

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
MONDAY, MARCH 8, 2021 AT 5:30 PM
BPCA CONFERENCE ROOM
MINUTES**

IN ATTENDANCE:

Doug Arent, Linda Corcoran, Jo Ann Day, Samantha Dring, Denise Hindes, Dan Matthews, Walt Rankin, Carl Selph, Catherine, Seltzer Mitchell, and Bill Wanner

In Attendance by Phone:

Kevin Lynn, MVC

Absent:

Also in Attendance:

John Townsend, Esq., Debra Haydn, Recording Secretary, and David Renneker Comptroller

PLEDGE OF ALLEGIANCE:

Bill Wanner invited the Board, and all in attendance, to stand and recite the Pledge of Allegiance.

CALL TO ORDER:

Bill Wanner called the meeting to order at 5:30 PM.

MEETING RECORDED BY:

Jen Shook, streaming, and Walt Rankin, audio recording

QUORUM:

A quorum was confirmed by Doug Arent, Secretary.

APPROVE AGENDA:

MOTION: By Walt Rankin to approve the agenda, second by Linda Corcoran and unanimously approved.

APPROVE CONSENT AGENDA:

MOTION: By Walt Rankin to approve the Consent Agenda, second by Dan Matthews and unanimously approved.

FINANCE COMMITTEE REPORT: Catherine Seltzer-Mitchell

- The Finance Committee met on Monday, March 1, 2021
- David Renneker reported on the financial statements through January 31, 2021, consolidated cash balances total \$2.8 million. Year to date expenses are under budget
- David reported implementation of internal control measures to provided oversight of bank reconciliation and payroll functions
- The Committee discussed a detailed analysis of road impact fees and will develop a comprehensive process to include a communication plan for the membership
- DRMP contract renewal proposal was presented and rejected due to a steep rate increase. The committee will research alternatives for these services to be provided
- The Committee discussed and reviewed a cost analysis for the renewal of the Lagoon Towers Management Agreement. A proposal with a few options will be presented to Lagoon Towers and they are expected to discuss at their April board meeting
- The Committee discussed the Rick Seltzer Community Park insurance premium. Because BPCA is not the landowner, policy holder, or the beneficiary of the insurance policy, it was decided to provide a donation to the park once it is reopens. This action will be taken to the Board for a vote at that time.
- The Committee agreed to pay a one-month medical reimbursement to contract staff members until further analysis regarding the establishment of a healthcare stipend for policy coverage for full-time employees of BPCA

MOTION: By Dan Matthews to approve an additional month medical reimbursement to contract staff until final resolution is reached, second by Carl Selph and unanimously approved.

- Dan Matthews reported a damaged pipe in Legend Lakes and shared details of the needed repairs. He is anticipating a quote from the vendor for repairs.

PRESIDENT'S REMARKS: Bill Wanner

Welcome to the Board, officially, Catherine Mitchell, Samantha Dring, Doug Arent, and welcome back Walt Rankin. The newcomers are already off to a good start by chairing and/or participating in Finance Committee meeting and helping with community events. That's positive energy contributing to the community. More of the positive energy and a lot less of the negative would be a wholesome and welcome change. I also appreciate that members took on different assignments this year. It is always easy to stay with what you know or have done. Thanks for getting out of your comfort zone. It will be good for all.

You have seen the renderings ('drawings' in Bostonian) of the new proposed gate house. That has been a long time in design for many, many reasons, but will be done right and be a great add to our community entrance for years to come. Thanks Dan and committee.

The community events team has already started planning for the summer series. In addition we are trying to arrange some tree plantings and perhaps a plant sale in April. Discussions are underway. Thanks Linda, Samantha and others for their help.

We continue to request a repair to the roundabout road and some other sinking patches. We keep being told we are on the list, weather issues, and 'next week', and we keep calling.

Our contract with DRMP as our engineering resource has expired. Their renewal price was not acceptable. We can use them on an ad hoc basis. In the meantime we are searching for a resource, either an individual or company to fill that role.

We had a very productive meeting with the local post office management. They have reinstated sending all packages without PO Box number to the BP location and we will once again attempt to match physical address with PO Box for UPS and FED EX originated shipments. They also suggested placing the PO Box number with a # next to the recipient's name. They however will not forward regular mail without a PO Box, at least not yet. They reiterated that mail is not to be handed over the counter, and that they do not hand mail to customers at Churchwell or other postal operations and expect us to follow those regulations. We will attempt to install scanners at our receiving dock so as to confirm package receipts.

