



**Bay Pines Homeowners Association (HOA)
Board of Directors and 2018 Annual Members Meeting – Agenda**

Tuesday, March 6, 2018 – 6:00 p.m.
Community Life United Methodist Church
4115 Soundside Drive, Gulf Breeze, FL 32563

1. Call to Order – President Shane Lobzun

- Notice of the Meeting and Agenda.
- Roll Call to establish a Quorum.
- Disposal of Unapproved Minutes for the following meeting:
 - a) Board of Directors Meeting, February 5, 2018.
- Approval of the Agenda.

2. Reports of Officers:

President’s Report (Shane Lobzun):

a) 2018 Annual Members Meeting:

Accomplishments of the Self-managed HOA for the 2017/2018 Term:

- 1) Overall effectiveness of self-management:
 - a) Transition successfully completed,
 - b) Cost savings,
 - c) Short-comings resolved quickly, and
 - d) Minimal learning-curve.
- 2) Management of HOA Finances and past-due accounts:
 - a) Bills/invoices paid in a timely manner,
 - b) Adequate reporting of Accounts Payable and Receivables, and
 - c) Diligent follow-through in collecting 98.5% of past-due accounts with legal action pending for only one account.
- 3) Increase in property values based on the sale of several homes in 2017/2018.
- 4) Overall management of our CCR’s and the decrease in the volume and frequency of the violations reported in 2017 to include action plans for Members.
- 5) Overall management of incidents and other issues/concerns:
 - a) Bear sightings, heightened awareness, preventive measures,
 - b) Speeding, safety, vigilance notifications, and
 - c) Notifications of inclement weather.
- 6) Formally created and staffed the Hospitality Committee:
 - a) Allocated nominal funds to welcome new members and tenants.
- 7) New Christmas Decorations and Activities:
 - a) Constructed and installed a special mailbox for kids to mail letters to Santa.
 - b) Created customized response letters from Santa delivered by a special Elf.
- 8) Overall improvements in the cohesiveness of the neighborhood:
 - a) Neighbors working together to help install hurricane shutters,
 - b) Successful neighborhood-wide garage sales,
 - c) Volunteers to help decorate the entrance,
 - d) Basic improvement in the overall climate of the neighborhood.
- 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.
- c) **Entryway Maintenance/Repair:** An invoice was received on February 28, 2018 from Perfection Lawn Care, Inc. (Donnie Novinc) for mowing the entrance in February 2018.

Treasurer's Report (Nancy Wyse):

a) Financial Status:

Report on the following:

- 1) 2017 and 2018 finances to date;
- 2) Status of Expenditures incurred and Bills paid in Feb 2018;
- 3) Status of members with outstanding balances for 2017 and 2018:
 - a. 2017 Member Dues, Fees, and Interest paid in 2018: \$376.23.
 - b. 2017 Outstanding Member Dues, Fees, and Interest: (\$420.31).
 - c. 2018 Member Dues paid as of 28 February 2018: \$11,200.
 - d. 2018 Outstanding Member Dues, Fees, and Interest: (\$2,453).

b) 2018 Budget & Other Activities:

- 1) Review the Approved Budget for the 2018 Term.
- 2) Review the 2018 Tax Returned mailed to the IRS on 05 March 2018.

Secretary's Report (Danny Linton):

- a) **2018 Annual Assessment Statements:** Report on the dissemination of the 2018 Annual Assessment Statements to include the Affidavit of Mailing for the 2018 Annual Members Meeting.
- b) **Foreclosed/Bank Owned Properties (1736, 1832-dues only, 1840):** Report on the status of the foreclosed homes, yard maintenance and property preservation for the foreclosed and unoccupied properties.
- c) **Estoppel Letters:** Report on the status and results from fulfilling requests of these letters in February 2018. A motion was approved at the Board of Directors Meeting on February 5, 2018, to charge title companies \$50.00 to be paid to the HOA for the preparation of each Estoppel Letter.
- d) **Website Updates:**

Report on any changes/updates to the Bay Pines HOA website.

 - 1) Added events to the 2018 Calendar of Events and new Preferred Service Providers.
 - 2) 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, N. Gebhardt, Open position):

- a) Report on the status of requests for improvements/changes received in 2017 & 2018.

Rules Enforcement Committee (S. Lobzun, Open position):

- a) Report on the status of Rules Violations reported by the REC/Members in 2017:
None to report for this period. Unless needed, rules violations are suspended during the dormant season (Nov-Feb) of each year but will resume in March 2018.

Fines Committee (C. Venable, P. Zagortz, L. Brown):

- a) Report on status of Fines to date for 2017 – **None.**

Hospitality Committee (S. Kaser, C. Lobzun, J. Price):

- a) **Welcome Packages/Visits:** Report on the status or plans of the 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. Election of the Board of Directors for the 2018/2019 Term.

6. Adjourn the Board of Directors and 2018 Annual Members Meeting.

7. Convene the 2018/2019 Board of Directors Meeting for Election of Officers:

- a) Review Roles and Responsibilities.
- b) Election of Officers.
- c) Board Members – Affidavit of Compliance (refer to 2017 Florida Statutes 720.3033).
- a) Review actions and activities for the Board of Directors and Committees:
 - 1) President – Convey modified reporting process to the new members of the REC.
 - 2) President – Determine whether or not using the HOA Attorney is permissible in lieu of the need to have a Fines Committee.
 - 3) President – Solicit members to fill vacancies for other committees, as necessary.
 - 4) President – Determine the feasibility and date for the next Neighborhood-wide garage sale.
 - 5) President & VP – Report on the findings from CCRs, Florida Statutes, and title/deed research, as appropriate, to confirm the ownership/maintenance responsibilities for Rear Fences for inside lots.
 - 6) President & VP – Report on the findings from CCRs, Florida Statutes, and the Santa Rosa County Code Enforcement concerning action necessary to correct reported drainage issues.
 - 7) VP – Solicit bids to secure a contract to maintain the common areas at the entrance for the 2018/2019 Term. Submit the bids to the Board of Directors via email for review and approval.
 - 8) Director – Discuss an Administrative Proposal to implement a monthly lottery for Members in good-standing to allocate \$100 per month for landscaping improvements.
 - 9) Secretary – 2018 Florida Not-For-Profit Corporation Annual Report Filing, Form W-9 Report (Used for Estoppel Letter Requests only, i.e. not to be sent to the IRS).
 - 10) Secretary – Discuss the Seal-coat estimate (\$12k) to cover all asphalt for the entrance and throughout the entire subdivision.
 - 11) President & Secretary – Solicit help from the Santa Rosa County Grant Director to secure funds to purchase the property at the entrance with intentions to establish a passive park for the community.

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

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

- a) Monday, June 11, 2018,
- b) Monday, September 10, 2018,
- c) 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.

9. Adjourn the 2018/2019 Board of Directors Meeting.