



**Bay Pines of Santa Rosa County Homeowners Association, Inc.
Board of Directors Meeting - Agenda**

Monday, June 3, 2019 – 6:00 p.m.
Community Life United Methodist Church
4115 Soundside Drive, Gulf Breeze, FL 32563

1. Call to Order – President Jim Stallings

- a) Notice of the Meeting and Agenda.
- b) Disposal of Unapproved Minutes for the following meeting:
 - Board of Directors and Annual Members Meeting, March 5, 2019.
- c) Approval of the Agenda.

2. Reports of Officers:

President’s Report (Jim Stallings):

- a) **Legal Opinion Review & Discussion** (Reference Letter from HOA Attorney):
 - 1) Article VII, Sections 3 and 8 of the Covenants, Conditions and Restrictions.
 - 2) Next Steps.
- 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) **Reflective, Flexible Posts at the Entryway:**
 - 1) The Board continues to installed reflective, flexible (plastic) posts on the entrance-side of the entryway which has made some improvement to reducing the amount of damage by buses, delivery and moving trucks, and waste management vehicles.
 - 2) With the recent destruction of sod, a bush, and two sprinkler heads from a moving truck, a more permanent solution will be necessary to minimize further damage. Make a motion to the Board to solicit advice from the SRC Public Works Department to include the feasibility of constructing an arched wall with two columns each to mimic the Entrance Sign which would be installed on both the entrance-side and the exit-side of the entryway which may also require special permit(s). Information and costs will need to be provided to the Board for approval via an Administrative Proposal.

Vice President’s Report (Sherrie Kaser):

- a) **Entryway Improvements for Spring 2019:** Report on the progress of the improvements completed for the Island/Entrance-Side/Exit-side/Corner Bed:
 - 1) Old mulch and debris were removed and discarded.
 - 2) Topsoil was added and pre-treated for weed prevention.
 - 3) Weed/grass barriers were installed.
 - 4) New Rubber Mulch was installed.
 - 5) New St. Augustine sod was installed.
 - 6) Sprinkler heads and system was adjusted for sustainability of the new sod.
 - 7) **Budget Results:** Originally budgeted for **\$7,450** but actual cost was **\$5,956.86** which was a savings of **\$1,493.14**. Refer to the Cost/Payment Roster and Notes of the related Administrative Resolution for the exact cost and savings factors.
 - 8) **Benefits:** Reduce future operating expenses by diminishing the need for annual mulch replenishment and a constant battle with weeds and torpedo grass.

b) **Additional Improvements and Maintenance Needs:**

- 1) **Weed Control:** Dollarweed is taking-over at the beginning of the entrance-side of the entryway. ENSEC was notified and stated that they would not apply weed prevention until the sod was completely rooted. This area will need to be treated and monitored closely.
- 2) **Insects:** White flies have infested the Variegated Pittosporum Bushes on both the entrance-side and exit-side of the entryway. These bushes will need to be treated and monitored closely.
- 3) **New Plants:** The Fountain Grasses previously transplanted from in front of the Variegated Pittosporum Bushes to the bed on the entrance-side are infested with Dollarweed and have mostly died. Eight (8) alternative plants, bushes, or small trees need to be added after the Fountain Grasses are removed. Miniature Japanese Maples or something small and colorful are recommended so as not to distract from the thriving Rose Bushes. Make a motion to the Board to solicit alternatives and to provide options to the Board for approval to include complete costs involved.
- 4) **More Water:** There are three areas at the entrance that need more sprinkler heads as they are not receiving an adequate amount of water to survive. Also, there are two damaged sprinkler heads on the entrance-side of the entryway. Make a motion to the Board to get these sprinkler heads installed/replaced and other adjustments to system, as necessary.
- 5) **Timer for Lights:** The lights in the island and on the exit-side of the entryway are not functioning properly. Danny has already purchased replacement parts and will attempt to repair the existing timer. If unrepairable, he has also already purchased a new timer. If repairable, he will return the new timer for a refund.
- 6) **New Service Provider:** Administrative Proposal to replace ENSEC and Tony Nelson Sprinkler & Tree Service, LLC. with a complete Lawn (fertilizing/weed prevention/insect infestation control), Sprinkler System, *and* Tree/Shrub Package from TruGreen for an annual investment of **\$1,185.02** which would provide savings of **\$146.58** for weed control and sprinkler system maintenance, alone, while providing the HOA Board with one point of contact for all three services.
Note: This is not a seasonal contract but an annual contract, i.e. June 2019 – June 2020. Refer to the attached documentation for review and approval. Make a motion to the Board for approval of the Administrative Proposal which, if approved, would become an Administrative Resolution.
- 7) **New Flags:** Administrative Proposal to reimburse Danny Linton **\$211.89** for the materials purchased and used to install the eight (8) flags displayed on the entrance-side of the entryway. Make a motion to the Board for a decision.

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

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

- 1) Provide a Summary of Expenditures incurred and Bills paid in 2019;
- 2) Review the Actual versus Budgeted Finances for 2019;
- 3) 2018 Tax Return – Completed and Filed;
- 4) Bank Account Signature Card Changes for the 2019 Term – Completed.

b) **Estoppel Certificates:** Report on the status of Estoppel Certificates issued in 2019.

c) **Website Updates:** Updates to the Home Page are pending which will include new pictures of the entryway; Adding all past and approved Resolutions and Meeting Minutes; and Updating the list of Preferred Service Providers.

Directors' Reports (Shane Lobzun & Ginny Ouderkirk):

- a) Planned Events/Activities:
 - 1) October 12th – Fall Neighborhood-wide Garage Sale;
 - 2) December 14th – Bay Pines Community Cookie & Candy Exchange with Santa.
- b) Other Upcoming Events or Activities?

3. Committee Reports:

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

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

Rules Enforcement Committee (S. Kaser, G. Ouderkirk, S. Lobzun):

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

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

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

Hospitality Committee (G. Ouderkirk, S. Lobzun, J. Stallings):

- a) **2019 Hospitality Report:** Status of Welcome Packages delivered and pending to New Residents (Members & Tenants) in 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. Next Board of Directors Meeting:

- a) Monday, November 18, 2019, 6:00 pm, Community Life United Methodist Church, 4115 Soundside Drive, Gulf Breeze, FL 32563.

7. Board of Directors Meeting Adjourned.