

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

Board of Directors Meeting Minutes
February 13, 2023, at 1pm
Golf Clubhouse

1. **Called to Order-** Meeting was called to order by the Vice-President, Jackie Curley, at 1:00pm.
2. **Roll Call-** Quorum of Directors Present: Jackie Curley, Arthur Hudson, Nick Williams and Roma Zimmerman present. Robert Eksten absent. Tom Dillon present from Fairway Management.
3. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
4. **Approval of Minutes-**Nick motioned to approve the December 12, 2022, meeting minutes, second by Art. Motion carried unanimously.
5. **Reports of Officers:**
 - a. President – None.
 - b. Vice President – Jackie welcomed Roma to the Board and welcomed Joann Wagner back on the Board of Isles of Baytree.
 - c. Secretary – Roma is looking forward to learning more and working on the Board.
 - d. Treasurer – See attached reports submitted by Art. Art motioned to move \$5,000 from the operating account to the money market account, second by Nick. Discussed CD options. Motion carried unanimously.
 - e. Director – Nick reported that the ARC is doing a great job and homeowners are keeping their properties beautiful.
6. **CDD Update** – Mel Mills reported that the sidewalks in the community are currently being repaired (some replaced and some grinding). Homeowners are asked to walk on the sidewalks and not in the street for their safety. Electrical work being done in the front to rewire to a lower voltage. Dog poop is still an issue and Mel asks homeowners to remind residents to pick up after their pets. Receiving estimates to refinish the pool deck. Front arm gate on resident side was hit and will be repaired. Rear arm simply fell off and will be repaired. Off duty officer has been hired to be in Baytree 2 days/week on random days at either 7-10am or 3-6pm. There will be no warnings, they will be giving out tickets for speeding and running stop signs. Sealing company is still cleaning up overspray. Currently getting estimates to update the interior of the guardhouse.
7. **VM Reports** –
 - a. Arundel – Sue Frontera/VM present. No report.
 - b. Balmoral – Maureen Ksiez/VM absent. Kathy Gardze presented questions from Maureen-Articles for the newsletter are to be turned in by 2/16. Saving a spot for the info regarding the proposed amendment to the Declaration.
 - c. Chatsworth –Bernard Bryant/VM not present.
 - d. Hamlet – Christine Applegate/VM not present.
 - e. Kingswood – Sandy Schoonmaker/VM present. No report.
 - f. Saddleworth – Tom Harrison/VM present. No report.
 - g. Turnberry – April Simmons/VM present. All good, nothing to report.

- h. Windsor – Paul Panikowski/VM present. Paul has received many complaints about speeding and running stop signs from members. Will discuss Golf course drainage issues later.
- 8. ARC Report** - Rick Brown reminded everyone that the ARC meets every other Monday at 8:30am at the Pavilion. With the CDD replacing and repairing lifting sidewalks, owners should look into any lifting driveways.
- 9. Unfinished Business-**
- a. Proposed amendment to Declaration, Section 13.17 discussed. Voting Members were given the proxy ballot which will also be in with the annual meeting notice sent to all owners on 3/6/23. 309 affirmative votes needed to pass. Fairway will send an update to the VMs on 3/24 as to who has and has not turned in their proxy vote. Roma and Rick Brown will come up with wording to use in the newsletter and the website. The meeting notice cover letter will also be revised to give more information for the members to know what and why the amendment is being proposed.
- 10. New Business -**
- a. Golf course drainage issues discussed. Owners on Sandhurst and Eddystone have documented the issues and are asking that all owners with issues report them to the VMs. VMs are to relay those properties to Jason/CDD, Mel and Bob who plan to meet with the Golf Course.
- b. Due Process:
- 8210 Compton homeowner requested an appeal of the fine for the unauthorized vehicle on property. The homeowner did not attend the meeting.
 - Violation Fining presented to put the responsibility on the homeowner to report when the violation is cured. Versus the Association needing to inspect the property on a daily basis. Tabled to discuss when Bob is present.
 - Properties for Board to consider fining:
 1. 618 Deerhurst – Tree removed without ARC approval. Tom/VM will try to get with Ms. Harris to have the ARC submitted.
- 11. Items from the Floor** – Street parking was discussed. ARC will propose verbiage for the B-PARCs to allow towing of vehicles in the street overnight and blocking emergency vehicles. Discussed towing options.
- Sue would like to remind everyone of the first event of the year which is this Sunday, 2/19 1-4pm with Cam Gordon/Musician and Beachin BBQ food truck. Bring your lawn chairs and drinks. Sue asked if we could add more information to the front sign and add the event to the back sign.
- Upcoming events being planned: Sunday, 3/5 Acoustic Duo from 2-4pm and Sunday, 3/26 Cruise In event with Ice Cream from 1-3pm. Also looking into an Easter Event and a Reptile Event for end of May.
- 400 Berwick was discussed as the tarp is an eyesore. Board is asking if he can provide an update from their insurance company.
- Ginny List stated that she is coordinating a trip of 53 choir students for her church, Calvery Chapel, and is looking for housing for them on 3/6/23. The Board asked that she go through the church and not the Association.
- 12. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:48pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management

