



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

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

---

**Present:**

Shane Lobzun  
Nancy Wyse  
Sam Jones  
Danny Linton

**4 Members Present**

**Call to Order**

Shane called the meeting to order at 6:01 p.m. and made a motion to approve the agenda, Sam and Nancy seconded the motion with all in favor.

**New Business:**

**A. ARC Membership and Policy Resolution:**

1. The committee needs one more volunteer before the next Board meeting in June 2017.
2. The ARC Policy Resolution for policies and procedures will need to incorporate the role of self-management and voted on during the next Board meeting in June 2017.

**B. REC Membership and Policy Resolution:**

1. The Administrative Resolution for Membership Changes for the 2017/2018 term was approved by the Board with members to include Shane Lobzun and Laura Puente. Shane made a motion to approve, Sam seconded the motion with all in favor.
2. The REC Policy Resolution for policies and procedures will need to incorporate the role of self-management and voted on during the next Board meeting in June 2017.

**C. Fines Committee Membership and Policy Resolution:**

1. The committee needs two more volunteers before the next Board meeting in June 2017.
2. The Fines Committee Policy Resolution to establish the Fines Schedule will need to be determined and voted on at a subsequent Board meeting in 2017.

**D. Safety Report:**

1. Shane called the Santa Rosa Sheriff's Office to request an increase in patrols for the neighborhood to deter crime.
2. The Bear Wise Safety Ordinance was discussed and emphasis was placed on the fact that the ordinance does include our neighborhood in the area of enforcement. A copy of the ordinance is available for review on the Bay Pines HOA website and a posting was added to the Bay Pines Neighborhood Facebook page as reference.

**E. Entryway Maintenance/Repair and Street Light Repair Requests:**

1. In Bill's absence, Shane made a motion to replace one dying Oleander bush on the entrance-side with a cost of no more than \$100. Sam seconded the motion with all in favor.
2. Shane reviewed the Administrative Resolution to employ Tony Nelson, Sprinkler Services, which was approved by the Board on 03/20/2017, which included an annual contract to maintain the sprinkler system at the entrance.
3. Shane made a motion to solicit bids to replenish/replace the mulch at the entrance which will be reviewed and voted on by the Board either via email or at the next Board meeting in June 2017.
4. Shane mentioned the new link on the Bay Pines HOA website for residents to notify Gulf Power of Street Light issues.

**F. Welcome Packages/Visits to New Members/Tenants:**

1. Sam reviewed his plan for contacting Owners with Tenants to explain his role to represent both the owners and the tenants and to help bridge the gap in communication and the affairs of the HOA.
2. Sam recommend a Administrative Proposal to allow Tenants to attend Board meetings as guests which will require reviews of the Covenants and Florida Statues.

**G. ARC/REC/Fines Committee:**

1. No reports from the ARC.
2. No reports from the REC.
3. No reports from the Fines Committee.
4. Paul Zagortz volunteered for the Fines Committee.

**H. Open Forum:**

1. Members requested follow-up from the Board related the following concerns:
  - Extensive parking in the street which causes a safety hazard;
  - Trash cans left-out for an extended amount of time;
  - Basketball goals left-out for an extended amount of time;
  - Uncontrolled lawns at two foreclosed properties (1840 and 1879);
  - Rules related to problems resulting from drainage issues in back yards; and,
  - Rules related to ownership/maintenance responsibility for rear fences.
2. The Board addressed the following:
  - The 48-hour parking allowance;
  - The Bear Wise Safety Ordinance and procedures for reporting trash can issues to the county;
  - Referred to the Rules of the Neighborhood for the portable basketball goals;
  - Agreed to review the action required to insure property preservation concerning the foreclosed properties; and,
  - Agreed to conduct research via the Covenants and Florida Statues concerning this issues related to drainage and rear fence ownership/maintenance.

**Adjourned:**

Shane made a motion to adjourn the meeting. Sam seconded the motion with all in favor. The meeting was adjourned at 7:44 p.m.