

**BAY POINT COMMUNITY ASSOCIATION  
REGULAR MEETING OF THE BOARD  
Monday, December 13, 2021, AT 5:30 PM  
BPCA CONFERENCE ROOM  
MINUTES**

**IN ATTENDANCE:**

Doug Arent, Linda Corcoran, Jo Ann Day, Samantha Dring, Walt Rankin, Jen Shook,

**In Attendance by Phone:**

Ron Dubin, Catherine Seltzer Mitchell, and Jose Velez

**Absent:**

Kevin Lynn, MVC, Anita Scott

**Also in Attendance:**

John Townsend, Esq., Debra Haydn, GM & 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 live on FB, Walt Rankin, audio recording

**QUORUM:**

A quorum was confirmed by Doug Arent, Secretary.

**APPROVE AGENDA:**

**MOTION:** By Jo Ann Day, to amend and approve the amended agenda with an added discussion item to New Business, item C. "Live Streaming", second by Walt Rankin, and unanimously approved.

**APPROVE CONSENT AGENDA:**

**MOTION:** By Walt Rankin to approve the Consent Agenda, with corrected typo on page 4 of the meeting minutes of November 8, 2021 second by Linda Corcoran and unanimously approved.

## **PRESIDENTS REMARKS:**

Samantha Dring commented on the success of the golf cart parade and thanked all those who were involved in the organization of the fun holiday event. Samantha then reminded the board members that they do not have the authority to commit funds of BPCA towards improvements or repairs that they must go before the board and before the appropriate committee for a vote and approval including the Finance Committee. The conversation then turned to specific issues surrounding the plumbing accident at the Resident's gate that created a major raw sewerage spill in the guardhouse which was ordered by a board member. Samantha confirmed that board members do not have the authority to employ plumbers to work on Bay Point property. Further conversation about the cost of the accident and who was responsible for payment was had. David Renneker confirmed seeing approximately \$2,400 in plumber's bills and \$1,100 from Servepro to clean up and remove items damaged by the raw sewage. He indicated no bills have been paid yet. John Townsend added that ultimately the financial responsibility falls back on the Association.

## **FINANCE COMMITTEE REPORT: Catherine Seltzer Mitchell**

The Finance Committee met on November 29<sup>th</sup>.

- David Renneker reported on the financials as of October 31, 2021. Consolidated cash balances totaled just over \$3.0 million. The Consolidated Financial Summary will now be posted on the BPCA website.
- There is \$400k in outstanding Accounts Receivables. A reminder notice was posted on the BPCA website regarding outstanding accounts encouraging owners to pay their assessments. Late fees were assessed in December and statements were mailed.
- There are thirteen (13) accounts that are over one-year past due.  
MOTION: By Catherine Seltzer Mitchell to approve the intent to lien process for these accounts, second by Jo Ann Day, and unanimously approved.
- The annual audit is currently on going. We hope to receive the final audited financial statements in time to distribute to owners in the Annual Meeting packet.
- The Committee approved the annual holiday bonuses to staff. The total amount was under the approved budgeted amount.  
MOTION: By Catherine Seltzer Mitchell, second by Jo Ann Day, and unanimously approved.
- Ongoing Infrastructure projects were discussed.

## **REPORTS:**

### **BAY POINT WEST: Walt Rankin**

Walt Rankin reported there will be a Christmas light contest again this year. Gift card prizes will be awarded for First Place, \$100, Second Place \$50, and Third Place \$25. Walt commented on the larger than usual number of properties already decorated.

- ARC Liaison: Walt Rankin:

