

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

**Board of Budget Meeting Minutes**  
**December 6, 2019**  
**Baytree Golf Clubhouse**

**Called to Order-** Meeting was called to order by the President, Wayne Wilkerson, at 1:01pm. The Chair led the group in the Pledge of Allegiance to the United States of America.

1. **Roll Call-** Quorum of Directors Present: Wayne Wilkerson, Janice Hill, and Phil Ruhlman. Richard Mather was absent. Paula Matthes present from Fairway Management.
2. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
3. **Approval of Minutes-** Phil motioned to approve the minutes from the November 14, 2019 Board Meeting, second by Jan. Motion carried unanimously.
4. **Reports of Officers:**
  - a. President- None
  - b. Vice President- Phil commented that the Tennis/Pool/Parking lot look great!
  - c. Treasurer- Jan reviewed the financial report (attached).
5. **CDD Update** – Mel Mills shared the 2019 CDD Accomplishment (attached).
6. **VM Reports** –
  - a. Arundel – Not present
  - b. Balmoral – Jerry Darby present – No report
  - c. Chatsworth – Not present
  - d. Hamlet – Sidney Crouch present – No report
  - e. Kingswood – Sandy Schoonmaker present – No report
  - f. Saddleworth – Not present
  - g. Turnberry – Arlova Allen present – No report
  - h. Windsor – Mike Sherbin present – Discussed the dividing of Windsor in Unfinished Business
7. **ARC Report** – Mike Sherbin reported that all is good with the ARC Committee.
8. **Isles of Baytree** – Joann Wagner thanked the BCA and CDD boards for their support. They passed their 2020 budget in October with no change in assessment.
9. **Unfinished Business** – Division of Windsor neighborhood was discussed. Mike Sherbin and his committee have walked the neighborhood polling the neighbors. Phil clarified the governing documents and the process to divide was discussed. Mike was asked to come back to the board at the next meeting with his proposal.

## 10. New Business -

- a. Jerry Darby – With the playground equipment removed the CDD would like to send a survey to all homeowners for input on possible uses of the recreational area. Return survey to Jerry by January 15, 2020 and will be reviewed at the CDD meeting in February. Fairway to send survey with the budget mailing next week and have residents turn into the guard.
- b. Board to carry over excess funds in the operating account to offset next year's assessments. Motion by Phil, second by Wayne. All VMs approved. Motion carried unanimously.
- c. Proposed budget for 2020 reviewed. Discussed possibly budgeting for the ADA compliance changes to website, agreed to table for now. Wayne motioned to approved, second by Phil. All VMs approved. Motion passed unanimously.
- d. Due Process: Four properties were considered for fining who have not come into compliance:
  - 8174 Belford – Clean roof, Remove weeds in landscape. Phil motioned to fine \$50/day for roof and \$25/day for weeds, second by Wayne. Motion carried unanimously.
  - 945 Chatsworth – Hurricane panel on left window. Marlene and her son, Kevin Lyons addressed the board asking to allow the panel to stay to prevent damage from golf balls. BOD suggested placing clear plexiglass. BOD explained that they could not allow the panel to remain in place. Wayne motioned to not fine at this time and allow 20 days to remove panel, second by Jan. Motion carried unanimously.
  - 8005 Kingswood – Clean sidewalk all around the property. Jan motioned to fine \$50/day, second by Wayne. Motion carried unanimously.
  - 7915 Eddystone – It was reported that the commercial vehicle is back on the weekends. Discussions had and asked that dated photo documentation be provided to Fairway. Wayne motioned to fine \$50/day, second by Phil. Motion carried unanimously.
- e. 2020 Meeting schedule:
  - February 14, 2010 board meeting
  - April 10, 2020 annual meeting
  - October 9, 2020 board meeting
  - November 13, 2020 budget workshop
  - December 11, 2020 budget meeting

## 11. Items from the Floor –

- a. Richard Schoonover advised the board that there is an ADA requirement for websites and suggested the board ask attorney to clarify if BCA needs to comply. May be a large cost to do. Wayne will contact Rob Manning. Mel Mills stated that a budget of \$3-4k may be needed, if required. It was decided to not budget for this at this point.

**12. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:51 pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management