

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

Board of Directors Meeting Minutes
August 24, 2020
Golf Clubhouse and Via Zoom Teleconference

Called to Order- Meeting was called to order by the President, Wayne Huot, at 1:09pm at the golf clubhouse, with some present via Zoom.

1. **Roll Call-** Quorum of Directors Present: Wayne Huot, Stephanie Knudson, Phil Ruhlman and Michael Sherbin in attendance at the clubhouse. Richard Mather/Director and Jim Kenney/Fairway Management via Zoom.
2. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
3. **New Business:**
 - a. 409 Birchington – Paver installation now set for September 9, 2020. Board has tabled discussion to allow until this date for the work to commence.
 - b. Vote to appoint Thelma Bryant to the ARC Committee. Mike Sherbin motioned to appoint, second by Phil. Motion carried unanimously.
 - c. Vote to appoint Christine Applegate as Hamlet VM. Mike Sherbin motioned to appoint, second by Phil. Motion carried unanimously.
 - d. Vote to appoint Celeste Abjornson as Hamlet AVM. Mike Sherbin motioned to appoint, second by Richard. Motion carried unanimously.
 - e. Vote to appoint Tom Harrison as Saddleworth VM. Mike Sherbin motioned to appoint, second by Phil. Motion carries unanimously.
 - f. Budget and Expenditures- Mike Sherbin reviewed the budget line items.
 - g. Resident Email addresses-Stephanie discussed the Baytree owner list being converted from Google Docs to an Excel spreadsheet. Jim to work on converting. Otherwise Phil suggested a third party. Discussions had on ways to get all owners emails, format a way to communication with owners, BCA/CDD Newsletter, Owner info sheet distributed by VMs.
 - h. Due Process meetings-Richard motioned to adopt a process to conduct a fining meeting on a monthly basis, if needed. Second by Stephanie. Discussion took place. Motion carried unanimously.
 - i. Violation letters-Richard will review with Wayne to possibly soften the violation letters wording. Discussions had. Entire board to receive the monthly violation spreadsheet.
 - j. Paint Colors-Discussions had on the approved colors and considering branching out.
 - k. Realtor communications-Discussions had on having realtors advise new homeowners of the Deed Restrictions.
 - l. Future Workshop date-Jim advised that this would just be a regular board meeting. Dates to be decided.

4. Questions from the floor:

- a. Discussions on the social committee plans. Sue Frontera advised that she is working on a plan for the end of October, Halloween themed.
- b. Mike Sherbin commented that the board should look at some of the Covenants and BPARCs and consider revising some items such as allowing Estates Sales and cement issues. Phil explained the process for such changes.

5. Adjournment- Being no other business before the Board, meeting was adjourned at 2:35pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management