



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

Thursday, January 14, 2016 – 6:00 p.m.

Community Life United Methodist Church

4115 Soundside Drive, Gulf Breeze, Florida 32563 (Room #2218)

1. Call to Order – President Danny Linton

Prayer – Led by Lacey Milligan

Pledge of Allegiance – Led by Bill Sharon

Notice of the Meeting and Agenda – Danny Linton

Disposal of Unapproved Minutes for the following meeting:

- a) Board of Directors Meeting, December 3, 2015.

Approval of the Agenda

2. Reports of Officers:

President's Report (Danny Linton):

- a) **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 February along with the Announcement for the 2016 Annual Members Meeting. 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 March 10, 2016 Annual Members 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.

- b) **2016/2017 Term:** Discuss the procedures for nominating and electing members to the Board and nominations for the committees, if necessary.

Note: A Nomination Form and Proxy will be included with the Announcement for the 2016 Annual Members Meeting which will be mailed to each member in February.

- c) **2016 Annual Members Meeting Preparations:** Discuss the preparations for the 2016 Annual Members Meeting to include such topics as completed or in-progress projects; documentation storage location and access; financial reporting; transition process and procedures for vacating members; etc.

- d) **Website Updates:** Report on the changes to the Bay Pines HOA website.

Vice President's Report (Bill Sharon):

- a) **Entryway Improvements Project:** Report on the status of Phase II of the Entryway Improvements Project.

Treasurer's Report (Paul Zagortz):

- a) **Financial Status:** Report on 2015/2016 finances to date; status of filed and pending liens and foreclosures; and, status of members with outstanding balances.
- b) **2016 Annual Assessments:** Report on the delivery of the 2016 Annual Assessment Statements to include an explanation of the due dates; the 10% late charge; and, the 1.5% monthly penalty.

Director's Report (Debra Salatin):

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

Secretary's Report (Lacey Milligan):

- a) Nothing to report at this time.

3. 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 December 2015.
- b) No ARC requests for improvements or changes pending for December 2015.

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

- a) Report on the status of Rules Violations reported by the Rules Enforcement Committee (REC) on December 16, 2015 and reported by Members in December 2015.

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

- a) No fines to report at this time.

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:

The next Board of Directors Meeting will be held on Thursday, February 11, 2016, at 6:00 pm in Room #2218 at the Community Life United Methodist Church, 4115 Soundside Drive, Gulf Breeze, Florida 32563.

6. Adjourned