

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

Board of Directors Meeting Minutes
December 13, 2023, at 1:00pm
Pavilion

1. **Called to Order-** Meeting was called to order by the President, Robert Eksten, at 1:01pm.
2. **Roll Call-** Quorum of Directors Present: Jackie Curley, Robert Eksten, and Nick Williams. Art Hudson absent. Tom Dillon and Paula Matthes present from Fairway Management.
3. **Proof of Meeting Notice** -Posted at Community gate 48 hours in advance of the meeting.
4. **Approval of Minutes**-Jackie motioned to approve the November 13, 2023, meeting minutes, second by Nick. Motion carried unanimously.
5. **New Business –**
 - a. Bob proposed appointing Tom Harrison to the Board, filling the Secretary position. Jackie motioned to appoint Tom to the Board, second by Nick. Motion carried unanimously.
 - c. Due Process - 400 Berwick:
 - i. Board allowing extension to December 22, 2023, to have the tarp repaired/replaced.
 - ii. Board discussed the agreed date for owner to submit their ARC application for the roof replacement along with a signed contract with a roofing company. Application must include the sample shingle color, contractor's license, -and insurances (liability and workers comp) as well as the \$25 application fee, by December 31, 2023. Jackie motioned to fine \$50/day starting January 1, 2024, if not received by December 31, 2023, second by Nick. Discussions took place. Motion carried unanimously.
 - iii. Board discussed the pending violation of weeds in the lawn. Board agreed to place this violation on hold as the lawn has shown improvement.
6. **Adjournment-** Being no other business before the Board, meeting was adjourned at 1:14pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management