

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

Board of Directors Meeting Minutes  
November 13, 2023 at 1pm  
Golf Clubhouse

1. **Called to Order**- Meeting was called to order by the President, Robert Eksten, at 1:01pm.
2. **Pledge of Allegiance** was led by Bob.
3. **Roll Call**- Quorum of Directors Present: Robert Eksten, Jackie Curley, Arthur Hudson, Nick Williams and Roma Zimmerman present. Mary Wathen present from Fairway Management.
4. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
5. **Approval of Minutes**-Nick motioned to approve the September 27, 2023 meeting minutes, second by Art. Motion carried unanimously.
6. **Reports of Officers:**
  - a. President – No report.
  - b. Vice President – No report.
  - c. Secretary – No report.
  - d. Treasurer – Art reviewed the financials and the attached report.
  - e. Director – Nick stated that the Due Process is working well. The community looks great!
7. **CDD Update** – Mel Mills stated that the CDD has a workshop tomorrow, 11/14. Due to the recent power outages/blips, the access system is not working correctly. The contractor has been notified and is scheduled to complete the repair.
8. **VM Reports** –
  - a. Arundel – Sue Frontera/VM present.
  - b. Balmoral – Maureen Ksiez/VM present.
  - c. Chatsworth –Bernard Bryant/VM present.
  - d. Hamlet – Christine Applegate/VM has resigned. Need a replacement.
  - e. Kingswood – Sandy Schoonmaker/VM not present.
  - f. Saddleworth – Tom Harrison/VM arrived at 2:29pm.
  - g. Turnberry – April Simmons/VM not present.
  - h. Windsor – Paul Panikowski/VM not present.
9. **ARC Report** - Rick Brown reminded that the ARC still meets every other Monday. If you find you have a diseased palm tree, it is to be removed immediately. You may submit an ARC request afterwards, as this information is used to advise other homeowners in case of the disease spreading. Rick will submit an article for the newsletter.

**10. Isles of Baytree** – Joann Wagner reported they had to raise their assessments by \$45/quarter, mainly due to insurance increase. They have a pool leak to be repaired. Due to the power outages/blips they have issues with the access system as well.

**11. Unfinished Business-None**

**12. New Business -**

- a. Approval of 2024 budget. Art reviewed the proposed budget. Discussions ensued. Jackie motioned to approve, second by Roma. Motion carried unanimously.
- b. Addendum to Fairway Contract. New language and minor corrections. Bob reviewed. Art motioned to approve, second by Jackie. Motion carried unanimously.
- c. Due Process:
  - 8176 Andover – Clean and/or paint exterior of house. After 2 notices and an email, no response from the owner. Nick motioned to fine \$25/day, second by Art. Motion carried unanimously.
  - 8195 Belford – Repair or install sod to repair dead grass areas. After 2 notices and an email, no response from the owner. Jackie motioned to fine \$25/day, second by Nick. Motion carried unanimously.
  - 8020 Bradwick – Submit an ARC for tarp on roof. After 2 notices and 2 emails, no response from the owner. Nick motioned to fine \$25/day, second by Jackie. Motion carried unanimously.
  - 8203 National – Clean roof. After 2 notices and an email, no response from the owner. Nick motioned to fine \$50/day, second by Art. Motion carried unanimously.
- d. 2024 Meeting schedule discussed. Art motioned to accept, second by Jackie. Motion carried unanimously.
  - 2/12/24 – Board meeting
  - 3/25/24 – Annual meeting
  - 7/15/24 – Board meeting
  - 10/21/24 – VM Budget workshop
  - 11/18/24 – Board budget meeting

**13. Items from the Floor –**

- a. Chris Bosch advised that regarding the AT&T Fiber request to do work in Baytree, he has seen reports that these utility companies are not repairing damages made on property. Use caution.
- b. Sue Frontera asked if fundraising is allowed to offset the social committee expenses. Discussions took place.

**14. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:43pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management

**BAYTREE COMMUNITY ASSOCIATION, INC.**  
**BOARD MEETING NOVEMBER 13, 2023**  
**TREASURER'S FINANCIAL REPORT**

**ATTACHMENT: YEAR-END FINANCIAL FORECAST**

This financial report is based on the ten-month period ending October 31, 2023 and includes a year-end 2023 financial forecast.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$47,789.37 compared to a budget of \$46,607.40 resulting in a favorable variance of \$1,181.97. This favorable variance is the net of favorable variances in Interest, Pavilion Income and Violation Fees offset by unfavorable variances in Late Fees and ARC Fee Income.
- Expenses for the period totaled \$30,256.83 compared to a budget of \$32,021.90 resulting in an underrun of \$1,765.07 for the period. Significant underruns in Social Events and Legal expenses were the major contributing factors to the overall underrun in expenses for the period, however, these are the result of timing differences to the budget spread and should be more in line with the budget by year-end. Forecasted overruns in other accounts, however, indicate that the overall expense budget will be exceeded by \$3,029.80 at year-end. See attachment #1.
- Net income for the period totaled \$17,532.54 compared to a budget of \$14,585.50 resulting in a favorable variance of \$2,947.04. This favorable variance is the total effect of the favorable variance in Income combined with the underrun in expenses. Forecasted net income for the year is expected to be unfavorable to budget by \$1,854.80. See attachment #1.

