

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

Board of Directors Meeting Minutes
October 9, 2020
Via Zoom Teleconference Call

Called to Order- Meeting was called to order by the President, Wayne Huot, at 1:00pm. The Chair led the group in the Pledge of Allegiance to the United States of America.

1. **Roll Call-** Quorum of Directors Present: Wayne Huot, Phil Ruhlman, Stephanie Knudson. Richard Mather and Michael Sherbin joined by 1:10pm. 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-** Wayne motioned to approve the minutes from the July 24, 2020 and August 24, 2020 Board Meetings, second by Stephanie. Motion carried unanimously.
4. **Reports of Officers:**
 - a. President – Wayne asked for everyone’s patience during these tumultuous times. Reminder that Fairway Management does the monthly inspections and handles violations. Be kind and communicate with Fairway.
 - b. Vice President - No report
 - c. Treasurer - Mike reviewed the financial report. Staying under budget.
 - d. Director – Richard thanked the VMs and asked them to thank the homeowners for responding to their first notices. Covenant enforcement is back in full process.
5. **CDD Update** – Jerry Darby reported the following updates:
 - The CDD agreed to assist the BCA in funding the Welcome Letter Project
 - Rejected a proposal from Dewberry for a Lake Bank Assessment. The cost would have been \$36,300. The 2020/21 plan for lake bank restoration by American Shoreline Restoration calls for restoring 1,119 L. F plus 554 Ashwell and 7971 Chatham. The cost will be \$44,760 plus the costs to refurbish the Ashwell and Chatham shores. The CDD 2 year budget is \$60,000.
 - Approved additional Aquarobics classes on Tuesday and Thursday. Classes will now be available Monday through Friday. The times of the classes are posted at the pool.
 - The Suntree Bank planting proposal was postponed until after there is a meeting between the CDD and the affected Suntree residents. The CDD previously approved planting philodendrons and wax myrtles on the CDD owned property abutting the Suntree property.
 - The CDD approved re-facing the Phase 1 monuments with stone similar to the front and back monuments. The pillars will be repaired in the future.

- A motion for additional speed humps on Old Tramway died for lack of a second. Additional discussions on speed mitigation will be held at the November Workshop.
- The CDD agreed to install 2 additional stop signs at each of these intersections: Old Tramway/National, Bradwick/Baytree and Chatsworth/Old Tramway.
- The CDD agreed to ask the golf course to install larger stop signs at street crossings.
- A card access system similar to the one at the pool will be installed at the tennis courts. The card used for pool access will allow access to the tennis courts.
- The CDD is scheduled for a Workshop on November 11th at 10:00 AM. Topics under discussion include: Speed Mitigation, Recreation Area Strategy, Suntree Bank and Paving strategy.
- Finally, the CDD December meeting was moved to Dec. 1st at 6:00 PM at the IOB Club House.

6. VM Reports –

- a. Arundel – Anita Moreano present – Gathering homeowner contact info going well.
- b. Balmoral – Jerry Darby – No report
- c. Chatsworth – Not present
- d. Hamlet – Christine Applegate present – Gathering homeowner contact info.
- e. Kingswood – Sandy Schoonmaker present – Has almost gathered 100% homeowner contact info.
- f. Saddleworth – Tom Harrison (on call but could not see or hear him)
- g. Turnberry – Carol Fox reported that Arlova is not present because she is ill. Sue Kirwan/AVM was not present either.
- h. Windsor – Greg Scougall present – Actively getting homeowner contact info. Sadly, 2 residents have passed away in the last couple months.

7. ARC Report – Rick Brown reported that the ARC continues to meet every other Monday and thanks the homeowners for submitting complete applications, this makes the process run smoothly. Rick presented the following proposals:

- a. Covenant Section 13.10 discussed. ARC to reword and rework it to be added to BPARCs instead.
- b. Section 2.22 Driveways-Discussions had regarding concrete. ARC to reword proposal and resubmit next meeting.
- c. Section 4.6.2 Roof Structure to add paragraph E regarding tarps. Phil motioned to accept proposed addition, second by Stephanie. Motion carried unanimously.
- d. Section 2.23 Exterior colors, add paragraph E. Discussed purpose of change. Phil motioned to accept, second by Stephanie. Motion carried unanimously.
- e. Section 2.23, Paragraph B-2. Discussed having Fairway update approved color book. Keep the language in the BPARCs as stated.

