

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
MONDAY, MAY 10, 2021 AT 5:30 PM
BPCA CONFERENCE ROOM
MINUTES**

IN ATTENDANCE:

Linda Corcoran, Jo Ann Day, Samantha Dring, Denise Hindes, Dan Matthews, and Catherine Seltzer-Mitchell

In Attendance by Phone:

Doug Arent, Kevin Lynn, MVC, and Walt Rankin

Also in Attendance:

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

PLEDGE OF ALLEGIANCE:

Samantha Dring invited the Board, and all in attendance, to stand and recite the Pledge of Allegiance.

CALL TO ORDER:

Samantha Dring 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.

APPROVE AGENDA:

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

ELECT OFFICERS OF THE BOARD:

Due to the resignations of two board members, Bill Wanner, President, and Carl Selph, Vice President it was essential to elect officers to fill these two positions until the next annual meeting in February 2022. The remaining board members discussed options and each stated their opinion regarding how to move forward.

NOMINATIONS: By Jo Ann Day nominating Dan Matthews for President, second by Linda Corcoran, and by Denise Hindes nominating Catherine Seltzer-Mitchell for President, second by

Walt Rankin, there were no self-nominations. A voice vote was taken: For Dan Matthews, votes from Linda Corcoran, Jo Ann Day, Samantha Dring, Catherine Seltzer-Mitchell and Dan Matthews (5), and those voting for Catherine Seltzer- Mitchell, Doug Arent, Denise Hinds and Walt Rankin (3). **Result: Dan Matthews, President**

NOMINATIONS: Self-nomination by Walt Rankin for Vice President, second by Linda Corcoran, and nomination by Catherine Seltzer-Mitchell for Denise Hinds, second by Doug Arent. A voice vote was taken: For Walt Rankin votes from Linda Corcoran, Samantha Dring and Walt Rankin (3) and those voting for Denise Hinds, Doug Arent, Jo Ann Day, Denise Hinds, Dan Matthews and Catherine Seltzer-Mitchell (4). **Result: Denise Hinds, 1st Vice President.**

At this time the new President, Dan Matthews, assumed the Chair for the remainder of the meeting.

APPEAL OF DECISION OF BAY POINT WEST ARC RE: 555 WAHOO RD

Mike Burke, Esq., presented on behalf of his clients the Andersons, who could not attend this appeal their standing with regard to the Anderson's application to the ARC for approval and the ARC's decision to impose a fine (\$150.) Mr. Burke presented the board with copies of the BPCA Rules and Regulations taken from the BPCA website, arguing these rules have not been followed and no written records of ARC minutes, motions, and votes were kept. Mr. Burke suggested to the Board that they should send this issue back to the ARC, have a proper meeting to determine whether or not the Anderson's are in violation or not and then if an appeal needs to happen then it could come back to the BPCA Board. Mr. Anderson believes if this process is followed the outcome will be more in the Anderson's favor. He suggested there may be a misunderstanding regarding the rules and process, and the Andersons are entitled to their due process.

MOTION: By Doug Arent to send this issue back to the ARC for reconsideration according to the appropriate process, second by Linda Corcoran, the motion passed with one No vote received by Denise Hinds.

APPROVE CONSENT AGENDA:

MOTION: By Jo Ann Day to approve the Consent Agenda, second by Catherine Seltzer-Mitchell and unanimously approved.

FINANCE COMMITTEE REPORT: Catherine Seltzer Mitchell

The Finance Committee met on April 26, 2021

- David Renneker reviewed the March 31st financial statements. Consolidated cash totaled \$2.6 million. YTD expenses continue under budget.
- The 2021/2022 Budget process will begin next month.
- The Committee proposes to issue letter to 39 homeowners who have A/R balances exceeding \$1,325 to inform them their RFID privileges will be revoked if outstanding balances are not received within forty-five (45) days of the date of the letter.

MOTION: By Catherine Seltzer-Mitchell to approve sending letters to the 39 owners with balances exceeding \$1,325, and revoking RFID privileges if not paid within forty-five (45) days, second by Linda Corcoran, and unanimously approved.

- The Security Committee submitted a proposal to create two (2) position of Corporal at \$15./hour for which certain education and work experience would be required to qualify. The Security Committee also proposed to designate two (2) staff members as trainers, and to increase their pay by \$0.50/hour for taking on these added responsibilities. The Finance Committee confirmed the current FY budget is sufficient to cover these two proposals.

MOTION: By Catherine Seltzer-Mitchell to approve two (2) Corporal positions at \$15./hour as well as the \$.0.50 increase for the two trainer positions, second by Walt Rankin, and unanimously approved.

