

# BAYTREE COMMUNITY ASSOCIATION MINUTES OF ANNUAL VM MEETING APRIL 7, 2017

Call to Order: The Annual Meeting was called to order by President Wayne Wilkerson at 1:04 p.m. on April 7, 2017. The meeting was held at Baytree Golf Links Clubhouse Meeting Room.

Pledge of Allegiance was recited by all present

1. Roll Call: Board Members Wayne Wilkerson, David Taylor, Phil Ruhlman, and Janice Hill were present, with late arrival by Richard Mather. Jim Kenney and Paula Matthes were present representing Fairway Management.

Voting Members John Geiger (Arundel), Jerry Darby (Balmoral), Al Feucht (Chatsworth), Rick Brown (Hamlet), Sandy Schoonmaker (Kingswood), Tom Dwyer (Saddleworth), Carol Fox (Turnberry) and Tom Deppe (Windsor) were all present. A quorum was established.

2. Proof of Meeting Notice – Affidavit dated March 24, 2017
3. Meeting minutes from the 2016 Annual Meeting of April 29, 2016 were approved by the board unanimously, no discussion.
4. Election of Board of Directors – Jerry Darby, Phil Ruhlman and Wayne Wilkerson were elected to the board. Wayne thanked David for his nine (9) years on the board, David thanked the members for allowing him to serve them. David stepped down from the board and excused himself from the meeting.
5. Old Business: None
6. New Business: None
7. Questions from the floor: Discussions were had regarding the email from Phil regarding the proposed Covenant change, regarding estate sales.
8. Motion to Adjourn the Annual Meeting of Voting Members made at 1:17 p.m.

BAYTREE COMMUNITY ASSOCIATION  
MINUTES OF ANNUAL MEMBER MEETING  
APRIL 7, 2017

1. Call to Order of the meeting was made by Wayne Wilkerson, Sitting Board President at 1:18 p.m. at the Baytree Golf Links Clubhouse Meeting Room.
2. Proof of Notice of the Meeting confirmed
3. Newly Elected Board Member, Jerry Darby, was asked to come forward and join the Sitting Board.
4. Officer's Annual Reports:
  - a. President, Wayne Wilkerson verbally presented the President's Annual Report attached.
  - b. Treasurer, Janice Hill reported as of 2/28/17 the association revenue at \$210, 250.16 vs. \$205,030.74 on 3/31/16. Janice asked that the annual meetings be moved to the third Friday of April in future years to have the full year financials available, including March. CPA is currently preparing the Association tax return. We are on track with the 2017 budget adopted back in December. The new attorney, Robert Manning, hired this year has announced that he will be leaving Pastore & Daily. He will continue to serve the Association independently. The board will renegotiate with him once finalized.
  - c. Secretary, Phil Ruhlman reported that the Declarations, By-Laws and Articles have all been converted to Word for ease in any future changes and revisions.
  - d. Director/ARC liaison, Richard Mather reported that the Association documents were revised to align with the laws. The role of Due Process has changed to align with the law as well. Last year Covenant violations were an issue and now with Fairway Management in place we have structure and processes in place that have proven successful. Richard thanked the ARC committee for their hard work, they are a great team. Richard went over a violations report pointing out the compliance and non-compliance statistics.
5. Committee Reports:
  - a. CDD - Melvin Mills reports that the flowers are the monuments were affected because the irrigation was cut off due to the construction at the credit union, issues are being resolved. Kingswood is scheduled to be paved. Pool issues are being resolved. Park benches along Baytree Drive have been ordered, cement slabs will be poured soon. All sidewalks are being cleaned and look great. Working with the BCA on the covered pavilion. Ordered new plants by the pond. Light at the fountain in the back are not working, they are looking into replacing with LED lighting. Sign/information board has been installed at the back entrance. Janice asked that BCA meeting information to be included on the back sign.
  - b. ARC Committee – Sandy Schoonmaker. Sandy wanted to point out that the ARC is a huge team effort. The ARC meets every other Monday at 8:30 a.m. Applications are received from Fairway on the Friday before and the committee reviews them over the weekend. She encouraged everyone to follow the procedures in place. Sandy went over the new guidelines regarding trees. 2 palm trees no longer equal 1 hardwood. The new guidelines are on the website. She thanked Barbara Hudson for her years on the ARC and announced how Jill Hoffman replaced her this past year.
  - c. Website – Richard Schoonmaker reported an issue with BOD and VM/AVMs emails through the website. Be aware that Bright House email accounts are not working correctly. The website is going well. If something is needed on the website, please send to him.
  - d. Newsletter – Barbara Fradkin formats the newsletter, she was unavailable for the meeting. Sandy Schoonmaker is Barbara's assistant. Submit articles and suggestions to Sandy.