I am unsure of the author of this statement, "No good deed goes unpunished", but it is applicable in our society today, and Bay Point is no exception.

REPORTS:

BAY POINT WEST: Catherine Seltzer Mitchell

- BPW and BPCA are scheduled to meet to discuss rules and how to go about reconciling into one unified set to elevate confusion
- The next meeting for Bay Point West owners is scheduled for Tuesday, March 16th at 5:30 PM in the BPCA Conference Room
- Regular or quarterly meetings are encouraged and if there is no business can be canceled by the BPW President.
- ARC Liaison: Denise Hindes

To meet with the ARC Committee to get copies of all current forms and letters

- Canal Liaison: Mike Williams
 - No update on dredging permits. There will be a quarterly board meeting toward the end of March, the date has not been set yet, but will be announced soon. The Canal Annual Meeting is planned for June 5th, 9:30 AM, at the BPCA Conference Room
- Community Events: Linda Corcoran
 - The pollination project is going well, they are looking at future projects to that would encourage young people to volunteer
 - The Woman's Board is organizing an Easter egg hunt and Easter Sunrise Service at the Marina View park

- Working on Arbor Day event in the planning stage, date will be announced soon
- Marina View Happy Hours will commence soon
- Tracy is working on the summer concert series
- Communications: Denise Hindes - No Report
- Governing Docs: Walt Rankin
 - His goal for the year is to complete a consolidated set of rules for BPW and BPCA
- Information & Technology: Walt Rankin
 - To continue the process started by Dan Matthews to standardize all BPCA computers and software to create a uniform network
- Infrastructure Liaison: Dan Matthews
 - Resident's Gate drawings are complete, bid package is preparation stage and will be sent out to approximately six vendors in hopes of receiving at least four responses
 - The gate renderings are displayed in in the BPCA Office, residents are encouraged to visit and review them
 - A drainage pipe on Gulf Drive is partially collapsed and will require extensive repairs. The cost is estimated at \$25,000

MOTION: By Dan Matthews to accept the SEC Proposal to accomplish the work put forward by SCE, second by Jo Ann Day, and unanimously approved.

 - DRMP has supplied engineering support services for the past year. Their contract expires this month. The current fixed price is \$40,000/year with a statement of work associated with it. Their proposal for the same work for the upcoming year is \$80,000/year. We will not renew their contract at the proposed price. Dan has contacted six (6) local engineering firms out of which two indicated they will call him back. There are two companies that have expressed interested. Buchannan and Harper, is the most highly recommended, however, they would have wanted to do the design of the gate and they do not provide engineering services only to non-customers. They did, however, recommend Anchor CEI, as a premier company in Panama City. Anchor CEI is a small, Women Owned, Disabled Corporation with an outstanding reputation in this area.

MOTION: By Dan Matthews to release proprietary documents to any of the companies entertaining a proposal for engineering support services, with the appropriate disclaimer as recommended by John Townsend, second by Walt Rankin, and unanimously approved.
- Security Liaison: Carl Selph
 - Speeding enforcement remains a priority

- Carl reviewed the DoorDash issue and answered question from the board
(Attachment #1)
- Bill Wanner will appoint a security committee to review this issue and related policy issues to report back to the Board at the next meeting
- Carl clarified the Wahoo Road - Pollination Project FaceBook post as being blown out of proportion and requested members to be responsible when using social media by reporting actual facts not rumors
- Stakeholders Liaison: Doug Arent - No Report
- Naval Support Activity: - No report
- Community Garden: Reggie Breault - No report.

GENERAL MANAGERS REPORT: - No Report

NEW BUSINESS:

A. Golf Drive Pipe Repair Project - Dan Matthews
(Attachment #2)

B. Bank Account Authorized Signatures

MOTION: By Carl Selph to update the signers on BPCA bank accounts to the following board members: William Wanner, President, Carl Selph, 1st Vice President, Catherine Seltzer Mitchell, Treasurer, and Dan Matthews, Director, second by Dan Matthews, and unanimously approved.

(Attachment #3)

ADJOURNMENT:

At 7:09 PM there was a **MOTION:** by Dan Matthews to adjourn, second by Walt Rankin and unanimously approved.

NOTE: A Special meeting of the Board, immediately following this meeting, to discuss an emergency personnel matter in closed session was had with John Townsend, Esq.

Respectfully Submitted,
Doug Arent, Secretary