



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

Tuesday, June 13, 2017 – 6:00 p.m.
Held at the Home of the Treasurer (1911)

1. Call to Order – Vice President Bill Sharon

Notice of the Meeting and Agenda – Shane Lobzun's email.

Disposal of Unapproved Minutes for the following meeting:

- a) Annual Members Meeting/Board of Directors Meeting, April 18, 2017.

Approval of the Agenda

2. Reports of Officers:

President's Report (Bill Sharon as directed for Shane Lobzun):

- a) **Transition to Self-Management:** Transition completed. Any remaining open items, actions, questions or discussion?
- b) **Architectural Review Committee (ARC):**
 - 1) Recommend an Administrative Resolution for Membership Changes for the 2017/2018 term.
 - 2) A Policy Proposal for the ARC defining the policies and procedures under self-management has been modified from a previous version and delivered to the Board of Directors for review/approval on 13 June 2017.
- c) **Rules Enforcement Committee (REC):**
 - 1) A Policy Proposal for the REC defining the policies and procedures under self-management has been modified from a previous version and delivered to the Board of Directors for review/approval on 13 June 2017.
 - 2) Yard Maintenance for the Foreclosures (1840 & 1879). Recommend a motion to assign a Director to manage and to monitor the companies responsible for Property Preservation at these addresses.
- d) **Fines Committee Procedures:**
 - 1) Need one (1) more volunteer for the 2017/2018 term before the next Board of Directors Meeting–August 15, 2017.
Note: Administrative Resolution for Membership Changes is pending.
 - 2) A Policy Proposal defining the Fines Schedule will delivered to the Board of Directors for review/approval during the next meeting–August 15, 2017.
- e) **Safety Report:** Report on any safety matters or efforts for neighborhood including the Reminder about the Bear Wise Safety Ordinance and the area that it covers.

Vice President's Report (Bill Sharon):

- a) **Mulch Replenishment/Replacement:** Review the approved Administrative Resolution to employ Perfection Lawn Services, Inc. (Donnie Novinc). Work to be performed during the third (3rd) or fourth (4th) week of June (weather permitting).
- b) **Entryway Maintenance/Repair:** Report on the replacement of the dying Oleander on the entrance-side to the subdivision. Replacement to be performed Perfection Lawn Services, Inc. (Donnie Novinc) during the third (3rd) or fourth (4th) week of June (weather permitting).
- c) **Status on Street Light Repair Requests (Reminder):** A new link was added to the Bay Pines HOA website for members and residents to report street light outages and issues.

Treasurer's Report (Nancy Wyse):

- a) **Financial Status:** Report on 2017/2018 finances to date; status of filed and pending liens and foreclosures; and, status of members with outstanding balances. **Note:** Members who have not paid their 2017 dues have until April 30th to pay.
- b) **Status of Bills paid and Expenditures incurred in April, May, and June 2017.**

Director's Report (Sam Jones):

- a) **Welcome Packages/Visits:** Report on the status of the Welcome Packages for New Members and New Residents.

Secretary's Report (Danny Linton):

- a) **Status of Unpaid Dues:** Report and solicit feedback on the status of unpaid annual assessments, penalties, and interest owed to date. After discussion, recommend a motion to move forward with soliciting help from the HOA Attorney.
- b) **New HOA Post Office Box and Street Addresses (Reminder):**
Bay Pines Homeowners Association, Inc. Bay Pines HOA
P.O. Box 1461 100 Northcliff Drive, #1461
Gulf Breeze, Florida 32562-1461 Gulf Breeze, Florida 32562-1461
- c) **Website Updates:** Report on the changes to the Bay Pines HOA website.
- d) **Status of Official HOA Email Addresses (Reminder):** All officers must use their assigned email addresses when communicating official HOA business. This information must remain professional as members can solicit this information for review.

3. Committee Reports:

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

- a) Report on the status of requests for improvements or 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 or by Members in 2017.

Fines Committee (C. Venable, P. Zagortz, Pending One Volunteer):

- 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 a Tuesday, August 15, 2017, at a location to be announced.
- b) Preliminary agenda items include the following:
 - 1) Administrative Resolution for Membership Changes for the Fines Committee;
 - 2) Policy Proposal establishing the Fines Schedule;
 - 3) Rear Fences – Ownership/maintenance responsibilities – Covenants/Statues;
 - 4) Drainage issues – Requires Covenants/Statues review;
 - 5) Potential Administrative Resolution to allow Tenants to attend Board meetings as guests – Requires Covenants/Statues review.

6. Adjourned