6. Meeting minutes from the 2016 Annual Meeting of April 29, 2016 were approved by the board unanimously, no discussion.
7. Discussions from the Floor:
  - a. Patti Coggins and Joann Wagner from Isles of Baytree were in attendance. They thanked the board for sharing and commented that they are having some of the same issues as BCA.
  - b. All VMs should now have paint books, as well as Fairway Management. Paint books refer to Sherwin Williams colors but can be any brand.
  - c. Parking too close to an intersection causes a safety hazard and Melvin Mills asked that it be mentioned in the next newsletter.
  - d. Kathy Bosch asked that a cover page be included when documents are changed to list what changed with the page number for easier reference.
  - e. Nancy questioned the fining amounts for violations and it was discussed that the board must impose the fines on an individual basis, there are no set amounts.
8. Motion to Adjourn the Annual Meeting of the Members made at 2:25 p.m.

**BAYTREE COMMUNITY ASSOCIATION  
ORGANIZATIONAL MEETING OF  
BOARD OF DIRECTORS  
APRIL 7, 2017**

1. Call to Order. The Meeting was called to order by the Sitting President, Wayne Wilkerson at 2:33 p.m. The meeting was held at Baytree Golf Links Clubhouse Meeting Room.

2. Proof of Notice of Meeting confirmed

3. Election of Officers:

- a. President – Wayne Wilkerson (nominated by Richard)
- b. Vice President – Jerry Darby (nominated by Wayne)
- c. Treasurer – Janice Hill (nominated by Phil)
- d. Secretary – Phil Ruhlman (nominated by Jan)
- e. Director/ARC Liaison – Richard Mather (nominated by Wayne)

4. Appointment of Committees:

All nominations accepted, appointment of committee chairs motioned and seconded as follows:

- a. Architectural Review (ARC) – Sandy Schoonmaker
- b. By-Laws – Phil Ruhlman
- c. Community Relations – Martha Scholtz (Susan Answay, Denise Scott and Tom Dwyer volunteered to join the committee)
- d. Due Process (DPC) – Rick Brown (Virginia List and Sydney Crouch on committee)
- e. Nominating – Richard Mather
- f. Newsletter – Barbara Fradkin (Sandy Schoonmaker to assist)
- g. Website – Richard Schoonmaker
- h. Professional Review – Jerry Darby (Rick Brown to assist)
- i. Budget – Janice Hill (Jerry Darby to assist)

5. Meeting minutes from the 2016 Organizational Meeting of April 29, 2016 were approved by the Board unanimously, no discussion.

6. New Business:

a. Due Process:

- 211 Ashbourne Court – Grind tree stump down to ground level. \$25 fine/day motioned by Wayne, second by Jerry. All in favor, no discussions.
- 250 Baytree Drive – Remove rust on front trim by garage. \$25 fine/day motioned by Wayne, second by Jerry. All in favor, no discussions.
- 8143 Old Tramway – Clean roof. \$50 fine/day motioned by Phil, second by Jerry. All in favor, no discussions.
- 7915 Eddystone – Parking commercial vehicle. \$50 fine/day motioned by Jerry, second by Phil. All in favor, no discussions.

- b. Phil presented the VMs a proposed change to the Declaration, Page 33, para 13.16 (e)...last sentence, to include Estate Sales to the prohibited list. After discussions, Phil motioned, second by Richard, for the VMs to vote for or against the change. All neighborhoods represented, except Balmoral. Motion did not pass, 364 against (79%), 97 for (21%). No change to the Declaration.
  - John Geiger motioned the board to form a committee to develop a process for allowing estate sales, second by Tom Dwyer.
  - Discussions took place and Wayne motioned to have Tom Deppe chair this committee. Second by Janice. All in favor.
  
- c. Dog Issues-Richard reported another instance of an owner allowing their dog off the leash in the community. Animal Control should be contacted as this is a public safety issue. Report the incident to Animal Control and Fairway.
  
- d. Covered Pavilion-Janice reports that she spoke with the attorney regarding funding and drawing up an agreement with the CDD for the proposed pavilion. Attorney suggested a reserve study, Jim Kenney explained that BCA does not have reserves and the study would not be necessary. Discussions took place regarding the location, design and contractor.
  - Tom Dwyer offered to assist Janice on this project. Wayne motioned, second by Jerry, to have Tom join Janice on this project. All in agreement.
  - Jan motioned, second by Jerry, to have the CDD and BCA attorneys discuss and draw up an agreement of responsibilities. All in agreement.
  - Richard motioned, second by Wayne, that a Request for Proposal be drawn up and submitted to prospective contractors once agreement in place. All in agreement.
  - Melvin also suggested the BCA look into pricing to have the pool/tennis parking lot paved.

7. Motion to Adjourn the Organizational Meeting of the Board made at 3:57 p.m.

Prepared by:  
Paula Matthes, LCAM  
Fairway Management