

**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**  
**February 22, 2019**  
**Isles of Baytree Clubhouse**

- 1. 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.
- 2. Roll Call-** Quorum of Directors Present: Wayne Wilkerson, Janice Hill, Susan Hodgers, Richard Mather and Phil Ruhlman. Jim Kenney present from Fairway Management.
- 3. Proof of Meeting Notice** -Was posted at Community gate 48 hours in advance of the meeting.
- 4. Approval of Minutes-** Richard motioned to approve the minutes from the December 6, 2018 Board Meeting. Second by Jan, motion carried unanimously.
- 5. Reports of Officers:**
  - a. President- Wayne discussed the items from his President's Report (attached).
    - Parking lot paving to be discussed under New Business.
    - Baytree Living Magazine no longer. Alternatives discussed.
    - The VMS system only shows 261 of 565 residents signed up. Report any issues with the new system to the CDD, Jason Showe at [jshowe@gmscfl.com](mailto:jshowe@gmscfl.com).
    - Discussions had to combine Arundel and Hamlet neighborhoods. Vote would be needed to amend the documents. Discussed sending a letter to all Arundel homeowners, giving them 14 days to respond. Then a special meeting will need to be scheduled for the VMs to vote. Susan will draw up the notice. Wayne motioned the board to initiate this process, second by Susan. Motion carried unanimously.
    - Golf course conditions were discussed. Wayne asked that a committee be formed between the BCA and CDD to address the golf course issues. Wayne and Susan volunteered for BCA and Rick Brown for CDD (with CDD approval). Wayne motioned to create this committee, second by Phil. Motion carried unanimously.
  - b. Vice President- Thank you from the board was sent pursuant to discussions at last meeting. Reminder that Estate Sales are not allowed. A recent one was identified and shut down.
  - c. Treasurer- Jan reviewed the financial report. Contract has been signed with the CPA.
  - d. Director-Richard would like to ask the VMs to remind homeowners of a few things:
    - An ARC request form and ARC approval is required prior to commencing work on all exterior changes. Recently, several projects have been done without a prior

application or approval, and this is not acceptable. These applications are also used to protect the homeowners by ensuring contractors are insured and licensed and are required for the Associations permanent records.

- The ARC has created an article titled "Big Tree, Little Tree" and asked that the VMs distribute. The article is attached to these minutes.
- Progressive landscape changes, doing small changes separately to avoid the 25% or more rule are not appropriate and can result in major landscaping changes that are overplanted. Advise homeowners to plan ahead and submit new landscape plans, for approval, for the full project in advance whenever the scope of work of planned changes will exceed 25%.
- Weeds and dead grass issues are coming up now that winter is ending. Time to get outside and handle these issues before you receive a violation notice.
- Please remember to communicate with Fairway Management on any violation issues. Advise of any extenuating circumstances to allow your violation to be placed on temporary hold.
- Play swing recently approved by the ARC committee was discussed. Michael Windom of 7983 Bradwick was recognized in discussions. ARC is to clarify what is in the BPARCs and discuss at the next meeting, as the board does not support swings in the front. The board asked that the CDD consider a playground behind the pool area.

**6. CDD Update** – Jerry Darby reported issues discussed at the February 4, 2019 CDD meeting:

- a. Security issues - They would like to form a security advisory committee with BCA to report security issues. Jan and Richard volunteered to be on the committee with Jerry. Cameras will be monitored; 2 at the pool, 1 at the pavilion and 1 at the tennis court. They are upgrading the bandwidth and monitor at the guardhouse to monitor all cameras at once.
- b. Refurbish of the tennis courts will begin somewhere between March 15 and April 1. Replacing nets and fencing and lighting.
- c. Paving of the parking lot to be discussed under New Business
- d. Two (2) speed humps will be placed on Baytree Drive, after the paving work on National Drive is complete.
- e. Signs and lamp posts will be repainted throughout the community.

**7. 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.
- c. Chatsworth – Not present
- d. Hamlet – Dr. Gene List/AVM in attendance, Sidney not present
- e. Kingswood – Sandy Schoonmaker was present
- f. Saddleworth – Not present
- g. Turnberry – Carol Fox reported their annual meeting took place. Arlova Allen is now President of Turnberry
- h. Windsor – Mike Sherbin was happy to report that a water hydrant issue was repaired within hours recently. Delivery trucks are a main issue of speeding in the community.

**8. ARC Report** – Rick reported that the committee is receiving more completed applications now. The ARC forms were updated to add a spot for the completion date.

**9. Isles of Baytree** – No report (Joann absent, Jenny in attendance)

**10. Unfinished Business** – Pavilion update. Jerry reported the pavilion is complete and was done on budget. The board plans to do a dedication ceremony in early April. Considering food trucks or a pig roast. Discussions had on the fact that it is unknown on site if the pavilion is reserved. Fairway to post a sign when reserved.

**11. New Business -**

a. Parking Lot Paving – Jerry reported the CDD is in the process of reviewing quotes to have the parking lot at the pool area paved. There will be 19 parking spots and 2 ADA spots. Work is estimated to start in April and will take 2-3 months to complete. Total cost should be around \$55,000. The CDD will fund \$30,000 and the BCA was asked to fund \$25,000. The board discussed the associations financial position. Jan motioned to approve funding of \$25,000, second by Richard. Motion carried unanimously.

b. Baytree Living Magazine – Wayne discussed in his President’s Report (attached)

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

- 945 Chatsworth – Remove all items from left side of house, including tables, barrels, bins, cabinet, sink and debris. Richard motioned to fine \$25/day, second by Phil. Motion carried unanimously.

**12. Items from the Floor-** Lou Carvalle was recognized by the board and questioned the drainage issue at the parking lot area. Jerry confirmed it would be addressed with the paving project.

**13. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:47 pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management