



Bay Pines Homeowners Association (HOA) Board of Directors Meeting – Minutes

Monday, December 11, 2017 – 6:00 p.m.

Held at the Home of the Secretary (1903)

Present:

Shane Lobzun, President
Bill Sharon, Vice President
Danny Linton, Secretary

4 Members Present

Call to Order

Shane called the meeting to order at 6:02 p.m.

Shane made a motion to approve the meeting minutes from the Board of Directors Meeting held on October 16, 2017. Danny seconded the motion with all in favor.

The meeting announcement was posted on the Facebook page at 8:54 p.m. on 12/09/2017, a meeting announcement sign was posted at the entrance at 3:37 p.m. on 12/09/2017, and the meeting agenda was posted to the website at 6:25 p.m. on 12/10/2017. Shane made a motion to approve the agenda. Danny seconded the motion with all in favor.

New Business:

- A. **Land Purchase Feasibility Study:** Jason and Amanda Price agreed to perform additional research concerning Parcel 13 (0.558 acres) which is the land adjacent to the entrance to the subdivision. They agreed to provide their findings to the Board.
- B. **Christmas 2017 Decorations:** The Board approved an Administrative Resolution to purchase new Christmas Decorations for the entrance to the subdivision of \$300.
- C. **Safety Report:** No new complaints or issues to report. Shane mentioned that there have been reports of suspicious vehicles reported near Navarre and Gulf Breeze. Considerations and a feasibility study will be conducted during the 2018 Term concerning the installation of surveillance cameras at our entrance.
- D. **Entryway Maintenance/Repair:** Jason Price agreed to research and advise the Board on what needs to be done at the entrance concerning weed/grass killer in and around the mulched-areas at the entrance.
- E. **Financial Status:** In Nancy's absence, Danny provided a report of the bills paid and expenditures incurred in October, November, and December 2017 and reported that the bank balance as of December 11, 2017, was \$26,312.00. Danny also reported that there are four (4) Members with outstanding accounts, a payment plan, or in mortgage foreclosure. One Demand Letter with respect to Foreclosure Proceedings was mailed to a Member and recorded by the HOA Attorney in an attempt to collect outstanding 2017 Annual Assessments to include late fees, interest, and legal fees.
- F. **Welcome Packages:** In Laura's absence, Shane made a motion to approve the Members of the Hospitality Committee to include Sherrie Kaser (1935), Jason Price (1863), Christie Lobzun (1912), Laura Puente (1919-Chairperson). Shane approved the motion. Bill seconded the motion with all in favor. Shane made a motion to the Board to approve an Administrative Resolution to purchase supplies for the Hospitality Committee. Bill approved the motion which allocates up to \$20 per home sold or rented per year. Danny seconded the motion with all in favor.
- G. **Estoppel Letters/Late Assessment Notices:** Danny prepared and emailed/mailed two (2) Estoppel Letters and three (3) Late Assessment Notices to various Title Companies and Members/Contacts which included any outstanding balances owed to the HOA for dues and for property preservation efforts.

- H. **2018 Annual Assessment Statements:** Danny reviewed with the Board the sample statement, proxy request, and intent to be a candidate documents which will be mailed to the Members during the first week of January 2018. Each statement included the amount due to include footnotes which explained the fees and interest charge on or after each deadline to submit payment. An agenda for the 2018 Annual Members Meeting, which will be held on March 6, 2018, was also included on each statement. The Board agreed that a Late Notice be sent to Members who had not paid by February 28, 2018, prior to referring the accounts to the HOA Attorney for collection. Danny made a motion to approve the mailing of the statement to each Member without changes. Shane seconded the motion with all in favor. Special Note: Paul Zagortz volunteered to assist with confirming the addresses for the Member Listing, if necessary.
- I. **Architectural Review Committee:** Danny reported that there were no new ARC Request submitted in October or November 2017. Multiple inclement weather events delayed one Member's completion efforts but was completed in December 2017.
- J. **Rules Enforcement Committee:** Shane and Laura reported that there were fifteen (15) rules violations reported during the last inspection (October 2017) with fourteen (14) issues resolved without further action and one (1) violation requiring additional monitoring which already has an action.
- K. **Fines Committee:** No fines reported to date in 2017. Shane agreed to follow-up with the Fines Committee Members concerning a Fines Schedule for 2018.
- L. **2017 Year-end Fiscal Reporting:** Paul Zagortz volunteered to work with Nancy to solidify the required reporting requirements for 2017.
- M. **Next Board of Directors Meeting:** The next Board of Directors Meeting was scheduled to be held at Laura Puente's home (1919) on Monday, February 5, 2018, at 6:00 p.m.

Adjourned:

Shane made a motion to adjourn the meeting. Bill seconded the motion with all in favor. The meeting was adjourned at 7:09 p.m.