



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

Monday, October 16, 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, August 14, 2017.

Approval of the Agenda.

2. Reports of Officers:

President’s Report (Shane Lobzun):

- a) **Land Purchase:** Recommend an Administrative Proposal requesting approval from the Board concerning the proposed offer to purchase Parcel 13 (0.558 acres) which is located adjacent to the entrance.
- b) **October Fest 2017:** Report on the success and/or lessons learned from this event.
- c) **Neighborhood-wide Fall 2017 Garage Sale:** Discuss/finalize the date and assign the required tasks to organize the Neighborhood-wide Fall 2017 Garage Sale.
- d) **Trick-or-Treating for Halloween:** Discuss and confirm the recommended start and stop times for this event for October 31, 2017.
- e) **Christmas 2017 Home/Yard Decoration Contest:** Review and discuss the parameters for the contest to include establishing the entry and voting deadlines.
- f) **Safety Report:** Report on any safety matters or efforts for neighborhood including reminders concerning the following:
 - 1) Recent inclement weather and the lessons learned and the importance of installing hurricane shutters;
 - 2) Speeding in the neighborhood;
 - 3) School bus traffic; and,
 - 4) SRCSO patrolling/monitoring.

Vice President’s Report (Shane Lobzun by direction for 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 or near the entrance to the subdivision.

Treasurer’s Report (Paul Zagortz by direction for Nancy Wyse):

- a) **Financial Status:** Report on the following:
 - 1) 2017/2018 finances to date;
 - 2) Status of Bills paid and Expenditures incurred in August, Sept, and October 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.
 - b) **Recent Purchases (1871 & 1840):** Report on the status of the recent properties purchased within the subdivision and the introduction/welcome of our new property owners.
 - c) **Tenants at Board Meetings:** Recommend an Administrative Proposal requesting approval from the Board to allow Tenants to attend Board meetings as guests.
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Secretary's Report (Danny Linton):

- a) **Foreclosed Properties (1879 & 1736):** Report on the status of the yard maintenance and property preservation for the foreclosed properties.
- b) **Estoppel Letters:** Report on the status and results from fulfilling requests of these letters in August, September, and October 2017.
- c) **Website Updates:** Report on any changes/updates to the Bay Pines HOA website.
- d) **Website Ownership Change:** Recommend an Administrative Proposal requesting approval from the Board to change the ownership of the Bay Pines HOA website from Paul Zagortz to the Board of Directors to include reimbursement to Paul for the costs incurred for 2017.

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, December 11, 2017**, to be held at the Director's Home (1919).
- b) Preliminary agenda items include the following:
 - 1) Land Purchase/Development – Review and discuss the negotiation response for the purchase; review and discuss the next steps, as necessary.
 - 2) 2017 Fiscal Reporting – Review and discuss the required year-end reporting and any other responsibilities; review the members mailing list to confirm accurate information; confirm the 2018 Annual Assessment amount, due date, and action to be taken by the Board for late payments and outstanding balances.
 - 3) Fines Schedule for 2017/2018: Recommend a Policy Proposal requesting approval from the Board which defines the Fines Schedule for the 2017/2018 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