



**Bay Pines of Santa Rosa County Homeowners Association, Inc.
Board of Directors and 2019 Annual Members' Meeting - Agenda**

Tuesday, March 5, 2019 – 6:00 p.m.
Community Life United Methodist Church
4115 Soundside Drive, Gulf Breeze, FL 32563

1. Call to Order – President Shane Lobzun

- a) Welcome All Members and Guests.
- b) Notice of the Meeting and Agenda:
 - Affidavit of Mailing for the 2019 Annual Members Meeting Notice.
- c) Roll Call to establish a Quorum (21 Required for Elections, if necessary).
- d) Disposal of Unapproved Minutes for the following meeting:
 - Board of Directors Meeting, January 14, 2019.
- e) Approval of the Agenda.

2. Introduction of Guest Speakers (Shane Lobzun):

Michael D. Osban, Fire Inspector/Public Educator, Midway Fire District

– Topic: **"Home Fire Prevention"**

Guest, American Red Cross

– Topic: **"Free Smoke Detector and Installation Program"**

Thank and Excuse Guests.

3. Reports of Officers:

President's Report (Shane Lobzun):

a) Accomplishments – 2018 Term:

1. Overall effectiveness of self-management:
 - a. Continued cost savings;
 - b. All duties and responsibilities adequately covered; and
 - c. No issues to report.
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 100% of all past-due accounts in 2018.
3. Overall increase in property values (7-11%) based on the sale of several homes within the neighborhood in 2018.
4. Overall management of our CCR's and the decrease in the volume and frequency of the violations reported in 2018 to include action plans for Members.
5. Overall management of the ARC process was successful with many approved projects completed by Members and only two reported incidents that were resolved in a timely manner.
6. Overall management of incidents and other issues/concerns:
 - a. Bear sighting notifications, heightened awareness, preventive measures;
 - b. Speeding & safety improvements to include hiring Off-Duty Santa Rosa Sherriff's Deputies to patrol the neighborhood during the 3rd and 4th Quarters of 2018; and
 - c. Expedient notification of inclement weather and potential vagrant activity.
7. Structural improvements in the Common Area and other areas in the neighborhood:
 - a. Removed dying Oleander bushes;
 - b. Replaced, pressure washed, and painted fencing;
 - c. Trimmed and pressure washed the Palm Trees;
 - d. Replaced the mulch, added perennial flowers, and sustainable plants;
 - e. Pruned and relocated overgrown Fountain Grass plants and underdeveloped Knock-down Rose bushes;
 - f. Installed the new Bay Pines Free Book Exchange; and
 - g. Pruned overgrown Crete Myrtle Trees.

8. Other improvements throughout the neighborhood:
 - a. Pressure washed the curbing throughout the neighborhood;
 - b. Operation Mailbox Restoration (23 mailboxes restored; \$15 is a great deal!);
9. Overall improvements in the cohesiveness of the neighborhood:
 - a. Neighbors working together to help install hurricane shields;
 - b. Operation Egg-Drop during Easter;
 - c. Successful neighborhood-wide garage sales;
 - d. Extended volume of Christmas Decorations; and
 - e. Successfully sponsored a Cookie & Candy Exchange Activity during the Holidays which included our very own Santa and his many Elves.

Vice President's Report (Lia Brown):

a) Entryway Improvements for March 2019 (Board approval pending):

1. Island/Entrance-Side/Exit-side/Corner Bed:

- a. Remove/discard the multiple layers of mulch and debris.
- b. Add topsoil and St. Augustine sod, where directed.
- c. Add Rubber Mulch around the Sign and all foliage (trees, bushes, and plants) along with protective weed/grass barriers.
- d. **Benefits:** Reduce future operating expenses by diminishing the need for annual mulch replenishment and a constant battle with weeds and torpedo grass.
- e. **Updates:**
 - 1) Solicited bids from five (5) landscape companies to secure a contract to perform the work to make the improvements stated above.
 - 2) Deadline for Bid Submission is midnight, March 5, 2019.
 - 3) On March 6, 2019, Bids will be submitted to the Board for review/selection.
 - 4) An Admin. Resolution will be presented to the Board to make a decision.
 - 5) Improvements are planned for March 11-15, 2019 (weather permitting) which will require coordination to minimize impacts to traffic at the entrance.

2. Additional Signage:

- a. Santa Rosa County Public Works installed a new, prominent "No Outlet" sign and relocated the existing Speed Limit and "No Soliciting" signs to this new post.
- b. **Benefit:** May reduce the volume of unnecessary traffic within the subdivision.
- c. Additional Signage Improvements may be considered during the 2019 Term.

3. Reflective, Flexible Posts at the Entryway:

- a. Install 3-to-4 reflective, flexible (plastic) posts at the very beginning of the entrance-side of the entryway. Seeking advice from SRC-Public Works.
- b. **Benefit:** Minimize further damage to the sprinkler system, new sod, and foliage on the entrance-side of the entryway.
- c. **Update:** Pending feedback from SRC Public Works.

b) 2019 Annual Contracts to Maintain the Common Area (Entryway):

1. 2019 Seasonal Sprinkler/Irrigation System Service Contract:

- a. Solicited bids from three (3) sprinkler system service companies to secure a contract to repair and maintain the RainBird® Sprinkler System at the entrance.
- b. Submitted three (3) bids to the Board for review and selection.
- c. On January 26, 2019, the Board approved an Admin. Resolution to employ Nelson Sprinkler and Tree Services, LLC. to repair and maintain the system at the entrance for the 2019 Season at a cost not to exceed \$350.

