

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
MONDAY, APRIL 12, 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:

Absent:

Kevin Lynn, MVC

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.

GUEST PRESENTATION:

Bill Wanner introduced Kaulisha Reed, from the USPS, Panama City, FL, who has oversight of the Bay Point CPU (Contract Postal Unit) who is here to address issues and answer questions about the operations of the CPU. She discussed the following:

- The importance of following Postal Service policy
- Post Office Boxes are a secure service
- USPS charges to replace keys \$8 and to change a lock is \$23

- The BP Contract Postal Unit (CPU) is a convenience for the Churchwell facility, reliving them of 1400 PO Boxes and large number of customers
- Home delivery in BP is not an option now or in the future
- Discussed ways to add PO Box numbers to addresses to assure proper delivery
- Mail without a PO Box number somewhere in the address will be returned
- BP CPU receives a very large amount of mail and 100-200 boxes on a regular day, holidays can double or more in amounts of mail.
- The BP CPU cannot see the same scan information as the USPS sees, BP CPU can call Kaulisha for help tracking lost packages
- “Scan to Agent” indicates a package is available for pick up at BP
- Residents (Box Owners) cannot allow vacationers or renters to use resident’s PO boxes during their time in BP without using a temporary forward
- Every Door Direct Mailing must be postmarked and sent through the postal service - not put directly into resident’s boxes (such as realtor post cards, etc.)

APPROVE AGENDA:

MOTION: By Dan Matthews to approve the agenda, second by Catherine Seltzer-Mitchell 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 March 31st

- David Renneker reported on the financials as of February 28th, consolidated cash totaled \$2.5 million. YTD expenses continue to run under budget.
- David Renneker proposed a new process to improve tracking and collection of road impact fees.
- David Renneker announced an increase in the Florida Unemployment tax rate for BPCA which will increase the tax by \$82/employee per year

PRESIDENT’S REMARKS: Bill Wanner

Good progress is being made on arranging the summer concert series. The new venue will be located behind Bar 72 near the old 18th hole of the Meadows. The first program is scheduled for June 11. Thanks to all of the folks working on that project, and to John Warren for allowing us to use the old course. Food trucks will also be on site.

We will hopefully have a good Arbor Day celebration with the planting of new trees around the neighborhood. JoAnn Day is leading that project. Nothing confirmed yet on the availability of spring plants and shrubs. We will advertise all of this as soon as plans are finalized.

The Meadows is beginning to look better as some of the dead trees are being removed. Thanks John Warren.

The latest BayTown acquisition has apparently failed. That means that the Post Office building is safe for the moment. However an alternative plan for a Post Office on site in another location is being thought about. No real plans at this time. There are other offers and letters being considered. Nothing is final yet.

The gatehouse project is making good progress under Dan's Matthews leadership.

The security program that several of us saw last week is very impressive. In house developed; the program will be very efficient and instrumental in helping our security team in performing their jobs. The technology will streamline an important aspect of their responsibilities, which in turn helps the entire community. Nice job, Jim Moore and team.

Drainage repairs, street repairs are on- going projects. The failure rate of some of our drainage infrastructure is expensive.

I see several areas where the yards and common areas have all turned brown. While I understand the change of seasons, it is apparent that some sprinkler systems are not operating. Let's get those fixed and the yards green again.

REPORTS:

BAY POINT WEST: Catherine Seltzer Mitchell

- BPW Annual Meeting is in the planning stages
- There will be three (3) vacancies to be filled by self-nominations/election
- BPCA and BPW compilation of rules is under way

- ARC Liaison: Denise Hindes
 - Smart Web is working well, 17 current requests and 101 open violations
 - Software is working well including pie chart feature
 - John Townsend added the BPW Anderson Appeal should be added to the May BOD Agenda to fulfil the 30 day time requirement
- Canal Liaison: Mike Williams
 - Mike gave an overview of the BPW&C quarterly meeting on 3/25/21
 - Their Annual Meeting is planned for June 5th at 9:30 AM
 - There are two (2) seats up for election
- Community Events: Linda Corcoran
 - With Arbor Day in only 12 days, and Lisenby not interested in participating the event has been canceled
 - BrightView has donated 12-15 trees to be planted on BP common areas and they are currently evaluating the best places to place the trees

- Summer Concerts to resume in June with the 1st and the 18th dates secured. The new venue will be behind Bar 72. Arrangements for food trucks are in progress, and Mr. Warren said he will have Bar 72 open for food and beverages during the concerts
- Communications: Denise Hindes
 - Denise plans to meet with the administrator of the BPCA website receive instruction on how to post events
- Governing Docs: Walt Rankin
 - Will be working to compile a unified BPCA/BPW Rules & Regulations document
- Information & Technology: Walt Rankin
 - Working with the Director of Security to identify locations for additional cameras throughout the community to enhance security efforts
- Infrastructure Liaison: Dan Matthews
 - Working with DAG and SCE to complete the bid package for the construction of the Resident' Gate
 - There are several homes located on corner lots in BP West and current property line setbacks are 10 feet at each side, and 25 feet at all front or side road frontages and 25 feet at the rear. Homes on these corner lots can be at odd angles to their neighbors such as their back facing their neighbor's side yard or the reverse.

MOTION: By Dan Matthews to reword 89-1 "Construction Design and Criteria Guidelines" - Section 1 "Site Plan" - Paragraph 5: to read *"The setbacks shall be a minimum of 10 feet from the side lot line, 25 feet at all front or side road frontages, and 25 feet at the rear. In no event shall any lot be burdened with a requirement of more than two 25 foot setbacks"*, second by Carl Selph, and unanimously approved. (Attached to minutes.)
 - Review of contract from Anchor CEI for the New Resident's Gate construction engineering and inspection Services at a total cost of \$28,910.

MOTION: By Dan Matthews, to approve the contract as amended to use the "Florida Rules of Civil Procedure" under the "Arbitration" section of the contract, second by Carl Selph, and unanimously approved.
 - Review of the Wahoo Road drainage improvements drawings and SE Dirtworks proposal for this project (Attached to minutes.)

MOTION: By Dan Matthews to approve the SE Dirtworks proposal for \$57,678.00 for the Wahoo Road drainage improvements, second by Doug Arent and unanimously approved.
- Security Liaison: Carl Selph
 - Speeding and illegal parking continue to be the majority of citation written
 - Security is focusing on unlicensed drivers trying to make the community safer for residents and guests. Security is now checking the driver's licenses of all

drivers who are not registered with BPCA. BP traffic code requires drivers of motor vehicles on the community roads to have a valid driver's license...and to respect and obey instructions from and Security Officer.

- The Security Department is working a new method to better and more efficiently perform a portion of the license checking procedure.
- A video presentation of this procedure was shown and discussion followed
- Carl presented amendments to "Rule Providing Protection for Pedestrians and control of Speeding (86-1)
- MOTION: Carl Selph to wave rules and amend with edits as discussed (attached), second by Dan Matthews, and unanimously approved.
- 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. Bay Point Truck Log/Impact Fee

Discussed and will revisit this issue at the next board meeting

ADJOURNMENT:

At 9:07 PM there was a **MOTION:** by Dan Matthews to adjourn, second by Jo Ann Day and unanimously approved.

Respectfully Submitted,
Doug Arent, Secretary