



**Bay Pines of Santa Rosa County Homeowners Association, Inc.**  
**Board of Directors Meeting & 2021 Annual Members' Meeting – Agenda**  
**Tuesday, March 9, 2021 - 6:00 p.m.**  
**Google Meet Online**

<https://meet.google.com/yvh-ifjs-nez>

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**1. Call to Order – Secretary/Treasurer (Danny Linton)**

- a) Welcome All Members.
- b) Notice of the Meeting and Agenda:
  - Affidavit of Mailing for the 2021 Annual Members Meeting Notice.
- c) Roll Call to establish a Quorum (20 Members/Proxies required for Elections).
- d) Disposal of Unapproved Minutes for the following meeting:
  - Board of Directors and Annual Members Meeting, March 10, 2020.
- e) Approval of the Agenda.

**2. Reports of Officers:**

**President's Report (by Direction, Danny Linton, Secretary/Treasurer):  
Report on the 2020 Term:**

**a) Overall effectiveness of self-management:**

1. Cost savings.
2. Short-comings resolved quickly.

**b) Management of HOA Finances and Accounts:**

1. Bills/Invoices paid in a timely manner.
2. Use of Bank-issued Debit Card improved efficiency.
3. Adequate reporting of Accounts Payable and Receivables.

**c) Property Values:** Bay Pines Subdivision experienced an 18% increase in property values in 2020 with the potential for an even stronger increase with the addition of the Bay Pines Community Park by the Summer 2022. (Sources: Property value increases based on the sale of homes between 2019-2020 and valuation reports provided by local Real Estate Agents.)

**d) CCR's & Violation Management:** Report on the overall management of CCR's to include the decrease in the volume and frequency of the violations reported in 2020 and the effectiveness of communication between Members and the REC.

**e) Overall management of incidents and other issues/concerns:**

1. Bear sightings, heightened awareness, preventive measures.
2. Speeding, safety, vigilance and inclement weather notifications.
3. Waste Pro will be replacing two bins with three bins (household trash, yard waste, and recycling) with one pickup per week beginning in April 2021.

**f) Overall improvements in the cohesiveness of the neighborhood:**

- a. Neighbors working together to maintain and make improvements to properties.
- b. Successful neighborhood-wide garage sales.
- c. Volunteers helped set-up for events and to decorate the entrance.
- d. Several improvements in the overall climate of the neighborhood.

**g) Thank you!** Appreciation to the Members of the Board of Directors and Committees for their dedication and servant leadership during the 2020 Term.

## **Vice President's Report (Sherrie Kaser/Danny Linton):**

### **a) Report on the 2020 Term:**

1. **Overall improvements maintenance and repairs for the Entryway in 2020:**
  - a. Replacement sod installed as needed.
  - b. Patriotic/Memorial Flags will return to full display later in March/April 2021.

### **b) Entryway Needs/Improvements/Service Contracts/Beautification Projects:**

#### **1. Pruning Needs:**

- a. The Lantanas in the Island will be pruned in late-March.
- b. The Crete Myrtles were pruned during the un-decorating event in January 2021.
- c. These trees, along with all of the other foliage located in the Entryway, will be properly fertilized in March 2021.
- d. To allocate funds for Phase 1 of the Bay Pines Community Park, Danny Linton has volunteered to maintain the entryway for the 2021 Season which will include mowing, trimming, blowing, fertilizing/weed prevention, and maintaining the Sprinkler System.

#### **2. Sprinkler System:**

- a. The system will be inspected by Danny Linton in March 2021.
- b. The system will be programmed for full operation in late-March/early-April.
- c. The system will initially be set to a 30-minute interval for each of the four (4) zones which will start at 2:30 AM every night to support the disbursement of fertilizer and a weed prevention effort. Adjustments will be made as appropriate.

#### **3. 2021 Service Contracts for the Entryway:**

- a. Not applicable for the 2021 Season.

#### **4. Bay Pines Community Park Project Plans (Danny Linton):**

- c. Phase 1 (Feb-May 2021): Clear-cutting and clean-up (\$3,260.67 expensed).
- d. Phase 2 (May-July 2021): Dirt installation, leveling, drainage and assessment.
- e. Phase 3 (Spring 2022): Installation of new sod, storage unit, two (2) restored benches, adequate fencing, appropriate utilities and other amenity accessories.
- f. Phase 4 (Summer 2022): Dedication and official opening of the park.

#### **5. Spring 2021 Lawn Care Information:** In late March 2021, apply Scott's Bonus S Weed and Feed to kick-start the growing season for Best Results!

## **Secretary's and Treasurer's Reports (Danny Linton):**

### **a) Report on the 2020 Term:**

1. Treasurer's Assessment: 2020 Activity & Year-End Totals.
2. Estoppel Certificates: Six (6) issued in 2020 equated to income of \$300.00.
3. 2020 Tax Return: Results to be provided to Board in mid-March.

### **b) Financial Status & Reporting (2021):**

1. Treasurer's Assessment: 2021 Activity & Year-To-Date Totals.
2. 2021 Approved Budget: Actual versus Budgeted Finances.

