



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

Monday, January 14, 2019 – 6:00 p.m.
Held at the Community Life United Methodist Church
4115 Soundside Drive, Gulf Breeze, FL 32563

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, June 18, 2018.

Approval of the Agenda.

2. Reports of Officers:

President's Report (Shane Lobzun):

2019 Annual Members Meeting Preparations:

Highlight the accomplishments of the HOA for the 2018 Term:

1. Overall effectiveness of self-management:
 - a. Continued cost savings;
 - b. All duties and responsibilities adequately covered; and
 - c. No issues to report.
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 100% of all past-due accounts.
3. Eleven percent (11%) overall increase in property values based on the sale of several homes within the neighborhood in 2018.
4. Overall management of our CCR's and the decrease in the volume and frequency of the violations reported in 2018 to include action plans for Members.
5. Overall management of the ARC process was successful with many approved projects completed by Members and only two reported incidents that were resolved in a timely manner.
6. Overall management of incidents and other issues/concerns:
 - a. Bear sighting notifications, heightened awareness, preventive measures;
 - b. Speeding & safety improvements to include hiring an Off-Duty Santa Rosa Sherriff's Deputy to patrol the neighborhood during the 3rd and 4th Quarters of 2018; and
 - c. Expedient notification of inclement weather and potential vagrant activity.
7. Structural improvements within the Common Areas of the neighborhood:
 - a. Removed dying Oleander bushes;
 - b. Replaced, pressure washed, and painted fencing;
 - c. Trimmed and pressure washed the Palm Trees;
 - d. Replaced the mulch, added perennial flowers and sustainable plants;
 - e. Pressure washed the curbing throughout the neighborhood;
 - f. Pruned and relocated overgrown Fountain Grass plants and underdeveloped Rose bushes;
 - g. Installed the new Bay Pines Free Book Exchange; and
 - h. Pruned overgrown Crete Myrtle Trees.
8. Overall improvements in the cohesiveness of the neighborhood:
 - a. Neighbors working together to help install hurricane shields;
 - b. Successful neighborhood-wide garage sales;
 - c. Extended volume of Christmas Decorations; and
 - d. Successfully sponsored a Cookie & Candy Exchange Activity during the Holidays which included our very own Santa and his many Elves.

Vice President's Report (Lia Brown):

a) Proposed Entryway Improvements for Spring 2019 (Pending Board approval):

1. Island Improvements:

- a. Remove/discard the multiple layers of mulch and debris.
- b. Add topsoil, if necessary, and St. Augustine sod (exclusive of the area near and around the subdivision sign and the base of each Palm Tree, Lantana, and Bridal Brush Plant).
- c. At the base of the trees and plants and near the sign, add a protective barrier and fresh mulch.
- d. **Benefit:** Reduce future operating costs with the requirement for annual mulch replenishment.
- e. Make a motion to the Board to solicit bids to perform the Island Improvements. If approved, solicit and submit the bids to the Board for review and approval via an Administrative Resolution.

2. Entrance-side of Entryway Improvements:

- a. Add topsoil, if necessary, and St. Augustine sod (exclusive of the base of each of the newly transplanted Fountain Grass plants and Rose bushes).
- b. At the base of the plants, add a protective barrier and fresh mulch.
- c. **Benefit:** Reduce future operating costs with the requirement for annual mulch replenishment.
- d. Make a motion to the Board to solicit bids to perform the Entry Improvements. If approved, solicit and submit the bids to the Board for review and approval via an Administrative Resolution.

3. Reflective Barriers at the Entryway:

- a. Install 3 to 4 reflective barriers or posts (36-48" in height) at the very beginning of the entrance-side of the entryway. Will seek advice/approval from SRC.
- b. **Benefit:** Minimize further damage to the sprinkler system at the entrance.
- c. Make a motion to the Board to move forward with securing reflective barriers at the entrance. If approved, contact SRC for advice/approval and report findings to Board for review and direction via an Administrative Resolution.

4. Additional Signage:

- a. Purchase or solicit assistance from SRC/FDOT for a new "No Outlet" sign.
- b. Move the current "No Soliciting" sign further down its post and install the new "No Outlet" sign above this current signage.
- c. **Benefit:** May reduce the volume of unnecessary traffic within the subdivision.
- d. Make a motion to the Board to move forward with securing a new "No Outlet" sign. If approved, contact SRC/FDOT for advice and report findings to Board for review and direction via an Administrative Resolution.

5. Corner Improvements:

- a. Replenish with new mulch.
- b. Make a motion to the Board to solicit bids to perform the Corner Improvements. If approved, solicit and submit the bids to the Board for review and approval via an Administrative Resolution.

b) 2019 Annual Contract to Maintain the Common Areas:

1. Solicit bids to secure a contract to maintain the common areas at the entrance.
2. Submit the bids to the Board for review and approval via an Administrative Resolution.

c) 2019 Annual Members Meeting Preparations:

- 1) Any information to report at the 2019 Annual Members Meeting?

Treasurer's Report (Danny Linton):

a) Financial Status & Reporting:

1. Report on the 2018 finances to date;
2. Provide a summary of expenditures incurred and bills paid in 2018; and
3. Review the Actual versus Budgeted finances for 2018.

b) 2019 Budget:

1. Review the Proposed Budget for 2019.
2. Make a motion to the Board to approve the Proposed Budget for 2019.

c) 2019 Annual Members Meeting Preparations:

Prepare and review the following Financial Reports:

1. Expenditures incurred/Bills paid in 2018;
2. Expenditures incurred/Bills paid, to date, in 2019;
3. Approved Budget for 2019; and,
4. Status of paid and unpaid dues, to date, in 2019.