- At the request of the General Manager, an annual service agreement proposal from Gorrie-Regan was received and reviewed. The Finance Committee chose to decline the proposal to explore other options in an effort to lower costs for gate repairs.
- The Committee further discussed the implementation of the road impact fee process. They will ask for legal review and ask the Board to approve at a future meeting.

PRESIDENT'S REMARKS: N/A

REPORTS:

BAY POINT WEST: Catherine Seltzer Mitchell

- Annual Meeting scheduled for July 10th, at 9:00 AM
- Self-nominations due by the 24th

- ARC Liaison: Denise Hindes
 - 11 requests since last meeting, 10 of which were approved, a fence request was denied
 - 152 violations, 133 are in first stage receiving a curtesy notice, the majority of these are landscaping issues, there are 19 in the second stage, these have not responded to ARC
- Canal Liaison: Mike Williams/Read by Dan Matthews
 - Dredging permit is still in progress
 - Annual Meeting for the BPW&Canal will be Saturday, June 5 at 10:00 AM in the BPCA conference room
 - There are two (2) seats up for election, and Mike Williams announced he is retiring from the board
 - The new president will be tasked with reporting back to the BPCA board once elected
- Community Events: Linda Corcoran

- Summer concert dates confirmed for four (4) bands. The concerts will be held at the golf course property behind Bar 72. Still working on details of food trucks and/or Bar 72 for food and drink options. Dates to be posted soon, however the first one is scheduled for June 11th. There will be a total of six (6) concerts.
- Communications: Denise Hindes - No Report, but will send the board suggestions for social media guidelines prior to the next meeting.
- Governing Docs: Walt Rankin
 - He merged the BPWest Rules with the BPCA Rules. Did not edit BPCA Rules, only added BPWest rules where necessary. They show in red. They have not been recorded, but he has formed a committee to work on them consisting of Steve Hord, Teri Sederquist, Lin Jimison, Jen Shook and Suzie Hughes and Walt. Dan requested, when they are ready they should be brought to the board to vote to approve or not approve. His preference would be in total. He asked that the final document is recorded and the other documents are OBE, so there is no confusion as to what rules apply in Bay Point. John Townsend suggested the document be recorded as “Amended and Restated” as of the date of adoption, that would cut off any other predated documents. Denise requested they be reviewed by John Townsend before recording. She also requested that a discussion regarding who is responsible for various authorities and for payment of legal fees. This will be addressed at a later date prior to recording.
- Information & Technology: Walt Rankin
 - Upgrading LPR cameras for security will be discussed next month
- Infrastructure Liaison: Dan Matthews
 - Resident Gate bid packages were sent to seven contractors in late April. A bid meeting is scheduled for May 12th, bidders will have until May 26th to ask questions and submittals are expected to be June 2nd. This project will be on the June Board meeting agenda
 - Waste Water repairs are underway at 450/452 Wahoo. All current projects are located in BPWest and will require substantial piping to correct issues. BPCA has reached out to BP Linx (Mr. Warren) to discuss the golf course drainage that is shared between both properties.
 - Tree replacement is under consideration. BrightView is looking at the new gate landscape plan to make suggestions and a proposal
- Security Liaison: Jim Moore

Jim reported the Security Department is running short on employees. They are currently looking for 3 full-time and 2 part-time people. One reason for the shortage is the current \$10.50 starting salary. Other area employers are hiring with starting salaries of \$15.00 and \$16.00 an hour. The 2022 budget process is currently under way and Security Department salaries will be addressed for the coming year.
- Stakeholders Liaison: Doug Arent - No Report

- Naval Support Activity: - No report
- Community Garden: Reggie Breault - No report.

GENERAL MANAGERS REPORT: - Debra Haydn

We have a new Light Out reporting process, twice a month, Security will highlight pole tag numbers of lights that need repair indicating the condition of the light is. The report will be turned into the BPCA office for submission on the Gulf Power website for repair.

Earlier this month I started meeting weekly with the Post Office staff to discuss any issues they suggest or issues brought to the BPCA office. Last Thursday we were audited by the Postal Service, cash and paperwork is checked for accuracy and any outstanding issues brought from the Postal Service side are resolved. We passed the audit and were told we did well.

NEW BUSINESS:

A. Bank Resolution

Because of the recent change in board members an update is necessary. The following board members were approved as authorized signatures on all BPCA bank accounts for operational and reserve purposes.

- Dan Matthews, President
- Catherine Seltzer-Mitchell, Treasurer
- Linda Corcoran, Director
- Denise Hindes, 1st Vice President

MOTION: By Jo Ann Day to authorize the above named board as authorized signatures on all bank accounts for operational and reserve purposed, second by Doug Arent and unanimously approved.

ADJOURNMENT:

At 7:18 PM **MOTION:** by Jo Ann Day to adjourn, second by Denise Hindes, and unanimously approved.

Respectfully Submitted,
Doug Arent, Secretary