



**Bay Pines of Santa Rosa County
Homeowners Association (HOA), Inc.**

Board of Directors Meeting – Agenda

Monday, June 18, 2018 – 7:00 p.m.

1903 Bay Pine Circle (Home of the Secretary/Treasurer)

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 and 2018 Annual Members Meeting, March 6, 2018.

Approval of the Agenda.

2. Reports of Officers:

President’s Report (Shane Lobzun):

a) Approved Resolutions in 2018 to date:

- 1) Board of Directors for the 2018/2019 Term: Shane Lobzun-President, Lia Brown-Vice President, Nancy Wyse-Treasurer (Resigned in March 2018), and Danny Linton-Secretary/Treasurer (Assumed the role of Treasurer in March 2018 as per our Governing Documents).
- 2) ARC Members for the 2018/2019 Term: Charita Ellison-Chair, Natasha Gebhardt, and Jason Price.
- 3) Rules Enforcement Committee Members for the 2018/2019 Term: Sherrie Kaser and Lia Brown.
- 4) Fines Committee Members for the 2018/2019 Term: Chrissy Venable-Chair, Paul Zagortz, and *Open Position*-Any Volunteers?
- 5) Hospitality Committee Members for the 2018/2019 Term: Sherrie Kaser-Chair, Shane Lobzun, and Danny Linton.
- 6) Employ Tony Nelson Sprinkler Systems for the 2018 Seasonal Contract for the Common Areas (Total Costs: \$85.00, \$70/maintenance agreement + \$15/parts).
- 7) Employ Kenny Holland Lawn Care for the 2018 Seasonal Contract for the Common Areas (Total Costs to date: \$1,365.79).
- 8) Beautification Project for the Entryway (Total Costs: \$335.21).
- 9) Purchase Office Supplies and Postage (Total Costs to date: \$91.16).
- 10) Employ Kevin Holland for Entryway Improvements-Fencing/Painting (Total Costs: \$1,769.88).
- 11) Employ Kenny Holland to Pressure Wash the Curbing at the Entryway/Palm Trees (Total Costs: \$300.00).
- 12) Purchase Supplies to provide Lunch for the Participants of the Neighborhood-wide Garage Sale (Total Costs: \$138.29).
- 13) Employ Melvin Holland to Remove Oleanders/Transplant Redtip Bushes (Total Costs: \$576.78).

b) Safety Report: Report on any safety matters or efforts for the neighborhood including reminders concerning the following:

- 1) Speeding in the neighborhood;
- 2) School bus traffic; and,
- 3) SRCSO patrolling/monitoring.

Vice President’s Report (Lia Brown):

- a) **Operation Curb Appeal Proposal:** Review the proposed costs and logistics.

Director’s Report (Sherrie Kaser):

- a) **Operation Mailbox Restoration Proposal:** Review the proposed costs and logistics.
 - b) **Neighborhood-wide Yard Lottery:** Review the costs, rules, and any other stipulations involved. Make a motion to draw for the winners.
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Treasurer's Report (Danny Linton):

a) Financial Status:

Report on the following:

- 1) 2018 finances to date;
- 2) Status of Expenditures incurred and Bills paid in 2018;
- 3) Status of Members with outstanding balances in 2017 and 2018 – **None.**

Secretary's Report (Danny Linton):

a) **New Homeowners/Members and New/Existing Tenants:** Report on the status of New Homeowners/Members and New/Existing Tenants in 2018.

b) **Vacant Lot for sale adjacent to the Entryway:** Report on the status of the sale and contact with the Realtor.

c) **Estoppel Letters:** Report on the status and results of fulfilling requests in 2018.

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

- 1) Added Instructions for Estoppel Letter Requests to the Home Page.
- 2) Added new Preferred Service Providers.
- 3) Based on the weekly and monthly access statistics, the website continues to be utilized at an increase rate.

3. Committee Reports:

Architectural Review Committee (C. Ellison-Chair, N. Gebhardt, J. Price):

a) Report on the status of requests for improvements/changes received in 2018.

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

a) Report on the status of Rules Violations reported by the REC/Members in 2018.

b) Discuss plans to get or to keep every home in compliance as enforcing the Covenants is one of the main responsibilities of the Board of Directors.

Fines Committee (C. Venable-Chair, P. Zagortz, *Open position*):

a) Report on status of Fines to date for 2018 – **None.**

Hospitality Committee (S. Kaser-Chair, S. Lobzun, D. Linton):

a) **Welcome Packages/Visits:** Report on the status of delivered and planned Welcome Packages for New Members and New Residents/Tenants to include visits and invites to events, activities, goodie baskets and/or treats for new members and tenants.

4. Open Forum:

a) Members may ask questions, make suggestions, or ask the Board to address concerns.

b) 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. Board of Directors Meetings for the 2018/2019 Term:

The next Board of Directors Meetings will be held at **7:00 p.m.** on the following dates:

a) Monday, September 10, 2018,

b) Monday, January 14, 2019.

Note: The location of these meetings will be announced on the Main and the Calendar of Events Pages of the Bay Pines HOA Website as well as on the Signage at the entrance.

6. Adjourn the Board of Directors Meeting.