Director's Report (Sherrie Kaser):

a) 2019 Annual Members Meeting Preparations:

1. Any information to report at the 2019 Annual Members Meeting?

Secretary's Report (Danny Linton):

a) 2019 Annual Assessment Statements: Report on the dissemination of the 2019 Annual Assessment Statements.

b) Estoppel Letters: Report on the status and results of receiving, preparing and fulfilling the Estoppel Requests in 2018, 2019, and any that are pending.

c) Website Updates (www.baypineshoa.org):

1. 2019 Calendar of Events, New Preferred Service Providers: Added in 2018 & 2019.
2. Website Utilization: Based on the weekly and monthly access statistics, the website continues to be utilized at an increasing rate especially when homes are for sale.

d) New Laptop and Peripherals for HOA Business:

1. Review an Administrative Resolution to purchase a new laptop, Microsoft Office software, McAfee Total Protection virus-deterring software, and a docking station for the sole purpose of conducting HOA Business.
2. Make a motion to the Board to approve the Administrative Resolution which has a maximum expense of \$550.

e) 2019 Annual Members Meeting Preparations:

1. **Meeting Agenda:** A Preliminary Agenda was included with the 2019 Statements.
2. **Affidavit of Mailing for the 2019 Annual Members Meeting Notice:** Secured.
Status: Completed and pending signature and Notary signature/stamp.
3. **Proxies:** Solicit these from Members to meet the 30% Quorum requirement, i.e. twenty (20) signed/dated proxies or a combination of signed/dated proxies and members present is required to conduct elections.
Status: Zero (0) proxies secured to date. Member solicitation to begin this week.
4. **Roles and Responsibilities (R&Rs):** R&Rs for each position on the Board of Directors and the various Committees will be read to the Membership just prior to the election, if necessary, to provide an expectation of the commitment needed and responsibilities required for each position.
Status: Updated and ready for the meeting.
5. **Land Purchase:**
 - a. If the proposed offer is accepted, review the Administrative Resolution to solicit approval from $\frac{3}{4}$ of the eligible Membership to purchase Parcel 13 which includes the total costs and purpose of the purchase.
 - b. Make a motion to the Board to approve the Administrative Resolution.

3. Committee Reports:

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

- a) **2018/2019 ARC Report:** Status of requests for improvements/changes received.
- b) **2019 Annual Members Meeting Preparations:** Report on the overall status of requests for improvements/changes received in 2018/2019.

Rules Enforcement Committee (S. Kaser, L. Brown):

- a) **2018/2019 REC Report:** Status of Rules Violations reported by the REC/Members in 2018/2019.
- b) **2019 Annual Members Meeting Preparations:** Report on the overall status of Rules Violations reported by the REC/Members in 2018/2019.

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

- a) **2018/2019 Fines Report:** Status of Fines issued in 2018/2019 – **None.**
- b) **2019 Annual Members Meeting Preparations:**
Any information to report for the 2019 Annual Members Meeting?

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

- a) **2018/2019 Hospitality Report:** Status of Welcome Packages delivered to New Residents (Members & Tenants) in 2018/2019.
- b) **2019 Annual Members Meeting Preparations:**
 - 1. Status of Welcome Packages delivered to New Residents (Members & Tenants) in 2018/2019.
 - 2. Provide a brief explanation, including any personal experiences, of the benefits of welcoming and presenting these Welcome Packages to our New Residents.

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. 2019 Annual Members Meeting:

- a) Date & Time: **Tuesday, March 5, 2019 at 6:00 PM.**
- b) Location: **Community Life United Methodist Church
4115 Soundside Drive
Gulf Breeze, FL 32563.**
- c) Preliminary Agenda:
 1. Call to order/Roll Call to establish a Quorum.
 2. Affidavit of Mailing.
 3. Review and approve Meeting Minutes from the January 2019 Board of Directors Meeting.
 4. Reports of Officers.
 5. Financial Reports and Approved Budget.
 6. Old business.
 7. New business:
 - a. Administrative Resolution to solicit approval from $\frac{3}{4}$ of the eligible Membership to purchase Parcel 13 which includes the total costs and an explanation to develop reasonable amenities for the Residents of the Bay Pines Subdivision.
 - b. Administrative Resolution(s) to make Entryway Improvements in Spring 2019.
 8. Comments/Suggestions from Members of the Association.
 9. Election of Board of Directors for the 2019 Term, if necessary.
 10. Adjourn the 2019 Annual Members Meeting.
 11. Convene the Board of Directors Meeting for Election of Officers for the 2019 Term.
 12. Adjourn Board of Directors Meeting.

Preliminary Agenda items for future Board of Directors Meetings:

- 1) 2019 Florida Not-For-Profit Corporation Annual Report Filing,
- 2) 2019 Tax Return Filing,
- 3) Form W-9 Report (Used for Estoppel Letters only, i.e. not to be sent to the IRS),
- 4) In lieu of a Land Purchase, conduct a thorough feasibility study to purchase/install a Ring-type Doorbell at each home. Among a thorough examination of the best options to present, the study will also include provisions for Members who have already installed a Ring-type Doorbell or similar surveillance system as well as provisions for Members to either opt-in or opt-out of this potential offering.

5. Adjourn