

**BAYTREE COMMUNITY ASSOCIATION
MINUTES OF ANNUAL VM MEETING
JULY 9, 2020**

Call to Order: The Annual Meeting was called to order by Acting President Phil Ruhlman at 11:02 a.m. on July 9, 2020. The meeting was held via ZOOM video/teleconference.

Pledge of Allegiance was recited by all present

1. Roll Call: Board Members Phil Ruhlman, Janice Hill and Richard Mather were in attendance. Jim Kenney, Mary Wathen and Paula Matthes were present representing Fairway Management.

Voting Members; Anita Moreano (Arundel), Jerry Darby (Balmoral), Kevin Campbell (Chatsworth), Dr. Gene List (Hamlet), Sandy Schoonmaker (Kingswood), Tom Dwyer (Saddleworth), Sue Kirwan (Turnberry) and Greg Scougall (Windsor) were present.

2. Proof of Meeting Notice – Mailed to all members on June 24, 2020 and posted at both gates.
3. Meeting minutes from the 2019 Annual Meeting of April 26, 2019 were approved by the board unanimously, no discussion.
4. Recognition of past president, Wayne Wilkerson.
5. Election of Board of Directors (4 seats open) – Wayne Huot, Richard Mather, Jan Hill, Stephanie Knudson, and Michael Sherbin were nominated for the board. No other nominations from the floor. Election was held and BOD elected were Wayne Huot (2 year term), Richard Mather (2 year term), Stephanie Knudson (2 year term), Michael Sherbin (1 year term).
6. Recognition of past treasurer, Jan Hill.
7. Motion to Adjourn the Annual Meeting of Voting Members made at 11:47 a.m.

BAYTREE COMMUNITY ASSOCIATION
MINUTES OF ANNUAL MEMBER MEETING
JULY 9, 2020

1. Call to Order of the meeting was made by Phil Ruhlman, Acting Board President at 11:48 a.m. via Zoom video/teleconference.
2. Proof of Notice of the Meeting confirmed
3. Meeting minutes from the 2019 Annual Meeting of April 26, 2019 were approved by the board unanimously, no discussion.
4. Officer's Annual Reports:
 - a. Acting President, Phil Ruhlman-no report
 - b. Vice President-no report
 - c. Treasurer, Janice Hill verbally presented the Treasurer's Annual Report, attached.
 - d. Director, Richard Mather thanked the ARC committee for their hard work, and updated all on violation process and statistics. Richard went over the ARC and Due Process committees. Phil Ruhlman made a motion, second by Richard Mather to have Fairway join with CDD to create a joint welcome letter to new owners, motion passed.
5. Appointment of Committees:
 - a. ARC: Rick Brown
 - b. By-Laws: Board Secretary
 - c. Community Relations: Sue Frontera
 - d. Due Process: Rick Brown
 - e. Nominating: BOD
 - f. Website: Richard Schoonmaker
 - g. Professional Review: Board President
 - h. Budget: Treasurer
6. Committee Reports:
 - a. ARC: remind all to submit ARC application before starting work and follow BPARCS
 - b. Bylaws: any recommendations to change or update, please submit properly
 - c. Community relations: all plans cancelled due to COVID-19
7. New Business:
 - a. BOD voted to change BPARCS page 30 4.6.7.7 Attached as submitted APPROVED
 - b. BOD voted to change BPARCS as attached amendments APPROVED
 - c. Wayne motioned and Stephanie second to appoint Kevin Campbell as VM for Chatsworth
 - d. BOD appointment Wayne H for InfoLink responsibility
 - e. Phil motioned and Stephanie second to appoint Sue Frontera as AVM for Arundel until they have neighborhood meeting. Discussion ensued as to filling AVM positions
 - f. Due process- no new violations up for fines at this time
8. Questions from Floor:
 - a. Phil made a motion, second by Richard to have secretary review Baytree documents with respect to VM and AVM voting when running for Board position. Motion passed.
 - b. Discussion ensued regarding Windsor breaking up to smaller neighborhoods, proposal will be presented to board.

- c. ARC will review wording regarding duration and maintenance of Tarps on roofs during roof projects
- d. Secretary will develop guidelines to define how board gets an agenda item.

