

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

**Board of Directors Meeting Minutes**  
**December 10, 2020 at 1pm**  
**Via Zoom Teleconference Call**

**Called to Order-** Meeting was called to order by the President, Wayne Huot, at 1:03pm.

- 1. Roll Call-** Quorum of Directors Present: Wayne Huot, Phil Ruhlman, and Stephanie Knudson. Michael Sherbin logged on at 1:15pm. Nick Williams absent. Jim Kenney present from Fairway Management.
- 2. Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
- 3. Approval of Minutes-** Wayne motioned to approve the minutes from the October 9, 2020 board meeting, second by Stephanie. Motion carried unanimously.
- 4. Reports of Officers:**
  - a. President – Wayne reported that meetings with the CDD are going well. The Social Committee has postponed all activities due to COVID and will wait til 2021 to see about starting up again.
  - b. Vice President – No report
  - c. Secretary – No report, see Unfinished Business.
  - d. Treasurer - Mike reviewed the financial report. Continuing to stay under budget.
  - e. Director – Wayne reported that Nick is recovering and does want to stay on the board.
- 5. CDD Update** – See Jerry Darby’s CDD report attached.
- 6. VM Reports –**
  - a. Arundel – Anita Moreano present – 1 new homeowner and 2 for sale
  - b. Balmoral – Jerry Darby – No report
  - c. Chatsworth – Kevin Campbell Not present
  - d. Hamlet – Christine Applegate Not present
  - e. Kingswood – Sandy Schoonmaker present – 1 new homeowner moving in
  - f. Saddleworth – Tom Harrison present – Continuing to compile resident emails
  - g. Turnberry – Not present
  - h. Windsor – Greg Scougall present – Windsor held a meeting to vote on dividing the neighborhood. There was not enough participation. Next step will be going to all neighbors to encourage their votes. Giving them a deadline of 12/30/20.

7. **ARC Report** – Rick Brown reported that the ARC continues to meet every other Monday at the pavilion. Rick presented the following changes to the BPARCs:
  - a. BPARC 2.10 Play Equipment - Discussions had. Motion by Phil to approve addition, second by Stephanie. Motion carried unanimously.
  - b. BPARC 4.6.2 Roof Structure – Discussions took place to be sure there is no conflict with the Declarations. Rick Brown confirmed. Stephanie motioned to accept proposed addition, second by Phil. Motion carried unanimously.
  
8. **Isles of Baytree** – Joann Wagner reported that she will remain president. They raised the assessment fee by \$10/quarter. They own a fence at the zoo and plan to repair or replace next year. Currently it is not for use by BCA members as the maintenance of the area would fall on IOB. Joann will discuss with the board. Sandy asked if they would consider charging a fee. Wayne asked about renting the IOB Clubhouse for future meetings, as the Wifi is better than the golf clubhouse.
  
9. **Unfinished Business-**
  - a. Resident email list – Stephanie is collecting from VMs
  - b. Newsletter update – First installment of newsletter went out to homeowners this week. Very informative.
  - c. Stephanie to review Declaration 13.21.1 Signs and BPARCs 2.4. Tabled for next meeting. Phil pointed out that Stephanie was also to review the governing documents regarding VMs cannot vote if they are a candidate for the board. Stephanie will work on language to allow the AVM to vote. Tabled for next meeting as well.
  - d. Windsor division – See Greg’s VM report above.
  
