

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

Board of Directors Meeting Minutes
July 24, 2020
Via Zoom Teleconference

Called to Order- Meeting was called to order by the President, Wayne Huot, at 11:00am via Zoom Teleconference call.

1. **Roll Call-** Quorum of Directors Present: Wayne Huot, Stephanie Knudson, Michael Sherbin and Richard Mather. Phil Ruhlman arrived at 11:04am. Jim Kenney present from Fairway Management.
2. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
3. **Review of February 24, 2020 and June 12, 2020 board meeting minutes-** Wayne motioned to approve, second by Richard. Motion carried Unanimously.
4. **New Business:**
 - a. Wayne motioned to appoint Dee Waldron as AVM for Balmoral/Southpointe. Second by Richard. Motion carried unanimously.
 - b. Wayne motioned to appoint Mel Mills to the ARC Committee. Second by Stephanie. Motion carried unanimously.
 - c. Email addresses-Stephanie and Wayne are working on a plan to compile homeowner email address to assist in better communication to the community. Would like to include an owner information form to be mailed with the budget mailing.
 - d. Newsletter-Wayne is looking into doing a newsletter on a quarterly basis. Would prefer to distribute via email.
 - e. Due Process-
 - 462 Birchington-Please repair all stucco areas that are buckling. Richard suggested \$25/day. Wayne motioned to fine \$25/day, second by Phil. Motion carried unanimously.
 - 680 Deerhurst-Please repair roof, Remove tarp from roof. Richard suggested \$50/day to repair roof, and \$25/day to remove tarp. Wayne motioned to impose suggested fines, second by Phil. Motion carried unanimously.
 - 8132 Old Tramway-Please clean roof. Richard suggested \$50/day. Wayne motioned to impose fine of \$50/day, second by Michael. Motion carried unanimously.
 - Discussion took place regarding fining homeowners who conduct exterior work without ARC approval. Treated the same as all other violations. Discussed holding single topic board meetings to review properties to fine. Richard motioned for the board to meet for Due Process/Fining only, if applicable, monthly. Second by Michael. Motion carried unanimously.
 - f. ARC Appeal to Board – 884 Chatsworth. Discussions took place. Homeowner withdrew their appeal.
5. **Adjournment-** Being no other business before the Board, meeting was adjourned at 12:01 pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management