

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 10, 2025, at 1pm  
Golf Clubhouse

1. **Called to Order-** Meeting was called to order by the President, Jackie Curley, at 1:00pm.
2. **Pledge of Allegiance**
3. **Roll Call-** Quorum of Directors Present: Jackie Curley, Tom Harrison, and Arthur Hudson, Paul Panikowski 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-** Tom motioned to approve November 18, 2024, and December 23, 2024 meeting minutes, second by Paul. Motion carried unanimously.
6. **Reports of Officers:**
  - a. President – Jackie asked for a moment of silence for AVM, Arthur Breitner’s wife, Arleen who passed. Jackie thanked the CDD for how nice the entrance looked for the holidays and the new flowers planted. Also, thank you to the new Due Process members; Carolyn Finn, Sandy Schoonmaker and Henrietta Shuminsky.
  - b. Vice President – Tom had no report.
  - c. Treasurer – Art presented the attached Treasurer’s reports. Art motioned for the Board to renew all CDs as they mature into one-year terms as each renews. Second by Jackie. Motion carried unanimously.
  - d. Secretary – Paul had no report.
  - e. Director – Nick reported that with the recent changes in Florida Statutes, the Due Process Committee processes are in place and working well.
7. **CDD Update** – Mel Mills thanked all the residents for all the gifts received by the Guards. They are very appreciative. The new landscape at back gate has begun and will be completed by the end of February. CDD getting quotes to re-scape the neighborhood monuments. Still no audio at back gate or pool. Working on it.
8. **VM Reports –**
  - a. Arundel – Sue Frontera stated that they have a few new residents.
  - b. Balmoral – Maureen Ksiez asked about the utility work at the neighborhood entrance.
  - c. Chatsworth – Rafael Cedeno was not in attendance.
  - d. Hamlet – Crystal Folgmann was not in attendance.
  - e. Kingswood – Sandy Schoonmaker stated all is good.
  - f. Saddleworth – Carolyn Finn reported that all is peaceful.
  - g. Turnberry – Dave Nowak stated all is good.
  - h. Windsor – Phil Dore reported that new residents are not very receptive to the welcome letter. Commercial vehicles were discussed. Several white vans are now being parked and ask that something be done. Discussions took place regarding the new Florida Statutes. Mary/Fairway will research legality and wording to see if there are any options to enforce.

**9. Committee Reports –**

- a. **ARC** – Rick Brown proposed new wording for B-PARCs section 2.3 Fences and 2.25 Garage Sales. The Board agrees with the wording and will have notice to all owners placed in the Newsletter, which will be mailed mid-March.
- b. **Social Committee** – Sue Frontera reported that the Holiday event was very successful. Toys4Tots was able to take care of 50 children from what we collected. This year’s holiday party will be on 12/7/25 with the same DJ, Santa, Face painter, balloon artist. Standard photo booth. Paul Hill/Dirty Oar has already agreed to donate the beer. The Dirty Oar beer event to thank Paul Hill had a good turn out and Paul donated the bill amount to a local charity in BCA’s name. On 3/23 there will be an event with acoustic duo, Stay Tuned and Ice Cream. Sue is also planning one more event on 5/4 before summer. Still considering ideas.
- c. **Newsletter** – Maureen Ksiez is working on the March newsletter to be mailed mid-March. Articles are due to Maureen by 3/7/25.
- d. **Due Process (DPC)** – Rick had no report. Next DPC meeting is set for 3/6, 1pm at Fairway office and via Zoom.

**10. Unfinished Business – None**

**11. New Business -**

- a. Collections/Compliance:
  - i. 618 Deerhurst (Assessment collections) Lien already filed, hold.
  - ii. 8020 Bradwick (Roof tarp compliance and fine collections) Lien already filed, hold.
- b. Due Process –
  - 7976 Bradwick – Dead grass. Discussed the history and issues owner is having growing grass underneath two large Oak trees. Board was told Bahia grass may work better. Paula/Fairway to research.
  - Violations at Board Review:
    - ii. 1414 Arundel –Clean roof. Nick motioned to fine \$50/day, second by Jackie. Motion carried unanimously.
    - iii. 330 Baytree – Install sod to dead grass areas. Nick motioned to fine \$50/day, second by Jackie. Motion carried unanimously.
    - iv. 407 Berwick – Lay sod to repair/replace dead grass. Something other than St. Augustine laid in some areas, but not entire lawn. Nick motioned to fine \$50/day, second by Paul. Motion carried unanimously.
    - v. 8020 Bradwick – Please store all items on side of house, out of view. Nick motioned to fine \$50/day, second by Jackie. Motion carried unanimously.

**12. Items from the Floor** – Mel Mills stated that U.S. Lawns is ready to hold another seminar for residents. Sue Frontera to contact Josh to set up a date/time.

**13. Adjournment-** Being no other business before the Board, meeting was adjourned at 2:48pm.

Minutes Prepared by:  
Paula Matthes, LCAM  
Fairway Management

**BAYTREE COMMUNITY ASSOCIATION, INC.**  
**BOARD MEETING FEBRUARY 10, 2025**  
**TREASURER'S FINANCIAL REPORT**

This financial report is based on the twelve-month period ending December 31, 2024.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$56,984.28 compared to a budget of \$47,195.00 resulting in a favorable variance of \$9,789.28. Favorable variances in resident violation fines and late fees of \$8,800.00 and \$700.00 respectively are the major contributing factors to this favorable variance.
- Expenses for the period totaled \$42,973.85 compared to a budget of \$47,195.00 resulting in an underrun of \$4,221.15 for the period. Underruns in Admin/Office Expenses, Legal & Professional Services, Social Events and Property/Liability Insurance, totaling \$4,065.42, are the major contributing factors to this favorable underrun in expenses.
- Net income for the period totaled \$14,010.43 compared to a budget of \$-0- resulting in a favorable variance of \$14,010.43. This favorable variance is the total effect of the favorable variance in Income combined with the underrun in expenses.

• **Balance Sheet**

- Cash and cash equivalent accounts ended the period with balances as follows: Operating Account = \$18,446.35, Money Market Account = \$31,318.44 and Certificates of Deposit = \$40,046.52. All totaling \$89,811.31.
- Accounts Receivable at December 31 stands at \$5,240.00. Of this amount \$2,240.00 is aged over 90 days related to two residents for violation fines back to 2023. These accounts have been referred to outside legal counsel.
- Prepaid Expenses stands at \$427.35 associated with costs related to a social event scheduled for December 2025. This will clear to expenses in January.
- Current Liabilities reflects a balance of 26,845.00. This amount represents 2025 resident assessments paid in calendar year 2024. This will clear to revenue in January 2025.

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, Inc. Board of Directors at its regularly scheduled meeting held on February 10, 2025.