

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 15, 2021 at 1pm
Via Zoom Teleconference Call

Called to Order- Meeting was called to order by the President, Wayne Huot, at 1:00pm.

- 1. Roll Call-** Quorum of Directors Present: Wayne Huot, Phil Ruhlman, Michael Sherbin, Stephanie Knudson and Nick Williams. 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-** Phil motioned to approve the minutes from the January 21, 2021 board meeting, second by Stephanie. Motion carried unanimously.
- 4. Reports of Officers:**
 - a. President – Wayne reported that Jerry Darby has resigned as Balmoral/Southpointe VM and Dee Waldron will take over as VM. Wayne thanked Jerry for all his hard work and time these past years. Wayne commented that the board will not tolerate unprofessional behavior from homeowners regarding the violation notices and asked the VMs to ask their owners to be kind. Wayne reiterated that the Windsor neighborhood will not be dividing due to the lack of votes. Windsor is a large neighborhood for only one VM to handle. They are open to suggestions. Mike Sherbin suggested a committee be formed to support the VM. The committee would have no powers but to assist the VM and the board would need to review/approve.
 - b. Vice President – Phil had no report.
 - c. Secretary – Stephanie advised that the second edition of the Baytree newsletter will be mailed on 3/15/21.
 - d. Treasurer - Mike reviewed the financial report.
 - e. Director – Nick had no report.
- 5. CDD Update** – See Jerry Darby’s CDD report attached.
- 6. VM Reports** –
 - a. Arundel – Sue Frontera/AVM present. All good, no report.
 - b. Balmoral – Jerry Darby had no report. Dee Waldron will take over as VM
 - c. Chatsworth – Kevin Campbell was not present.
 - d. Hamlet – Christine Applegate had no report.
 - e. Kingswood – Sandy Schoonmaker had no report.
 - f. Saddleworth – Tom Harrison reported that homeowners are concerned with the roof at 680 Deerhurst. We advised that the homeowner is in litigation with their insurance company and updated last week that it will be a few more weeks.
 - g. Turnberry – Not present.
 - h. Windsor – Greg Scougall had no report.

7. ARC Report – Rick Brown reminded that the ARC meets every other Monday morning. He thanked the homeowners for submitting complete applications which makes for a smoother, faster approval. Rick wanted to point out that contractors Certificate of Insurance forms has expiration dates and homeowners should be sure they are covered for the projected time frame. Jim reminded that these insurance certificates should have the homeowner named. This way any changes are reported to the homeowner. Rick also stated that a copy of the contractor’s actual license needs to be submitted, not the tax receipt.

8. Isles of Baytree – Joann Wagner reported that they are repairing the Zoo fence, getting bids to repaint the bridge and entrance signs, having the same issues with homeowners and tenants regarding violations. Annual meeting set for 4/28/21 with proposed amendment with leasing regulations.

9. Unfinished Business-

- a. Any change to Declaration Section 3.45 “Voting Member” would require 67% of all residents to approve. Discussions took place where the VM may resign as VM if running for the board in time for the AVM to move to VM.
- b. Recommended change to BPARCs Section 2.4 Flags to add – Permitted flags: USA Flag, All US Military Flags and the State of Florida flag. Discussions took place to clarify. Wayne motioned to approve, second by Stephanie. Motion carried unanimously.
- c. Discussions took place regarding BCA contributing to Baytree CDD projects. Jim advised that Baytree CDD should do all the footwork and propose a list to the Baytree Board of amounts to contribute. Mel will send a list after their next workshop.
- d. Discuss Seacoast Capital account-Michael Sherbin discussed options to get better interest rates. Jim offered to look into options at BB&T and Union Banks.
- e. Newsletter articles need to be submitted now to be included in the 3/15/21 newsletter.

10. New Business -

- a. Due Process: Three properties were considered for fining who have not come into compliance:
 - 680 Deerhurst – Remove weeds from landscape. Nick motioned to fine \$50 per day. Second by Stephanie. Motion carried unanimously.
 - 681 Deerhurst – Repair damaged landscape curbing. Nick motioned to fine \$50 per day. Second by Phil. Motion carried unanimously.
 - 1416 Dorset – Clean roof. Nick motioned to fine \$50 per day. Second by Wayne. Motion carried unanimously.
 - 1449 Southpointe – Tape on mailbox structure. Nick commented that it was a minor violation and suggested a letter be sent to remind the homeowner of the issue. No fine would be imposed. Discussions took place. Nick motioned not to fine, second by Wayne. Motion carried unanimously.
 - 8174 Belford – Trim trees at road to 12 feet from the ground. Nick commented that the trees are undernourished and discussions took place. Jim suggested the board consider sending the Self Help letter telling the owner they must trim or the Association will and bill the owner. Phil motioned to send Self Help, second by Stephanie. Motion carried unanimously.
 - 8175 Belford – Trim trees at road to 12 feet from the ground. Jerry reported that he was unable to speak with the homeowner. Nick motioned to send Self Help, second by Stephanie. Motion carried unanimously.
- b. Wayne will be scheduling another VM/AVM luncheon at the Pavilion. Looking at 3/17/21. Wayne asked for approval to be reimbursed for the cost of lunch. Stephanie motioned to approve, second by Phil. Motion carried unanimously.

11. Items from the Floor –

- a. Discussions had regarding the BPARCs language regarding house numbers on mailboxes. Rick will work on a proposed change to align with the community now.
- b. Sue Frontera/Social Committee is working on plans for events in April/May.
- c. Mel Mills thanks the board for their continued cooperation and working with the Baytree CDD board.

12. Adjournment- Being no other business before the Board, meeting was adjourned at 2:36 pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management