

# BAYTREE COMMUNITY ASSOCIATION MINUTES OF ANNUAL VM MEETING APRIL 13, 2018

Call to Order: The Annual Meeting was called to order by President Wayne Wilkerson at 1:03 p.m. on April 13, 2018. 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, Phil Ruhlman, Janice Hill and Richard Mather were all present. Paula Matthes was present representing Fairway Management.

Voting Members John Geiger (Arundel), Jerry Darby (Balmoral), Matt Canina (Chatsworth), Rick Brown (Hamlet), Sandy Schoonmaker (Kingswood), and Carol Fox (Turnberry) were present. Saddleworth and Windsor were not represented.

2. Proof of Meeting Notice – Affidavit dated March 28, 2018
3. Meeting minutes from the 2017 Annual Meeting of April 7, 2017 were approved by the board unanimously, no discussion.
4. Election of Board of Directors – Janice Hill, Richard Mather and Susan Hammerling-Hodgers were nominated for the board. Susan introduced herself before excusing herself from the meeting. With no other nominations, no election was required.
5. Motion to Adjourn the Annual Meeting of Voting Members made at 1:09 p.m.

BAYTREE COMMUNITY ASSOCIATION  
MINUTES OF ANNUAL MEMBER MEETING  
APRIL 13, 2018

1. Call to Order of the meeting was made by Wayne Wilkerson, Sitting Board President at 1:10 p.m. at the Baytree Golf Links Clubhouse Meeting Room.
2. Proof of Notice of the Meeting confirmed
3. Meeting minutes from the 2017 Annual Meeting of April 7, 2017 were approved by the board unanimously, no discussion.
4. Officer's Annual Reports:
  - a. President, Wayne Wilkerson presented a draft mission statement. Wayne verbally presented the President's Annual Report attached.
  - b. Treasurer, Janice Hill reported as of 3/31/18 the association revenue at \$127,983.63 vs. \$209,320.51 on 3/31/16. Janice advised that the reduction in the capital account is the result of our payment of \$100,000 into a special account at the CDD to fund the construction of the Pavilion. CPA is currently preparing the Association tax return. We are on track with the 2018 budget adopted back in December.
  - c. Secretary, Phil Ruhlman reported that it has been a stable year. All documents are current.
  - d. Director/ARC liaison, Richard Mather thanked the ARC committee for their hard work, and advised of changes coming to the ARC and asked the VMs to pole their neighborhoods for volunteers. Rick Brown will be on the CDD board and a new ARC Chair will be needed. Richard went over the ARC process and asked VMs to encourage owners to have their applications in by Friday before the meetings. He reported that 136 ARC applications were processed in 2017. Richard went over the violation process. 607 first notices were sent in 2017, 194 second notices, 25 fining notices and 10 properties were fined for non-compliance.
5. Motion to Adjourn the Annual Meeting of the Members made at 1:33 p.m.

**BAYTREE COMMUNITY ASSOCIATION  
ORGANIZATIONAL MEETING OF  
BOARD OF DIRECTORS  
APRIL 13, 2018**

1. Call to Order. The Meeting was called to order by the Sitting President, Wayne Wilkerson at 1:33 p.m. The meeting was held at Baytree Golf Links Clubhouse Meeting Room.
2. Proof of Notice of Meeting confirmed
3. Meeting minutes from the 2017 Organizational Meeting were approved by the Board unanimously, no discussion.
4. Election of Officers:
  - a. President – Wayne Wilkerson (nominated by Richard, second by Jan)
  - b. Vice President – Phil Ruhlman (nominated by Richard, second by Jan)
  - c. Treasurer – Janice Hill (nominated by Richard, second by Phil)
  - d. Secretary – Susan Hodgers (nominated by Phil, second by Jan)
  - e. Director/ARC Liaison – Richard Mather (nominated by Phil, second by Jan)

5. Appointment of Committees:

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

- a. Architectural Review (ARC) – Rick Brown
  - b. By-Laws – Phil Ruhlman
  - c. Community Relations – Martha Scholtz
  - d. Due Process (DPC) – Rick Brown
  - e. Nominating – Richard Mather
  - f. Newsletter – Sandy Schoonmaker
  - g. Website – Richard Schoonmaker
  - h. Professional Review – Wayne Wilkerson
  - i. Budget – Janice Hill
6. Old Business:
- a. Pavilion Update – Jerry Darby presented the Pavilion history/time line. The pavilion will be 20'x40' and have fans, lighting and motion detected security lights. Fairway will run the calendar for reservations. A deposit will be required. Fairway will inspect after an event at \$40/hour. Rules for use are being worked out, along with the bocce ball court and updating those for the pool and tennis courts.
  - b. CDD Update – Rick Brown reported that the RFP for a new security company went out and will be discussed at their May meeting. He reminded residents to update your friends and family list at the gate. New gates are being installed at the main entrance, electrified with LED lights. Lake erosion is being addressed.
7. New Business:
- a. Proposed amendment to the B-PARCs by ARC Chair-Rick Brown. Sections 2.23 and 2.22. Phil wants to check the Declaration for any conflict. Tabled for next meeting.

- b. Holiday decorations/lighting contract – Discussions had about taking over the lighting contract from the CDD. Jan wants to be sure the cost is covered in the budget.
  - c. Tables for the pavilion – Jan presented options, from the same company who provided the benches. Considering how many are needed and which type. Wayne motioned to budget up to \$8,000 for tables, as a gift to the CDD. Second by Richard. Motion carried unanimously.
  - d. Violations and fining:
    - 250 Baytree – Repair roof tiles. \$25 fine/day motioned by Richard, second by Phil. All in favor, no discussions.
    - 945 Chatsworth – Remove hurricane panel on left side of house. \$25 fine/day motioned by Richard, second by Jan. All in favor, no discussions.
    - 8031 Kingswood – Clean roof. \$50 fine/day motioned by Richard, second by Phil. All in favor, no discussions.
    - 8033 Kingswood – Store items on right side of house out of view. \$25 fine/day motioned by Richard, second by Phil. All in favor, no discussions.
    - 8036 Kingswood – Remove hurricane panels on left side of house. \$25 fine/day motioned by Richard, second by Phil. All in favor, no discussions.
  - e. Martha Scholtz/Social Community – The first movie/food truck event was successful, as well as the New Year’s Eve event. May 4, 2018 will be another food truck event with live entertainment in front of the clubhouse. She would like to organize a dedication event once the pavilion is complete. Planning a movie night in the fall and plan to do New Year’s Eve again this year. Volunteers and suggestions always welcome. Residents should sign up for Info-Link for announcements. Forms can be obtained from the guardhouse.
  - f. Wayne read the response from the SCCU regarding employees smoking at the Baytree entrance.
  - g. Metal roofs were discussed.
8. Motion to Adjourn the Organizational Meeting of the Board made at 3:07 p.m.

Prepared by:  
Paula Matthes, LCAM  
Fairway Management