

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
MONDAY, JUNE 14, 2021 AT 5:30 PM
BPCA CONFERENCE ROOM
MINUTES**

IN ATTENDANCE:

Doug Arent, Jo Ann Day, Samantha Dring, Denise Hindes, Dan Matthews, Walt Rankin and Catherine Seltzer-Mitchell

In Attendance by Phone:

Linda Corcoran, Kevin Lynn, MVC

Also in Attendance:

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

PLEDGE OF ALLEGIANCE:

Dan Matthews invited the Board, and all in attendance, to stand and recite the Pledge of Allegiance.

CALL TO ORDER:

Dan Matthews 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.

APPROVE AGENDA:

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

APPROVE CONSENT AGENDA:

MOTION: By Walt Rankin to approve the Consent Agenda, second by Catherine Seltzer-Mitchell and unanimously approved.

FINANCE COMMITTEE REPORT: Catherine Seltzer Mitchell

The Finance Committee met on June 1st.

- Financial statements as of April 30th were reviewed. Consolidated cash balances totaled \$2.4 million. Year to date expenses continue under budget
- There are eleven (11) accounts that have long outstanding balances due to BPCA and are ready to send to legal to issue “intent to lien” letters. BPCA has sent letters to each owner to notify them of this process and have shut off their RFID access until their accounts have been paid in full. The five (5) accounts with the lowest balances will receive a letter from the BPCA office in hopes to collect before having to proceed with the lean process
MOTION: By Catherine Seltzer Mitchell to forward the six (6) accounts to legal to start the lien process, second by Walt Rankin and unanimously approved.
- The Committee reviewed and DRMP road impact study that recommends a \$120.00 road impact fee per vehicle that meets the criteria for such. After board approval, the new process will be implemented after 30days and proper notification to the membership.
MOTION: By Catherine Seltzer Mitchell, to implement the revised road impact fee at \$120.00 per vehicle per trip, after 30 days from this meeting publicize new process and train security gate personnel, second by Walt Rankin and unanimously approved.
- The Committee reviewed a preliminary budget for the 2021-2022 fiscal years. This budget will be presented at the July Board of Directors meeting for approval.

REPORTS:

BAY POINT WEST: Catherine Seltzer Mitchell

- Annual Meeting scheduled for July 10th, at 9:00 AM
- Proxies should be signed and returned to the BPCA office to count toward the quorum for the meeting.
 - ARC Liaison: Denise Hindes
 - 20 requests since last meeting, 18 of which were approved, 2 were denied
 - Inspections and violation letters continue as usual
 - Canal Liaison: Dan Matthews
 - Mike Williams has retired from the BPW&Canal board. A new liaison will be identified as soon as possible.
 - Community Events: Dan Matthews for Linda Corcoran:
 - Dates for summer concerts will be posted on the BPCA website
 - 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 has completed merging the BPCA and BPW rules.
 - An outline of the new rules format was distributed to the Board
 - The committee is open to suggestions from owners regarding specific changes they feel should be considered
 - Information & Technology: Walt Rankin - No Report

- Dan Matthews added, the pet registry on the BPCA website has been updated and he encouraged all pet owners register their pets there. He thanked Lynn Yarbrough and Ronald Speer for their efforts with this project
 - Infrastructure Liaison: Dan Matthews
 - Bids were expected to come in between \$550,000-\$700,000. Only two bids were received for the Resident's Gate project, one for over \$1 million dollars and the second one was \$1.3 million
 - The board agreed to ask Anchor CEI, to talk with the low bidder, GAC to find ways the project can be modified to reduce costs
 - Security Liaison: Jim Moore
 - Jim reported the Security Department is lacking three (3) full-time and four (4) part-time employees. After candidates find out what the starting salary is most of them do not want to interview. Starting salaries need to be more competitive with the local job market
 - The new patrol truck is in the shop due to a factory defect. It will receive a brand new engine and will be in the shop for a week.
 - In order to coordinate the new visitor sign in procedure, security is in need of two (2) computers, one for each patrol truck and thermal printers to print citations as soon as they are written. The JC gate needs a computer to allow them to participate with the new visitor sign in procedure.
 - Stakeholders Liaison: Doug Arent - No Report
 - Naval Support Activity: - No report
- MOTION:** By Walt Rankin to permanently remove Naval Support Activity from the agenda due to lack of activity, second by Doug Arent, unanimously approved.
- Community Garden: Reggie Breault
 - All 36 plots are in good shape and available for use this year.
 - All 36 plots have been rented
 - A new tiller is needed for the fall, all other tools are on hand

GENERAL MANAGERS REPORT: - Debra Haydn (submitted but not read)

- BPCA staff prepared all documents for the Annual Meeting for BP West; four (4) volunteers from BPW stuffed the packets
- The last two amendments to the BPCA governing documents have been mailed to the entire membership
- Golf Cove Revitalization packets hand delivered to all twelve (12) owners, seven (7) consent forms are needed by the 25th in order to forward to the Department of Economic Development for approval which can take up to 60 days. This process should be complete before the new BPCA fiscal year, September 1
- New cameras have been re-installed in the post office

NEW BUSINESS:

- A. Security Pay Rates

Walt Rankin presented a plan to increase the security pay scale to include a more competitive starting rate, allow for employee to grow in their positions, allow flexibility and empowerment for the director of security, and reward and encourage current employees

New Employee starting pay per hour will be \$14.50

After 90 days increased to \$15.00 with the approval of the director of security

With Class D license \$16.50

Current Employee will receive \$14.50

After 90 days \$15.00 with approval of the director of security

After 1 year \$15.50 with approval of Director of security

Class D license or college degree, plus \$1.50 (\$17.00)

Instructors \$16.00 with class D license \$17.50 with approval of director of security

Corporals \$16.50 with class D license or college degree with approval of director of security

Supervisors \$17.00 with class D license or college degree with approval of director of security

These rates were vetted by the Finance Committee at their last meeting

MOTION: By Walt Rankin to approved as indicated above, second by Jo Ann Day and approved with the exception of two directors who voted No, Denise Hindes and Jo Ann Day.

OLD BUSINESS:

A. Resident's Gate Update

Dan Matthews reviewed the bid process and announced the two bids received were from GAC Contractors, Inc in the amount of \$1,051,519.00 and Bonavic Construction, LLC in the Amount of \$1,285,257.00. The letter of recommendations from Anchor CEI is attached to these minutes.

MOTION: by Walt Rankin to authorize Anchor CEI to talk to GAC to discuss ways to substantially lower construction costs and how to proceed, second by Catherine Seltzer Mitchell, and unanimously approved

B. Fill Two Vacant Board Seats

Paper ballots were distributed and tallied by David Renneker for the A-2 and the C seats left vacant after the May recall of two (2) board members. Votes were unanimous for each of these seats and Jen Shook (A-2) and Anita Scott (C) will fill these seats until the February 2021 Annual Meeting.

ADJOURNMENT:

At 7:21 PM **MOTION:** by Walt Rankin to adjourn, second by Jo Ann Day, and unanimously approved.

Respectfully Submitted
Doug Arent, Secretary