• **Balance Sheet**

- Cash Accounts ended the period with balances as follows: Operating Account = \$35,547.08 and Money Market Account = \$32,383.68 totaling \$67,930.76.
- Accounts Receivable at October 31st stands at \$1,370.00 associated with three residents.
- Current Liabilities totals \$270.00 reflecting monies received from a Turnberry resident which will be transferred to Turnberry in the future.

- The BCA continues to have discretionary funds available as follows:

Discretionary cash analysis:

Total Cash @ October 31, 2023:	\$67,930.76
Plus: Accounts Receivable:	1,370.00
Less: Minimum Cash Balance:	20,000.00
Current Liabilities @ October 31, 2023:	270.00
Remaining 2023 forecasted Expenses:	<u>19,942.97</u>
 Total Discretionary Funds at October, 31, 2023	 <u>\$29,087.79</u>

In summary the BCA continues to maintain a strong balance sheet and a solid cash position. Any overruns to budget will be covered out of discretionary funds.

This report was presented to the Baytree Community Association Board of Directors at its regularly scheduled meeting held on November 13, 2023.

**Baytree Community Association, Inc.**

Account	Description	2023 Budget	2023 Actual 9/30/23	2023 Projected Actual 12/31/23	2024 Draft Budget	Notes
<b>Income Accounts</b>						
<b>ASSESSMENT INCOME</b>						
40-4000-00	Regular Assessments	\$43,795.00	\$43,795.00	\$43,795.00	\$43,795.00	95.00/ no change
40-4002-00	Late Fees	\$700.00	\$325.00	\$325.00	\$300.00	
40-4008-00	Interest Income - Reserves	\$75.00	\$201.80	\$340.00	\$350.00	
40-4036-00	Other Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	
40-4056-00	Special Fees- ARC Fee	\$2,500.00	\$1,750.00	\$2,400.00	\$2,500.00	
40-4062-00	Violation Fines	\$0.00	\$100.00	\$0.00	\$0.00	
40-4035-00	Pavillion Income	100.00	225.00	300.00	250.00	
	Social Events Income	0.00	0.00	200.00	0.00	
<b>Income Accounts Total</b>		<b>\$47,170.00</b>	<b>\$46,396.80</b>	<b>\$47,360.00</b>	<b>\$47,195.00</b>	
<b>Expense Accounts</b>						
<b>COMMUNITY SOCIAL EXPENSES</b>						
51-5100-00	Social Committee/Special Event Expenses	\$7,500.00	\$3,205.94	\$5,800.00	\$6,500.00	
51-5130-00	Baytree Holiday Decorations	\$3,598.75	\$0.00	\$3,598.75	\$1,500.00	
51-5140.00	New Resident Expense	\$500.00	\$480.00	\$500.00	\$0.00	
51-5150.00	Board Discretionary Fund	\$0.00	\$121.19	\$121.19	\$250.00	
<b>TAXES &amp; INSURANCE</b>						
77-7710-00	Property/General Liability Insurance	\$5,200.00	\$0.00	\$5,900.00	\$6,900.00	
<b>ADMINISTRATIVE &amp; MANAGEMENT</b>						
80-8000-00	Accounting & Tax Preparation	\$275.00	\$275.00	\$275.00	\$275.00	
80-8010.00	Admin/ Office Expense	\$2,525.00	\$2,515.81	\$3,400.00	\$1,048.00	
80-8020-00	Annual Corporate Report	\$61.25	\$61.25	\$61.25	\$62.00	
80-8045-00	Legal & Professional Services	\$5,000.00	\$3,124.48	\$4,000.00	\$5,000.00	
80-8055-00	Management Fees	\$20,160.00	\$15,120.00	\$20,160.00	\$20,160.00	
80-8075.00	Postage Expense	\$1,950.00	\$3,138.08	\$4,150.00	\$1,000.00	
80-8085-00	Resident Newsletter				\$3,900.00	
80-8095-00	Website Design/Hosting & Maintenance	\$400.00	\$0.00	\$200.00	\$600.00	
<b>Expense Accounts Total</b>		<b>\$47,170.00</b>	<b>\$28,041.75</b>	<b>\$48,166.19</b>	<b>\$47,195.00</b>	