### **c) Financial Activities (2021):**

1. 2020 Tax Return: Submission in mid-March.
2. 2021 Florida Not-For-Profit Corporation Annual Report: Submission in mid-March.
3. Due to the planned activities for the new Bay Pines Community Park, the HOA will operate using a lean budget in 2021.
4. Other budgeted items for 2021:
  - Lot B – Purchase & Closing (April 2021): \$7,710.
  - Utilities, Lawn Care, Fertilizer, Insecticide, SRCSO Patrols, Insurance, Community Activities, Taxes, Florida NFP Corp Annual Report: \$2,400.
  - \$10,110 Estimated Expenses for Remainder of 2021 (\$7,710 + \$2,400).
  - \$10,888 Estimated Cash Balance (\$9,773 + \$1,115 [Outstanding Dues]).
  - \$778 Estimated 2021 Year-end Cash Balance.

## **Director's Report (Ginny Ouderkirk):**

### **a) Report on the 2020 Term:**

#### **1. 3<sup>rd</sup> Annual Operation Egg-Drop:**

- a. Held on Easter Morning, April 12, 2020.
- b. 24 Recipients.
- c. Total Cost: \$154.92.

#### **2. Spring & Fall Neighborhood-wide Garage Sales:**

- a. Held on April 25, 2020 & October 10, 2020.
- b. 6-8 Participating Homes.
- c. Total Cost: \$0.00

#### **3. Santa Rosa County Sheriff's Officers' (Off-Duty) Patrols:**

- a. Report on the overall effectiveness of these patrols.
- b. 24 Patrols.
- c. Total Cost: \$3,550.

### **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.
3. Santa Rosa County Sheriff Officers' Off-Duty Patrolling/Monitoring will be reduced for the remainder of 2021 especially since we have a new Okaloosa County Deputy living in the neighborhood – Congrats to Ryan Burke!

### **c) Planned Activities for 2021 (Ginny Ouderkirk):**

1. 4<sup>th</sup> Annual Operation Egg-Drop: Easter Morning, April 4, 2021.
2. Spring 2021 Neighborhood-wide Garage Sale: Saturday, April 24, 2021.
3. Fall 2021 Neighborhood-wide Garage Sale: Saturday, October 9, 2021.
4. 4<sup>th</sup> Annual Cookie & Candy Exchange with Santa: Sunday, December 14, 2021.

## **3. Committee Reports:**

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

#### **a) Report on the 2020 Term:**

- Twenty (20) ARC Requests for Improvements/Changes received & Nineteen (19) were approved.

#### **b) 2021 ARC Reports:**

- One (1) ARC Requests received for re-painting of front door/shutters and the re-location of two (2) Palm trees.

### **Rules Enforcement Committee (S. Kaser, D. Linton):**

#### **a) Report on the 2020 Term:**

1. Report on the total number of Rules Violations in 2020. Refer to Important Notes.
2. Report on any trends and advice to provide to the Members.

#### **b) 2021 REC Report:** Rules Violations reported in 2021 = None.

### **Fines Committee (Vacant, P. Zagortz, Vacant):**

#### **a) 2020 & 2021 Fines Report:** Fines issued in 2020 & 2021 = None.

### **Hospitality Committee (G. Ouderkirk, D. Linton):**

#### **a) Report on 2020 Term:**

1. Report on the overall effectiveness of the efforts of the Hospitality Committee.
2. Ten (10) Welcome Packages delivered to New Residents in 2020.
3. Total Cost: \$107.18 of the budgeted \$200 for 10 packages.

#### **b) 2021 Hospitality Report:**

1. Welcome Packages delivered to New Residents in 2021 = None.
2. Zero (0) Welcome Packages currently in inventory for 2021.
3. Total Estimated Cost: \$70.00 of the budgeted \$100 for 5 packages.

**5. Open Forum:**

- a) Each member will have three (3) minutes to address the Board.
- 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 HOA attorney.

**6. Election of the Board of Directors for the 2021 Term (Danny Linton):**

- 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. Type the name(s) within the chat window.
  - 5. Instruct the Members to vote only once and for only one Nominee via email to the Secretary.baypineshoa@gmail.com.
  - 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 2021 Term.

**7. Adjourn the Board of Directors and 2021 Annual Members Meeting.**

**8. Convene the Board of Directors (BOD) Meeting – 2021 Term:**

- a) Provide and review Duties and Responsibilities.
- b) Conduct an Election of Officers, if necessary, following the Rules of Voting for Officers.
- c) Board Members – Affidavit of Compliance (refer to 2020 Florida Statutes 720.3033).
- d) Review actions and activities for the Members of the Board of Directors & Committees.
- e) Secure email address and password from predecessor, if necessary.
- f) Discuss and confirm BOD meetings frequency for the 2021 Term.
- g) Confirm the date and time for the next Board of Directors Meeting.
- h) Address Questions.

**9. Adjourn the Board of Directors Meeting – 2021 Term.**