2. 2019 Seasonal Lawn Maintenance Service Contract:

- a. Solicited bids from five (5) lawn service companies to secure a contract to maintain the entrance.
- b. Submitted three (3) bids to the Board for review and selection.
- c. On March 3, 2019, the Board approved an Admin. Resolution to employ Kenny Holland Lawn Care Services, LLC. to maintain the entrance for the 2019 Season at a cost not to exceed \$2,010.

Treasurer's Report (Danny Linton):

a) Financial Status & Reporting (2018 & 2019):

1. Provide a Summary of Expenditures incurred and Bills paid in 2018;
2. Review the Actual versus Budgeted Finances for 2018;
3. Report on the Expenditures incurred and Bills paid, to date, in 2019;
4. Report on the Status of paid and unpaid dues, to date, in 2019;
5. Review the proposed changes to the Approved Budget for 2019; and
6. Make a motion to the Board to approve the New Budget for 2019.

b) 2019 Financial Activities:

1. File the 2018 Tax Return;
2. 2019 Florida Not-For-Profit Corporation Annual Report Filing;
3. Form W-9 Report (Used for Estoppel Letters only, i.e. not to be sent to the IRS);
4. Bank Account Signature Card Changes – 2019 Term.

Director's Report (Sherrie Kaser):

- a) **Accomplishments – 2018 Term:** Refer to the Rules Enforcement Committee and Hospitality Committee Reports.

Secretary's Report (Danny Linton):

- a) **Estoppel Requests/Letters:** Report on the status Estoppel Requests in 2018 & 2019.

b) Website Updates (www.baypineshoa.org):

1. Added the 2019 Calendar of Events and New Preferred Service Providers.
2. Utilization: Based on the weekly- and monthly-access statistics, the website continues to be utilized at an increasing rate especially when homes are for sale.

c) New Laptop for HOA Business:

1. On January 14, 2019, the Board approved an Admin. Resolution to purchase a new laptop, Microsoft Office software, McAfee Total Protection virus-detering software, and a docking station for the sole purpose of conducting HOA Business at a cost not to exceed \$550.
2. A new 8MB RAM Card was also purchased and installed to maximize performance.
3. A new 32GB Storage Device was donated to use when backing-up files and data.

d) Land Purchase (Parcel 13/0.558 acres) – Not Currently Available:

1. In February 2019, the land adjacent to the exit-side of the entryway was allegedly sold to a friend of the owner for an undisclosed amount according to the Realtor who previously represented the owner.
2. According to the Realtor, the new owners are not interested in selling the property.
3. Periodic follow-up will continue.

4. Committee Reports:

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

- a) **2018 & 2019 ARC Reports:** Status of requests for improvements/changes received.

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

- a) **2018 & 2019 REC Report:** Status of Rules Violations reported in 2018 and 2019.

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

- a) **2018 & 2019 Fines Report:** Status of Fines issued in 2018 & 2019 – **None.**

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

- a) **2018 & 2019 Hospitality Report:** Status of Welcome Packages delivered to New Residents (Members & Tenants) in 2018 & 2019.

5. 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 HOA attorney.

6. Election of the Board of Directors for the 2019 Term:

- a) Determine and confirm vacancies.
- b) Announce number of open vacancies.
- c) Ask for Nominations and confirm Candidates.
- d) Record the Name of each Nominee.

Important Note:

An election is not required if the number of Nominations equals or is less than the number of open vacancies.

- e) If an election is required:
 1. Announce (read aloud) the rules for the voting process.
 2. Answer all questions related to the rules for voting.
 3. Announce the Names of the Nominees.
 4. Write their names legibly on a Dry-Erase Board for reference, if possible.
 5. Instruct the Members to vote only once and for only one Nominee.
 6. Accumulate and confirm the ballots.
 7. Count the votes.
 8. Announce the results.
- f) Record the results for the meeting minutes.
- g) Announce the Members of the Board of Directors for the 2019 Term.

7. Adjourn the Board of Directors and 2019 Annual Members Meeting.

8. Convene the Board of Directors (BOD) Meeting – 2019 Term:

- a) Review Duties and Responsibilities.
- b) Make a motion to continue to combine the Secretary and Treasurer Officer Roles.
- c) Conduct an Election of Officers, if necessary, following the Rules of Voting for Officers.
- d) Board Members – Affidavit of Compliance (refer to 2017 Florida Statutes 720.3033).
- e) Review actions and activities for the Members of the Board of Directors & Committees.
- f) Secure email address and password from predecessor, if necessary.
- g) Discuss and confirm BOD meetings frequency for the 2019 Term.
- h) Confirm the date and time for the next Board of Directors Meeting.
- i) Address Questions.

9. Adjourn the Board of Directors Meeting – 2019 Term.