

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

Board of Directors Meeting Minutes  
January 12, 2018  
Baytree National Golf Course

1. **Called to Order-** Meeting was called to order by the President, Wayne Wilkerson, at 1:01pm.
2. **Pledge-** The Chair led the group in the Pledge of Allegiance to the United States of America.
3. **Roll Call-** All Directors Present: Wayne Wilkerson, Janice Hill, Richard Mather and Phil Ruhlman (arrived at 1:04pm). Jim Kenney and Mary Wathen, Fairway Management.
4. **Proof of Meeting Notice** -Was posted at Community gate 48 hours in advance of the meeting.
5. **Approval of Minutes-** Jan proposed to change item 9 b. to read "2018 Budget Approval – Janice Hill presented the 2018 BCA Budget and the carry forward of the excess funds in the operating account to offset next year's assessments. Discussed funding of the Pavilion and the capital surplus." Motion was made by Richard to approve the minutes of December 7, 2017 with this amendment, 2<sup>nd</sup> by Jan. Motion passed unanimously.
6. **Reports of Officers:**
  - a. **President-**
    - Wayne reported the NY Eve party was a success. 104 in attendance. Special thanks to Martha Scholz, Kathy Hilson, Ginny List, Beth Wilkerson, Jeff and Donna Mauldin.
    - Contact Martha Scholz for suggestions for upcoming events. Possible suggestions are Food Truck Night and Murder Mystery Night.
    - Wayne asked the VMs to be sure all residents have information on Info-Link and board meeting announcements.
    - Water Aerobics are Monday, Wednesday and Friday at 9am and 2pm. Certified Instructors, no sign up needed, \$5.00 fee due at arrival.
  - b. **Treasurer-** Janice reported the asset balance as of December 31, 2017 was \$192,158.91 vs. November 31, 2017 of \$194,467.43.
  - c. **Secretary-**Phil is on standby for any document changes needed.
  - d. **Director-**Richard Mather thanked Sandy for her service on the ARC and welcomed Rick Brown as the new chair. The ARC meets every other Monday at 8:30am at the Golf Clubhouse. VMs, please remind homeowners of the ARC and Due Process procedures and ask that they email Fairway with any questions or concerns. Open communication is the best way to avoid escalation.
7. **CDD Update** – Rick Brown reported from the last CDD meeting; The bids for the Pavilion will be reviewed at the February meeting, The RFP for Security companies was approved, FPL has not responded to repairing the down light pole on Baytree, they are following up.
8. **Committee Reports:**
  - a. **PRC-**See President's Report
  - b. **ARC-**Sandy Schoonmaker reported the ARC applications reviewed in 2017 were 134, up from 71 in 2016. Discussion had over the ARC processes.
9. **Unfinished Business** – Jan reported that bids have been requested from 3 contractors for the Pavilion. Two have declined. Going to solicit more. Send any recommendations to Sandy. Would like to have all bids before the CDD meeting on 2/12/18.

**10. New Business -**

- a. Wayne motioned to appoint Brian Iten as the VM for Windsor. 2<sup>nd</sup> by Richard. Motion passed unanimously. No discussion.
- b. Wayne asked the VMs to report on any issues:
  - Sandy/Kingswood-Speeding on Kingswood still an issue.
  - Brian Iten/Windsor-No report
  - Rick Brown/Hamlet-Neighborhood meeting scheduled for 1/27/18.
  - Jerry Darby/Balmoral-CDD is to put benches on Balmoral. Still waiting. Landscape issues with homes on Balmoral are being addressed and are in the process.
  - Carol Fox/Turnberry-Discussed one owner at the attorney for BCA assessments and now for Turnberry landscape assessment late fee. Mary Wathen informed that the attorney is handling and when the time comes the board will be asked to file lien.
- c. Due Process:
  - Three (3) properties were sent to the board to vote on fining those who have not come into compliance:
    - 345 Baytree – Trim dead palm fronds. Richard motioned to fine \$50/day, 2<sup>nd</sup> by Phil. No discussion, motion passed unanimously.
    - 8033 Kingswood – Clean roof. Richard motioned to fine \$50/day, 2<sup>nd</sup> by Jan. No discussion, motion passed unanimously.
    - 318 Sandhurst – Clean sidewalk. Richard motioned to fine \$50/day, 2<sup>nd</sup> by Phil. No discussion, motion passed unanimously.

**11. Items from the Floor-** Wayne thanked Rick Schoonmaker for his work on the website.

**12. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:03pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management