



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

Tuesday, April 18, 2017 – 6:00 p.m.
Community Life United Methodist Church
4115 Soundside Drive, Gulf Breeze, Florida 32563 (Room #2206)

1. Call to Order – President Shane Lobzun

Notice of the Meeting and Agenda – Shane Lobzun

Disposal of Unapproved Minutes for the following meetings:

- a) Annual Members Meeting/Board of Directors Meeting, March 7, 2017.
- b) 2017/2018 Board of Directors Meeting, March 7, 2017.

Approval of the Agenda

2. Reports of Officers:

President's Report (Shane Lobzun):

- a) **Transition to Self-Management:** Report on transition from Realty Masters of Florida to self-management. Any remaining open items, actions, questions or discussion?
- b) **Architectural Review Committee (ARC):**
 - 1) Need one (1) more volunteer for the 2017/2018 term before the next Board of Directors Meeting–June/July 2017.
Note: Administrative Resolution for Membership Changes is pending.
 - 2) A Policy Proposal for the ARC defining the policies and procedures under self-management will be modified from a previous version and delivered to the Board of Directors for review/approval during the next meeting–June/July 2017.
- c) **Rules Enforcement Committee (REC):**
 - 1) Recommend an Administrative Resolution for the Membership Changes for the 2017/2018 term.
 - 2) A Policy Proposal for the REC defining the policies and procedures under self-management will be modified from a previous version and delivered to the Board of Directors for review/approval during the next meeting–June/July 2017.
- d) **Fines Committee Procedures:**
 - 1) Need two (2) more volunteers for the 2017/2018 term before the next Board of Directors Meeting–June/July 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–June/July 2017.
- e) **Safety Report:** Report on any safety matters or efforts for neighborhood including the Bear Wise Safety Ordinance and the area that it covers.

Vice President's Report (Bill Sharon):

- a) **Entryway Maintenance/Repair:** Report on the status and condition of the Lights, Sprinkler System, Palm Trees, Oleanders, Crepe Myrtles, Fountain Grass, Shrubbery, and Mulch at or near the entrance to the subdivision.
- b) **Sprinkler System Services Contract:** Administrative Resolution, approved by the Board of Directors on 03/20/2017, to employ Tony Nelson, Sprinkler Services.
- c) **Mulch Replenishment/Replacement:** Recommend a motion to solicit bids to replenish/replace mulch in the island and around all other trees and shrubbery. Bids will be reviewed and approved (if possible) via email from the Board of Directors.
- d) **Status on Street Light Repair Requests:** The light at 1801 and 1809 was repaired in March 2017. Also, a new link will be added to the Bay Pines HOA website for members and residents to report street light outages and issues.

Treasurer's Report (Nancy Wyse):

- a) **U.S. Income Tax Return for Homeowners Associations:** Filed on 02/02/2017.
- b) **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.
- c) **Changes to the Bank Account Signature Card:** Report on the changes necessary to the Bay Pines HOA Bank Account Signature Card under self-management.
- d) **Status of Bills paid and Expenditures incurred in March and April 2017.**
- e) **Requests for Reimbursement:**
 - 1) A filing fee of **\$61.25** for the 2017 Florida Not For Profit Corporation Annual Report was paid by the HOA Secretary and needs to be reimbursed.
 - 2) An annual rental fee of **\$90.00** to secure a post office box for the HOA was paid by the HOA Secretary and needs to be reimbursed.
- f) **Report on transition to Self-Management:** Any remaining open items, actions, questions, or discussion?

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) **2017 Florida Not For Profit Corporation Annual Report:** Filed on 03/16/2017.
- b) **New HOA Post Office Box and Street Addresses:**

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:** All officers need to use their assigned email addresses when communicating official HOA business. This information must remain professional as members can solicit this information for review.
- e) **Cost savings matters under Self-Management:** Aside from the Annual Meeting Notices, Annual Assessments, and other legal documents and communications which must be mailed to members, use of email is the cheapest and fastest way to communicate. Email addresses for each member and resident will be solicited and kept for official HOA business purposes only.

3. Committee Reports:

Architectural Review Committee (C. Ellison, R. Bodie, Pending One Volunteer):

- 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, Pending Two Volunteers):

- a) Report on status of Fines to date for 2017.

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 in the June or July 2017 timeframe as discussed and confirmed during the meeting on Tuesday, April 17, 2107.
- b) Preliminary agenda items include the following:
 - 1) Administrative Resolution for Membership Changes for the ARC;
 - 2) Policy Proposal for the ARC to confirm policies and procedures;
 - 3) Policy Proposal for the REC to confirm policies and procedures;
 - 4) Administrative Resolution for Membership Changes for the Fines Committee;
 - 5) Policy Proposal establishing the Fines Schedule.

6. Adjourned