9. Motion to Adjourn the Annual Meeting of the Members made at 1:49 p.m.

BAYTREE COMMUNITY ASSOCIATION
ORGANIZATIONAL MEETING OF
BOARD OF DIRECTORS
JULY 9, 2020

1. Call to Order. The Meeting was called to order by acting President, Phil Ruhlman at 1:52 p.m. The meeting was held Via ZOOM video/teleconference.
2. Proof of Notice of Meeting confirmed
3. Meeting minutes from the 2019 Organizational Meeting were approved by the Board unanimously, no discussion.
4. Election of Officers:
 - a. President – Wayne Huot
 - b. Vice President – Phil Ruhlman
 - c. Treasurer – Mike Sherbin
 - d. Secretary – Stephanie Knudson
 - e. Director/ARC Liaison – Richard Mather
5. New Business: Next meeting date is 10/9/2020, budget workshop 11/13/2020 and budget meeting 12/11/2020
6. Motion to Adjourn the Organizational Meeting of the Board made at 2:20 p.m.

Prepared by:
Mary Wathen, Comptroller/ LCAM
Fairway Management

July 9th

Annual Meeting ~~May 18th~~, 2020 Treasurer's Report

Current Assets vs Liabilities as of May 31st, 2020 was \$105,003.73 which consist of \$77,317.61 at Union Bank which is our operating account and \$20,048.81 at Seacoast Bank which is our capital account reserve and \$7,637.31 in Total Accounts Receivable. This compares to the Assets vs Liabilities as of March 31st, 2019 of \$129,874.06 which consisted of \$80,436.06 at Union Bank which is our operating account and \$37,044.60 at Seacoast bank which is our capital account.

The reduction of \$8,000 in the operating account funds and of \$17,000 in the capital account funds are the result of our contribution of \$25,000 toward the paving of the parking lot at the pavilion & pool area.

At our Dec 6, 2019 meeting the 2020 Budget was approved and we are currently operating within that budget.

Davies, Houser & Securest, CPA filed our corporate tax return for 2019, as well as the Compiled Financial Statements for the year ending December 31, 2019 which includes Turnberry. The cost for their services has remained the same as last year.

Jan Hill

ARC RECOMMENDATION: CHANGE B-PARCS PAGE 30, 4.6.7.7 Landscape Material and Practice, Section E: Brevard County Tree Requirements

CHANGE FROM: (AS WRITTEN)

E. Brevard County Tree Requirements

Lot Size	Minimum Number of Trees*
.15 acre or less	3 on the lot
.15 - .25	4 on the lot
Over .25 acre	5 on the lot

*No more than 25% of the required trees may be palms as per county code.

CHANGE TO:

E. Brevard County Tree Requirements

1.

Lot Size	Minimum Number of Hardwood Trees
.10 Acre or Less	2 on the lot
.10 to .15 Acre	3 on the lot
.15 Acre to 1 Acre	4 on the lot
1 Acre	5 on the lot

* No less than 50% of trees shall be large species.

* No less than 25% shall be medium species

* Use of Palms: Preservation of palms, or the planting of palms, may only be used to satisfy up to 25% of the required landscaping

2. Minimum Size Requirements Of Newly Planted Trees:

a. LARGE species: 12 feet tall with 2.5 inch diameter(caliper) minimum and 5 foot spread

b. MEDIUM species: 10 feet tall with 1.5 inch diameter (caliper) minimum and 3 foot spread

c. SMALL species: 8 feet tall with 1 inch diameter (caliper) minimum and 2 foot spread

d. PALMS: 10 feet of clear trunk

B-PARC AMENDMENTS APPROVED
JULY 9, 2020 BY BCA BOARD

Section 3: APPLICATION AND REVIEW PROCEDURES

Subsection 3.5 Existing Construction: Alterations and/or Additions Review Procedures

G. For major construction or renovation projects, Construction Dumpsters on the home site must be approved by the ARC. The application fee is waived, but the application MUST indicate the exact dates the dumpster will be on the homeowner's property. Such dumpsters shall only be allowed to be on the property for no longer than 45 days. An extension may be granted if the contractor submits, in writing, no later than 2 weeks prior to the expiration date of the permit, to the Management Company stating the reason requiring the extension and the length of time the dumpster will remain on the homeowner's property. This information will be sent to the ARC Committee for their approval/denial at their next meeting.

Section 2.19 Landscape Maintenance

D. Landscape beds surrounded by curbing of cement or other material shall be maintained in good repair. Those curbs found to be cracked, broken, missing pieces or unsightly shall be brought to the homeowner's attention for repair or replacement.

Section 2.24 Temporary Buildings

A. No temporary building or structure shall be permitted on any home site.

B. Use of POD storage units must be approved by the Arc. The application fee is waived, but the application MUST indicate the exact dates the POD is to be on the homeowner's property. Such units shall not be allowed to stay on the property more than 2 weeks unless an extension is approved by the ARC.