

**Baytree Community Association Inc.**  
**C/o Fairway Management,**  
**1331 Bedford Dr., Suite 103**  
**Melbourne, FL 32940**  
**(321)777-7575**

**Board of Directors Budget Meeting Minutes**  
**December 6, 2018**  
**Baytree National Golf Course**

- 1. Called to Order-** Meeting was called to order by the President, Wayne Wilkerson, at 1:00pm.
- 2. Pledge-** The Chair led the group in the Pledge of Allegiance to the United States of America.
- 3. Roll Call-** Quorum of Directors Present: Wayne Wilkerson, Janice Hill, Richard Mather and Phil Ruhlman. Susan Hodgers absent. Jim Kenney present from Fairway Management.
- 4. Proof of Meeting Notice -**Was posted at Community gate 48 hours in advance of the meeting.
- 5. Approval of Minutes-** Richard motioned to approve the minutes from the September 28, 2018 Board Meeting. Second by Jan, motion carried unanimously.
- 6. Reports of Officers:**
  - a. President- Wayne asked the board if Susan should be contacted as she has not attended any board meetings, Wayne will contact her. Phil offered to help out in the secretary role as needed. CDD held their meeting at 6pm and the attendance was no different than at 1:30pm. Asked the VMs to get more homeowners to sign up for the VMS (Visitor Management System), through the Baytree CDD website. Suggestions to look into a scrolling sign at the front entrance. Holiday lighting at entrance discussed and Wayne thanked all who assisted. Jeff Studds repaired 6 wreaths at the entrance. Wayne asked to reimburse him the costs. Richard motioned, second by Wayne. Motion carried unanimously. Phil to send a thank you to Mr. Studds.
  - b. Vice President- None
  - c. Treasurer- Jan reviewed the financial report.
  - d. Director-Richard thanked the ARC for all their hard work, as well as Fairway Management. ARC and violation inspections discussed. Rick Brown/ARC Chair will be out of town for 6-8 months, starting January. Discussed house numbers, painting homes without prior approval, time to clean sidewalks and driveways, Trees are to be trimmed to 12' above the street and a reasonable height above the sidewalk, Christmas lights to be down by January 10, 2019.
- 7. CDD Update –** Jerry Darby reported the items discussed at the December 4th CDD meeting. Same attendance at the 6pm time slot as 1:30pm. December meetings will be at 6pm and 1:30pm the rest of the year. The new visitor management system is up and running. Work to be done around the lakes. CDD working to get their website ADA compliant, BCA may need to be aware. Paving to be done on Old Tramway, National and the pool/pavilion parking lot. The two speed humps on Baytree will be installed. Main entrance renovations are complete. Getting quotes to paint signs and lamp posts. Once Pavilion is complete, going to repair the tennis court net, fence and lighting.
- 8. VM Reports –**
  - a. Arundel – Not present
  - b. Balmoral – Jerry Darby reported that the crack at the corner of Balmoral and Old

Tramway is going to be repaired. New lights were installed at the monument.

- c. Chatsworth – Not present
- d. Hamlet – Sidney Crouch advised that they are anxious for the speed humps to be installed. Hard mailing of info to sign up for VMS was not effective.
- e. Kingswood – Sandy Schoonmaker had their annual meeting.
- f. Saddleworth – Not present
- g. Turnberry – Carol Fox had no report
- h. Windsor – Not present

**9. ARC Report** – Richard reported for Rick Brown. ARC meets every other Monday. Once complete applications are received the committee is quick to respond. Be sure to note new ARC guideline changes from last meeting. Please follow the tree removal/replacement guidelines and the trash bin and lawn debris placement times.

**10. Isles of Baytree** – Joann Wagner reported that some sidewalks are raised, and they are having them fixed. Their insurance required them to place signs at the ponds warning of alligators.

**11. Unfinished Business** – Pavilion update. Jan reported that the Facilities agreement has been signed. Fairway Management is handling the calendar and inspections. Jerry reported that the construction is almost done, then electrical. Estimate completion in January 2019. A plaque is going to be installed acknowledging the BCA and CDD.

**12. New Business -**

a. Approve 2019 Budget - The proposed budget was discussed. Phil motioned to accept the 2019 budget, second by Richard. Motion carried unanimously.

b. Jan asked the board to carry forward excess funds in the operating account to offset next year's assessments. Wayne motioned to accept, second by Phil. Motion carried unanimously.

c. BCA paid \$3,000 toward the holiday lighting at the entrance. Richard motioned to fund same for 2019, second by Jan. Motion carried unanimously.

d. 2019 Meeting Schedule: 2/15/19, 4/26/19-Annual, 9/13/19, 12/13/19-Budget. All meetings held at 1pm at the Clubhouse. Budget workshop for all VMs set for 11/15/19 at Fairway Management's office at 1pm.

e. Due Process:

1. One property was sent to the board to vote on fining who has not come into compliance:

- 8167 Andover Way – Clean roof. Richard motioned to fine \$50/day, second by Phil. Motion carried unanimously.

**13. Items from the Floor-** Rudy Salvaggio from Saddleworth discussed the screening being installed on the other side of the lake, pavilion issues and the Saddleworth VM.