**BAYTREE COMMUNITY ASSOCIATION
BOARD MEETING FEBRUARY 13, 2023
TREASURER'S FINANCIAL REPORT**

This financial report is based on the twelve-month period ending December 31, 2022.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$49,820.91 compared to a budget of \$52,595.00 resulting in a \$2,774.09 underrun. This unfavorable variance is primarily driven by a \$5,000.00 underrun in Prior Year Cash. Without this variance the revenue variance to budget would be favorable by \$2,225.91.
- Expenses for the period totaled \$50,910.30 compared to a budget of \$52,595.00 resulting in an underrun of \$1,684.70. Special events, December Home Decorating Event Expenses, General Maintenance and Repairs, Property/General Liability Insurance and website design/hosting & maintenance ended the year in an overrun condition. All remaining expense accounts are under running their respective budgets.
- Net Loss for the period totaled \$(1,089.39) compared to a budget of \$-0- resulting in an unfavorable variance of \$(1,089.30). This unfavorable variance is the net affect of the underrun in Income offset by the underrun in expenses.

• **Balance Sheet**

- Operating Account = \$23,827.39 and Money Market Account = \$27,114.31 totaling \$50,941.70.
- Accounts Receivable at December 31, 2022 stands at \$7,743.52. Of this amount \$170.00 is aged over 90 days and is associated with one Baytree resident. The remaining balance of \$7,573.52 is made up of \$2,000.00 in fines associated with one resident and \$5,573.52 associated with a recent legal settlement which will be paid in January 2023.
- Total liabilities of \$6,112.00 results from 2023 assessments paid in 2022. This amount will clear in January 2023.

Discretionary cash analysis:

Total Cash @December 31, 2022:	\$50,941.70
Less: Minimum Cash Balance:	20,000.00
Accounts Payable @ December 31, 2022	6,112.00
Remaining 2022 Budgeted Expenses	-0-
Total Discretionary Funds at December 31, 2022	<u>\$24,829.70</u>

In summary the BCA continues to maintain a strong balance sheet, a solid cash position and good performance to budget. This report was presented to the Baytree Community Association Board of Directors at its regularly scheduled meeting held on February 13, 2023.

**BAYTREE COMMUNITY ASSOCIATION
BOARD MEETING FEBRUARY 13, 2023
TREASURER'S FINANCIAL REPORT**

This financial report is based on the one-month period ending January 31, 2023.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$43,955.36 compared to a budget of \$44,017.91 resulting in a \$62.55 underrun.
- Expenses for the period totaled \$3,860.86 compared to a budget of \$3,469.49 resulting in an overrun of \$391.37. This net overrun is the result of overruns in Legal & Professional Services and Postage Expense offset by an underrun in BCA/CDD Cooperative Efforts Expense. The variances to budget are primarily the result of timing differences to the budget spread.
- Net Income for the period totaled \$40,094.50 compared to a budget of \$40,548.42 resulting in an unfavorable variance of \$(453.90). This unfavorable variance is the net effect of the underrun in income combined with the overrun in expenses.

• **Balance Sheet**

- Operating Account = \$56,758.05 and Money Market Account = \$27,124.67 totaling \$83,882.72.
- Accounts Receivable at January 31, 2023 stands at \$9,580.00. Of this amount \$2,075.00 is aged over 30 days and is associated with two Baytree residents in connection with late fees (\$75) and owner fines (\$2,000.00). The remaining balance of \$7,505.00 represents amounts due from residents for the 2023 assessment.
- Total liabilities of \$795.00 reflects accrued payable of \$550.00 associated with the Fed. 19th social event and \$245.00 resulting from resident overpayments of the 2023 assessment.

Discretionary cash analysis:

Total Cash @ January 31, 2023:	\$83,882.72
Plus: Accounts Receivable*	7,505.00
Less: Minimum Cash Balance:	20,000.00
Liabilities @ January 31, 2023	795.00
Remaining 2023 Budgeted Expenses	43,309.14
Total Discretionary Funds at December 31, 2022	<u>\$27,283.58</u>

*Does not include amounts due from residents for late fees and fines of \$2,075.00.

In summary the BCA continues to maintain a strong balance sheet, a solid cash position and good performance to budget.

This report was presented to the Baytree Community Association Board of Directors at its regularly scheduled meeting held on February 13, 2023.