

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

Board of Directors Meeting Minutes
February 3, 2017
Baytree National Golf Course

- 1. Called to Order-** Meeting was called to order by the President, Wayne Wilkerson, at 1:02pm.
- 2. Pledge-** The Chair led the group in the Pledge of Allegiance to the United States of America.
- 3. Roll Call-** Directors Present: Wayne Wilkerson, David Taylor, Janice Hill, and Phil Ruhlman. Richard Mather not present. Jim Kenney, Fairway Management.
- 4. Proof of Meeting Notice -**Was posted at Community gate 48 hours in advance of the meeting.
- 5. Approval of Minutes-** Motion was made by Janice, 2nd by David, to waive the reading of the minutes of January 6, 2017. Minutes are posted on the website after approved. Motion passed unanimously.
- 6. Reports of Officers:**
 - a. **President-** Wayne referred to Janice to introduce and welcome Mr. Robert Manning as the new attorney for the association.
 - b. **Vice President-** David reported no activity on the nomination committee and announced that board nominations are requested for the election coming up in April. Descriptions of the board positions are listed in the Declarations.
 - c. **Treasurer-** Janice reported that the cash position for Baytree Community as of December 31, 2016, was \$158,015.07. Net income for 2016 of \$15,233.59.
 - d. **Secretary-**Phil reported that all the association documents are now in Word format for ease of future revisions. Fairway Management has these files archived and they have been posted to the website.
- 7. CDD Update-**Mel Mills was present and reported that the card operator at the pool has been fixed. A new irrigation company has been hired (H2O Blue). The landscaping project on Kingswood is just about complete except for adding the lighting. The board has voted to have the common area sidewalks pressure washed, with a cleaning treatment after 6 months (Ken Horn was chosen at the cost of \$8,900.00). Kingswood roadway to be resurfaced in the Spring. Lake repairs are scheduled for this year. Speeding on Kingswood was discussed and solutions are being considered. Baytree's request for a pavilion was discussed and the CDD agreed to maintain a pavilion if BCA will erect. They propose that a 20x25 pad be installed by the pool and BCA gift the cost to the CDD, (Janice suggested BCA check with their attorney first, board agreed. Three (3) benches are being installed along Baytree Drive.
- 8. Architectural Review Committee:**
 - a. Sandy Schoonmaker thanked Barbara Hudson for her time on the ARC, and asked the board to appoint Jill Hoffman from Turnberry as her replacement. Wayne motioned, 2nd by David. No discussion, motion passed unanimously.
 - b. Sandy proposed that the ARC guidelines clarify Section 13.16 of the Declaration to include restrictions on Estate Sales as well. Discussions took place regarding the

wording of the Declaration. Jim Kenney suggested the Declaration be revised to include Estate Sales. Sandy withdrew her proposal and the board agreed to discuss with the attorney if the guidelines can clarify or if the Declaration needs to be revised. Phil motioned to start the process to revise the Declaration in parallel to allow the ARC to add it to the guidelines. 2nd by David. Phil to draft a copy and send to the board and the VMs. Motion passed unanimously.

- c. Sandy submitted her proposed landscaping guidelines to help align with the Brevard County code for tree requirements. Wayne motioned to accept the new guidelines, 2nd by David. No discussion, motion passed unanimously.

9. Unfinished Business:

- a. Clarification on the intent of Declarations regarding driveway widths. Wording for side facing garages was tabled from past meeting. Issue dropped by the ARC.

10. New Business:

- a. Determine how long on past due collections before send to attorney. Board agreed that owners should be sent to the attorney immediately.
- b. Vote to appoint John Geiger as Arundel VM. Janice motioned, 2nd by David. No discussions, motion passed unanimously.
- c. Discuss trees being removed and sodded over by CDD. Jim Kenney reported that Jason/CDD agreed to have these locations fixed.
- d. Due Process:
 - Fairway reported that the two properties voted to fine at last meeting came into compliance and no new fining occurred.
 - Six (6) properties were sent to the board to vote on fining those who have not come into compliance:
 - 903 Balmoral – Paint discolored front wall and board trim, Remove rust on South side of house. Wayne motioned to fine \$25/day, 2nd by Phil. No discussion, motion passed unanimously.
 - 1133 Balmoral – Clean exterior of house including removing rust. Wayne motioned to fine \$25/day, 2nd by David. No discussion, motion passed unanimously.
 - 8181 Compton – Clean roof. Wayne motioned to fine \$50/day, 2nd by Phil. No discussions, motion passed unanimously.
 - 611 Deerhurst – Clean driveway. Wayne motioned to fine \$25/day, 2nd by Janice. No discussion, motion passed unanimously.
 - 8036 Kingswood – Enclose/screen AC unit from view. Wayne motioned to fine \$25/day, 2nd by Janice. No discussion, motion passed unanimously.
 - 8152 Old Tramway – Remove weeds in grass and landscape areas. Wayne motioned to fine \$25/day. 2nd by Janice. NO discussion, motion passed unanimously.

11. Items from the Floor- None

12. Adjournment- Being no other business before the Board, meeting was adjourned at 2:11pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management