**14. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:38pm.

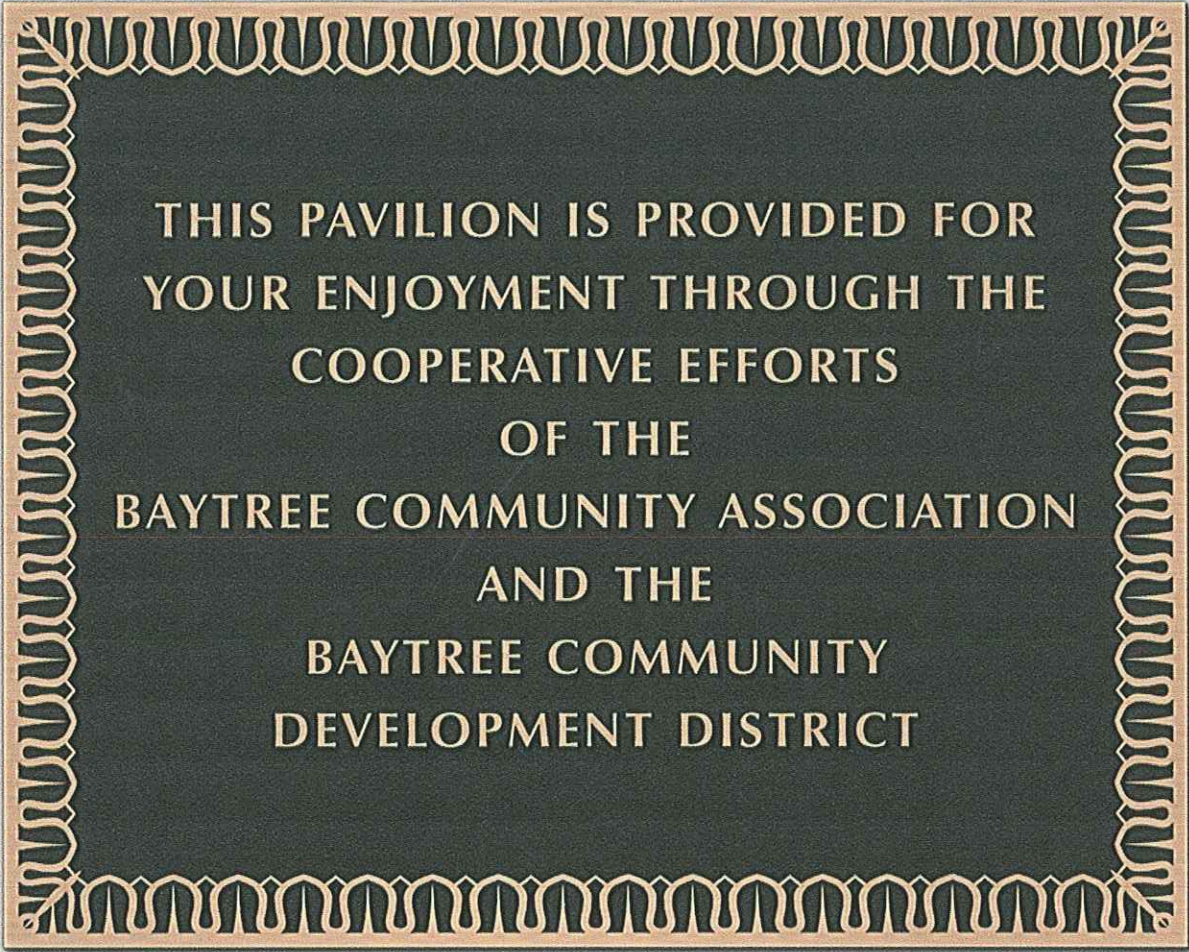
Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management

December 6, 2018

## Treasurer's Report

Assets as of November 30th 2018 was \$49,916. In our operating account and \$37,041 in our capital account for a total of \$86,957. The capital account was reduced by \$3,000 which we gave to the CDD to cover our share of the Christmas decorations per the vote at the last meeting. If the board agrees this will be a regular budgeted item in the future. We will discuss that when we review the budget.





THIS PAVILION IS PROVIDED FOR  
YOUR ENJOYMENT THROUGH THE  
COOPERATIVE EFFORTS  
OF THE  
BAYTREE COMMUNITY ASSOCIATION  
AND THE  
BAYTREE COMMUNITY  
DEVELOPMENT DISTRICT

[sales@internationalbronze.net](mailto:sales@internationalbronze.net)



December 7, 2018

### 2019 Budget Report

On Friday November 16<sup>th</sup> Jim Kenney and I met with the VM's to review the proposed budget for 2019. Sandy Schoonmaker and Carol Fox (?) attended. We reviewed the current projection of the Year End numbers for 2018 and noted that we are projecting a surplus due to an increase in the ARC fees and the DPC fines.

The proposed 2019 Budget anticipates the same level of Revenue for most items except the following:

#### REVENUES:

- Nothing was budgeted for DPC fines since it is our hope that everyone will comply with Covenants once they are made aware of any infraction.
- Pavilion Fees at ~~\$900~~ is just a guess since we have no prior experience. This is the fee that we will collect from residents for exclusive use of the Pavilion for a private gathering. It was assumed that there will be 12 private events in 2019 at a fee of \$75.00 per event. You will note that it is offset by the Fairway Management and CDD fees under expenses. There will be NO CHARGE for BCA, CDD events and Association neighborhood annual meetings.

#### EXPENSES:

- Bad debt was reduced because our attorney has had success in recovering much of the funds owed us *\$5,545 @ atty's*
- Pavilion Management Fee is the fee to pay Fairway for inspecting the Pavilion only after a private party and the utility fee we will pass thru to the CDD
- Line 11 has been changed to "Self Help" from Lawn Maintenance, since it is really the expense of mowing and cleaning up a vacant property.
- Supplies / Decorations was used this year for the BCA's part of the Xmas decorations and since those decorations are

leased, I assumed that this will be a recurring expense.

- Social Events was increased last year in anticipation of the completion of the Pavilion. We will finally get to gage the level of use in the coming year.
- Legal Expense was more this year due legal input to the Agreements with the CDD on the use and ownership of the Pavilion, but it should go back to the 2017 level in 2019.