entrance to the subdivision.

Treasurer's Report (Nancy Wyse):

- a) **Financial Status:** Report on the following:
 - 1) 2017 finances to date;
 - 2) Status of Bills paid and Expenditures incurred in Oct, Nov, and Dec 2017;
 - 3) Status of members with outstanding balances; and,
 - 4) Status of filed and pending liens and foreclosures.

Director's Report (Laura Puente):

- a) **Welcome Packages/Visits:** Report on the status of the Welcome Packages for New Members and New Residents to include visits and invites to events, activities, goodie baskets and/or treats for new members and tenants. Recommend an Administrative Proposal requesting approval from the Board to purchase supplies for the Hospitality Committee.

Secretary's Report (Danny Linton):

- a) **2018 Annual Assessment Statements:** Review, discuss, and confirm the documents to be mailed to the Homeowners by **January 02, 2018**. Recommend an Administrative Proposal requesting approval from the Board to purchase supplies and postage for the 2018 Annual Assessment Statements.
 1. Review the members mailing list to confirm accurate information.
 2. Confirm the 2018 Annual Assessment amount, due date, and action to be taken by the Board for late payments and outstanding balances.
 3. Other documents to be included are as follows: 2017 Actual Income/Expenditures, 2018 Projected Budget, and Proxy Notice for the Annual Members Meeting.
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- b) **Foreclosed/Bank Owned Properties (1736, 1840 & 1879):** Report on the status of the 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 November and December 2017.
- d) **Website Updates:** Report on any changes/updates to the Bay Pines HOA website.

3. Committee Reports:

Architectural Review Committee (C. Ellison, R. Bodie, N. Gebhardt):

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

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

- a) Report on the status of Rules Violations reported to date 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.**

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 Meeting:

- a) The next Board of Directors Meeting will be held on **Monday, February 5, 2018**, at a location to be determined.
- b) Preliminary agenda items include the following:
 - 1) **2017 Year-end Fiscal Reporting:** Review and discuss the required year-end reporting and any other responsibilities.
 - 2) **Annual Members Meeting:** To be held at the Community Life United Methodist Church on Tuesday, March 6, 2018.
 - 3) **Fines Schedule for 2018/2019:** Recommend a Policy Proposal requesting approval from the Board which defines the Fines Schedule for the 2018/2019 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