

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 5, 2024 at 1pm  
Golf Clubhouse

1. **Called to Order**- Meeting was called to order by the President, Robert Eksten, at 1:00pm.
2. **Pledge of Allegiance**
3. **Roll Call**- Quorum of Directors Present: Robert Eksten, Jackie Curley, Tom Harrison, Arthur Hudson, and Nick Williams. Mary Wathen and Paula Matthes 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 December 13, 2023 meeting minutes, second by Tom. Motion carried unanimously.
6. **Reports of Officers:**
  - a. President – Introduced Mary Wathen who has taken over as Association Manager.
  - b. Vice President – Jackie commented that the Board does a lot of work behind the scenes to keep Baytree a clean and safe community.
  - c. Secretary – No report.
  - d. Treasurer – Art presented the attached Treasurer’s report.
  - e. Director – No report.
7. **CDD Update** – Mel Mills stated that TropicCare has been replaced with US Lawns. They will be changing the landscape at the monuments, changing the annuals around 2/15. Plan to change all mulch over to rocks, starting with the front. US Lawns will hold an educational class in May. Sinkhole in Balmoral, leak at lake. Road repairs to be done where car fire was. Landscape lights out will be repaired. Adding audio to cameras at pool and rear gate for added security. Two property owners notified that residents at those properties were observed fishing in the ponds. If you witness fishing, please call the Sheriff’s office.
8. **Isles of Baytree** – Joanne Wagner reported that their pool leak was fixed but now sand is coming in. Hired contractor to repair. They are also having fishing violations and are dealing with the owners.
9. **VM Reports** –
  - a. Arundel – Sue Frontera/VM present. All good.
  - b. Balmoral – Maureen Ksiez/VM present. All good, except for dead fish found in sewers in Southpointe.
  - c. Chatsworth –Bernard Bryant/VM present. All good.
  - d. Hamlet – Crystal Folgmann appointed VM. Crystal was not present.
  - e. Kingswood – Sandy Schoonmaker/VM present. AT&T work is going well.
  - f. Saddleworth – Carolyn Finn taken over as VM. Jeff Finn appointed as AVM. Carolyn reported for homeowners to be cautious giving money to contractors up front.
  - g. Turnberry – April Simmons resigned. VM position vacant. Paul Hill-AVM, not present.
  - h. Windsor – Paul Panikowski/VM present. AT&T responding well to any issues reported.

**10. Committee Reports –**

- a. **Appoint Due Process Committee (DPC)**– Rick Brown/Chair, Sidney Crouch, and Chris Bosch. Jackie motioned to accept, second by Art. Motion carried unanimously.
- b. **ARC Report** - Rick Brown presented a new tree removal guide. Discussions had and Rick will make revisions for the Board to approve and get posted to the website.
- c. **Social Events** – Sue Frontera is working hard on the events for 2024. 4/7/24 will be an event with a golf simulator 1-4pm. 12/8/24 will be the holiday party with DJ, Santa, photo booth donated by Sue, Toys 4 Tots. May will be an educational event with US Lawns. Looking into a movie night and possible game event.
- d. **Newsletter** – Maureen listed who she is holding spots. Articles due to Maureen by 2/20/24.

**11. Unfinished Business –**

- a. St. Johns River Water Mgmt Dist update - Bob explained that they were meeting this week and will hopefully have an update at next Baytree meeting.

**12. New Business -**

- a. Upcoming Board nominations. Three positions available at the March 25<sup>th</sup> annual meeting. Jackie and Nick have accepted nominations to run again. Bob asked VMs to find any nominations.
- b. Due Process:
  - Bob explained the new law requiring the Due Process meeting date and fining notice. Discussed and clarified.
  - Bob explained the new law requiring the meeting agendas be specific to all items for the board to discuss and vote on. Discussions were had and it was determined that a homeowner would need to submit their request to be on the agenda a week prior to the scheduled meeting. The Board would then need to approve. The agenda would then be sent to the webmaster 96 hours prior to the meeting, to be posted to the website.
  - 345 Baytree appeal to fine-Brad Albright/homeowner was in attendance and presented his appeal. The Board addressed Mr. Albright, questioning the lack of communication on this violation and others in the past. Discussions took place. The Board asked the homeowner to provide better communication going forward. The owner agreed to respond to notices from the Association in a timely manner in the future and the violation has since been corrected. Nick motioned for the Board to reduce the fine to \$1,000. Second by Tom. Motion carried unanimously.
  - 962 Balmoral – Two violations; Clean and/or paint exterior of house and clean roof. After two previous notices regarding two violations and without any response from the property owner, Nick motioned to fine \$25/day/violation, second by Tom. Motion carried unanimously. Due Process Committee (DPC) to provide meeting date.

**13. Items from the Floor –**

- a. Remind your Uber drivers that they must show their drivers license to guards at gate.
- b. Chris Bosch advised that there is a homeowner feeding cranes. And now cranes are damaging property.

**14. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:51pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management

**BAYTREE COMMUNITY ASSOCIATION, INC.**  
**BOARD MEETING FEBRUARY 5, 2024**  
**TREASURER'S FINANCIAL REPORT**

This financial report is based on the twelve-month period ending December 31, 2023.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$50,707.10 compared to a budget of \$47,170.00 resulting in a favorable variance of \$3,537.10. Resident fines totaling \$3,725.00, for which there was no budget provided, was the major contributing factor to this favorable variance.
- Expenses for the period totaled \$46,527.09 compared to a budget of \$47,170.00 resulting in an underrun of \$642.91 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. These favorable variances were partially offset by overruns in insurance, office expense and postage expense, resulting in the overall favorable variance of \$642.91.
- Net income for the period totaled \$4,180.01 compared to a budget of \$-0- resulting in a favorable variance of \$4,180.01. This favorable variance is the total effect of the favorable variance in Income combined with the underrun in expenses.

• **Balance Sheet**

- Cash Accounts ended the period with balances as follows: Operating Account = \$44,906.82 and Money Market Account = \$32,451.41 totaling \$77,358.23.
- Accounts Receivable at December 31st stands at \$3,725.00 associated with four residents and is reflected in income for the period.
- Current Liabilities totals \$25,405.00 of which \$40.00 is accounts payable and \$25,365.00 is pre-paid 2024 annual assessments. This total amount will clear off the balance sheet in January.
- The BCA continues to have discretionary/reserve funds available as follows:

Discretionary/reserve cash analysis:	
Total Cash @ December 31, 2023:	\$ 77,358.23
Less: Minimum Cash Balance:	( 20,000.00 )
Current Liabilities:	( 25,405.00 )
Remaining Expense Budget:	-0-
Discretionary/reserve funds at December, 31, 2023:	<u>\$ 31,953.23</u>

In summary the BCA continues to maintain a strong balance sheet and a solid cash position.

This report was presented to the Baytree Community Association Board of Directors at its regularly scheduled meeting held on February 5, 2024.