8. Isles of Baytree – Joann Wagner reported that IOB approved their new budget. Assessments up \$10/quarter. Proposed a Declaration change for lease restrictions but did not have enough and will revisit. Voted that political signs can be placed 30 days before elevation day and be down by 11/5. Only 1 sign per yard. Brevard Zoo is doing construction and have damaged the fence, which is owned by IOB. Will be getting repaired.

9. Unfinished Business-

- a. VMs cannot vote if they are a candidate for the board. Stephanie will work on language to allow the AVM to vote.
- b. Agenda items can be requested of the board. Submit the topic, specifics, review the governing documents and provide advance notice.
- c. CDD/BCA combined welcome letter has been completed. Fairway Management mailing next week. Stephanie working on a welcome letter that will be mailed to the VMs.
- d. Updating the Master owner contact list continues. Goal is to have all resident email address for future communications.
- e. Greg presented a proposal to divide Windsor neighborhood into four (4) separate divisions. Discussions were had about the specifics and process to make the change. It will be a 3-step process. First the board will vote to accept the proposal. Second will be a vote of the Windsor homeowners. Third will be a vote of the VMs. Mike Sherbin motioned the board to consider separating Windsor into 4 divisions and proceed with the Windsor homeowners vote. Second by Stephanie. Motion carried unanimously. Discussed the process of the next step, which will be a formal proxy vote of the Windsor homeowners with a mailing by Fairway Management.

10. New Business -

- a. Jim explained that the BCA is currently filing IRS forms 1120 and FL1120 which is used when you are carrying over interest income. At this time, it is unnecessary and costing the Association addition money. Jim suggested a vote to file 1120H going forward. Stephanie motioned to change to 1120H form, second by Mike. Motion carried unanimously.
- b. Discussed possible exceptions to Section 13.21.11 Hurricane and Storm Protection. Wayne reported that he has been asked to allow elderly residents to leave up panels on the sides of the home. Jim commented that it is against fire code to have hurricane protection on bedroom windows when home is occupied.
- c. Discussed Section 13.21.1 Signs. American Flags and Military Flags are allowed by law. Signs of any kind, besides For Sale or For Rent, are not permitted. Flags are not permitted if advertisement for activity outside the community. Jim spoke with the attorney and stated that political flags are not considered advertisement. The Association will allow political flags until after the election. The board is to consider revising the Declaration and Section 2.4 of the BPARCs. Phil motioned that Stephanie analyze both documents and recommend changes to 13.21.1 of the Declaration and 2.4 of the BPARCs. Second by Wayne. Motion carried unanimously.
- d. Wayne advised that Richard Mather has submitted his resignation to the board effective today. Richard did a lot for the community and will be missed. Wayne motioned to have Nick Williams take his place on the board to carry out Richard's term. Second by Stephanie. Motion carried unanimously.
- e. Due Process Chair – Wayne motioned to elect Richard Mather as Due Process Chair. And Wayne Wilkerson onto the Due Process committee. Second by Stephanie. Motion carried unanimously.

- f. Due Process: Four properties were considered for fining who have not come into compliance:
- 952 Balmoral – Clean Roof. Stephanie motioned to fine \$50/day, second by Phil. Motion carried unanimously.
 - 455 Baytree – Trim hedges on right side to 8 feet in height. Phil motioned to fine \$25/day, second by Stephanie. Motion carried unanimously.
 - 8001 Daventry – Bucket in view. Wayne motioned to fine \$25/day, second by Phil. Motion carried unanimously.
 - 8006 Linford – Weeds in driveway cracks, Weeds in landscape. Wayne motioned to fine \$25/day per violation, second by Phil. Motion carried unanimously.

11. Items from the Floor-

- a. Wayne Wilkerson expressed his concern with the CDD voting not to install speed humps on Old Tramway. Clarified that they are looking to install 3-way stop signs at the intersections of National and Old Tramway, Chatsworth and Old Tramway, and Bradwick and Baytree. The CDD will discuss at their November meeting.

12. Adjournment- Being no other business before the Board, meeting was adjourned at 3:20 pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management