

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

Board of Directors Budget Meeting Minutes
December 5, 2016
Bay Tree National Golf Course

1. **Called to Order-** Meeting was called to order by the President, Wayne Wilkerson, at 10:05 m.
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, Richard Mathers, Jan Hill, and Phil Ruhlman. David Taylor 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 Jan, 2nd by Richard, to waive the reading of the minutes of October 24, 2016. No discussion, motion passed unanimously.
6. **Reports of Officers:**
 - a. **President-** Wayne thanked the board and the committees for all their hard work and announced that 2016 has been a successful year.
 - b. **Treasurer-** Jan reported that the cash position for Baytree Community as of November 30, 2016, was \$160,301.
 - c. **Secretary-**Phil discussed the By-Law changes are currently being notarized, then recorded. The new revision will be posted on the website, as well a copy of the old version archived. By-laws were transcribed by Hoffman Transcription at \$5.00/page. Phil requested this be done to all governing documents. Jan motioned, 2nd by Richard. No discussion, passed unanimously.
7. **Committee Reports:**
 - a. **Architectural Review-** Sandy Schoonmaker advises that the ARC is reviewing the landscape guidelines and will be updating based on the county guidelines.
8. **Unfinished Business:**
 - a. **New Attorney** – Jan requested that Robert Manning of Pastore & Dailey be chosen as new legal representative. Phil motioned, 2nd by Richard.
9. **New Business**
 - a. Agree to carry forward any excess funds in the operating account to offset next year's assessments to avoid any tax liability. Richard motioned, 2nd by Phil. No discussion, motion passed unanimously.
 - b. Due Process:

-Four (4) properties were sent to the board to vote on fining those who have not come into compliance:

 - 885 Chatsworth – Paint house and submit ARC. Richard motioned to fine \$25/day, 2nd by Phil. No discussion, motion passed unanimously.
 - 1133 Balmoral – Trash bin in view. Richard motioned to fine \$25/day, 2nd by Phil. No discussion, motion passed unanimously.

- 8185 Belford – Basketball hoop at end of driveway. Richard motioned \$25/day, 2nd by Phil. Wayne commented that action must be taken on all issues, big or small.
- 7990 Daventry – Clean west side of house. Richard motioned \$25/day, 2nd by Phil. No discussion, motion passed unanimously.

-Jim Kenney reported that 7980 Daventry attended the Due Process hearing on 11/21/16. At that time, the committee voted to uphold the fine. The owner has opened the hurricane shutters and stayed in compliance.

- c. 402 Berwick-Waive violation fine. Richard explained the situation. Wayne motioned to waive, 2nd by Jan. Phil questioned if BCA has a waiver clause. Jim Kenney explained that BCA does not have a waiver clause and the board can do so. Passed unanimously.
- d. CDD sidewalks and gutters. Discussions took place. Wayne motioned to have Richard draft a letter from the board to ask that the sidewalks and gutters be cleaned twice/year, 2nd by Richard. Discussions made, passed unanimously. Jan, Sandy and Rick will attend the next CDD meeting on 12/7/16 to voice their concerns.
- e. Approve 2017 budget – Website upgrade postponed, Due Process line removed, an estimated \$500 for transcribing documents added to Misc. line. Jim Kenney to make revisions. Richard motioned to approved budget, 2nd by Phil. No further discussion, motion passed unanimously.
- f. 2017 Meeting schedule – Quarterly BOD meetings have been scheduled for Fridays at 1pm on February 3, April 7 (Annual), September 15, December 8 (Budget). Jan scheduled the budget review meeting with the VMs for November 3, 2017. Schedule to be posted to website. Motion by Richard to approve dates, 2nd by Jan. Passed unanimously.

10. Items from the Floor- None

11. Adjournment- Being no other business before the Board, meeting was adjourned at 11:26 pm.

Minutes Prepared by:
 Paula Matthes, LCAM
 Fairway Management