10. **New Business -**
  - a. Contractors on Sundays – Discussions took place. Agreed there is no way to enforce, besides asking homeowners to comply. Jerry commented that the security guards at the gate cannot turn them away. Also, the guards to not take orders from homeowners. Contact Baytree CDD with any complaints.
  - b. BCA to consider contributing to CDD projects. Jerry will come to the board with proposed future projects.
  - c. Pavilion fee – Currently \$100 fee and \$200 refundable security deposit. Discussed options. Wayne motioned to charge \$100 fee with \$75 refundable and \$25 as admin fee. Second by Michael. Motion carried unanimously.
  - d. Board to approve reimbursement to Wayne for VM luncheon-Stephanie motioned to approve, second by Phil. Motion carried unanimously.
  - e. 2021 Proposed Budget discussed. Proposed budget was revised. Homeowner fees will remain the same. Stephanie motioned to approve revised budget, second by Michael. Motion carried unanimously.
  - f. Due Process: Three properties were considered for fining who have not come into compliance:
    - 8165 Belford Way – Remove weeds from lawn, Remove weeds from landscape. Stephanie motioned to fine \$25 per violation, per day. Second by Wayne. Motion carried unanimously.
    - 8174 Belford Way – Clean sidewalk, Clean driveway, Remove weeds from landscape. Wayne motioned to fine \$50 for sidewalk, \$50 for driveway, and \$25 for weeds-per day. Second by Stephanie. Motion carried unanimously.

- 462 Birchington – Clean/Paint exterior of house, due to fading and stains. Discussions took place regarding this property. Stephanie motioned to fine \$25 per day. Second by Wayne. Motion carried unanimously.

g. 2021 Meeting schedule:

- 2/15/21 – Board meeting
- 4/12/21 – Annual meeting
- 7/12/21 – Board meeting
- 11/15/21 – Budget workshop
- 12/6/21 – Budget meeting

**11. Items from the Floor – None**

**12. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:550 pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management

## CDD Report

- Mel Mills and Richard Bosseler were recently re-elected to the CDD Board and were sworn in at the December 1st CDD meeting.
- Officers were also elected at this meeting. Mel Mills will remain as Chairman and Jerry Darby will remain as Vice-Chairman. Carolyn Witcher, Rick Brown, and Richard Bosseler will remain as Assistant Secretaries.
- Supervisor roles were re-aligned to broaden their experience in the various functions of the CDD. The responsibilities going forward will be as follows:

Mel Mills: Landscaping and Beautification

Jerry Darby: Finance and Roads/Sidewalks

Rick Brown: Security

Carolyn Witcher: Lakes

Richard Bosseler: Recreation Area

- The Board formally accepted the Strategic Plan, 5-year Capital Plan and the 30-year re-paving Plan.
- The Board reviewed their accomplishments for 2020.
- Jason Showe presented his CDD 101 presentation.
- Wayne Huot presented a number of the BCA's 2021 initiatives and asked for continued good cooperation between the CDD and the BCA.
- There was a vigorous discussion regarding the recently installed stop signs at three intersections. One resident took extreme exception to their installation and asked the Board to provide justification for their actions. The Engineer was asked to provide the justification at the next CDD Board meeting (February).
- The Board asked the Engineer for the cost to install an additional speed hump on Old Tramway. It may be located at the golf cart crossing or close to it. The Engineer was asked to cost both options as the cost of installing a hump at the golf cart crossing may be slightly more expensive.
- The evening CDD meeting held on December 1st was only attended by 8 residents. Despite the fact that evening meetings were intended to make it easier for residents who work to attend a CDD meeting, it did not appear the evening meeting had the intended effect. Therefore, the Board decided that unless there is an overwhelming demand, there would be no evening meetings in the future.
- The CDD January workshop was rescheduled for January 7th at 10:00 AM at the Baytree Clubhouse. The next Board meeting is scheduled for February 3rd at 1:30 PM at the Baytree Clubhouse.

BAYTREE COMMUNITY ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE

PROPOSED B-PARCS CHANGES

**DRAFT**

Section 2.10 Play Equipment:

Add a Paragraph F to state: Any temporary play or party structures ( such as bounce houses, castles, tents) do not need ARC approval but the homeowner **MUST** notify the Management Company, in writing, at least one week in advance of placement of such a temporary structure anywhere on their property.

Such notice must include the type of structure, its location on the property and the date that it will be used. Such structures cannot stay erected more than 48 hours.

Section 4.6.2 Roof Structure

Change 4.6.2 D to state: Metal roofs are allowed on homes within the Baytree Community provided that they look like tile roofs and not metal plank roofs.