- The committee has sixty-one (61) active projects. This past month they received sixteen (16) new applications and approved fifteen (15) of those submitted. He also reported there are sixty-one (61) active projects and twenty-one have been completed.
- Canal Liaison: David Renneker
  - Now that the dredging permit has been received they are looking for a place to dump the spoils to allow them to dry before being removed. Dredging cannot begin until this space is identified.
- Community Events: Linda Corcoran
  - Linda thanked everyone who participated in the recent gulf cart Christmas parade. It was very successful.
  - The committee will work on improving notification of event schedules.
  - The committee is looking at the summer schedule of events and may start the season earlier this year to avoid the heat.
  - The committee is open to suggestions for ideas of future events.
- Governing Docs: Walt Rankin
  - The committee has reviewed all the rules.
  - Beginning in January the extensive document will be reorganized and formatted. The goal is to make the document “user-friendly” and something owners and tenants will not hesitate to read.
- Information & Technology: - Debra Haydn
  - QuickBooks continues to malfunction when in multi-user mode. Our IT company has been working QuickBooks to resolve this issue.
  - New cameras have been installed at the Reflections gate and the Thomas Drive gate. The Resident’s gate will be the next gate to be updated.
- Infrastructure Liaison: Kerry McLane
  - Sink-holes and broken drainage pipes continue to be a major issue throughout Bay Point. Repairs continue on a weekly basis.
  - The vender identified to rebuild the Queensberry fence retracted his bid because BPCA is not ready to start the project.
  - Kerry would like to collect bids from additional venders for projects in the community. Bids for renovation of the Resident’s gate are currently being collected.
  - Volunteers are needed for the infrastructure committee.
- Security: Jim Moore
  - Security has a number of new full-time employees.
  - The focus is on training and testing and he feels confident in their progress.
- Stakeholders Liaison: Doug Arent
  - The Stakeholders agreement will expire at the end of the calendar year. John Townsend is drafting an extension for this year and will review after the Marina reopens.
  - All stakeholders are current with their payments.



### **General Managers Report: Debra Haydn**

Debra Haydn reported attending a meeting with the Post Master and reported that all Bay Point Mail will be delivered to the CPU and our employees will cross-reference those arriving without PO Box numbers. It is still the responsibility of the box renter to assure their PO Box number is included in their address. First class mail must be put up the day it is received. Jo Ann Day has volunteered and was certified by USPS to help cross-reference mail during the holiday rush.

After the holidays the CPU staff will continue this process.

When Bay Point was founded USPS agreed to a Contract Postal Unit on property, therefore cluster boxes are not feasible for the following reasons: All boxes must be located in the same location, on a concrete slab, and must be covered. They must meet ADA standards and must have parking and lights. BPCA would pay for the boxes and the construction; estimated cost would be 1.5 million dollars. Boxes would have to include one (1) larger package box for every five (5) boxes. All boxes larger than the package box would have to be claimed at the Churchwell Post Office. Replacement Scanners were discussed as the current ones used must be sent to and picked up from Churchwell daily share scanned information with USPS. The Post Master will follow up on this request as he was not familiar with this issue.

### **NEW BUSINESS:**

#### **A. Nominating Committee Report - Samantha Dring**

Samantha Dring shared the Nominating Committee Report (attached to minutes) and shared that all candidates met BPCA financial requirements as well as seat designation requirements.

**MOTION:** By Walt Rankin to approve the Nominating Committee Report, second by Jo Ann Day and unanimously approved.

#### **B. Amendment to Rules - Jen Shook**

Requested striking paragraph number two (2) and number three (3) from current Rule 95-1. Walt Rankin reminded the Board that such proposals needed to be presented to the table for consideration and could not be voted on until the following meeting to give the board ample time to review the issue under consideration.

**MOTION:** By Jen Shook to waive the rule, second by Samantha Dring and was approved by a voice vote five (5) to four (4) to wave the rule. Yes votes received from Doug Arent, Linda Corcoran, Jo Ann Day, Samantha Dring, Jen Shook and No votes received from Ron Dubin, Walt Rankin, Catherine Seltzer-Mitchell, and Jose Velez.

After continued discussion Jen Shook withdrew her motion and agreed to revisit the amendment at the January Board meeting.

#### **C. Live Streaming - Jo Ann Day**

**MOTION:** By Jo Ann Day to have BPCA begin recording future BPCA meetings and post the video to the BPCA web page as soon as feasible, second by Jen Shook and unanimously approved.

### **OLD BUSINESS:**

A Resident's Gate Update - Kerry McLane

Kerry McLane reported he was collecting more bids on the Resident's gatehouse renovations. They include the sewer line (one bid received) the gatehouse (incomplete bid). Kerry reported he is in the process of getting more bids.

B. Redfish Pond Update - Kerry McLane

Kerry McLane is in the process of getting bids to clean out the pond and inspect drainage.

**ADJOURNMENT:**

At 7:28 PM, **MOTION:** By Walt Rankin to adjourn, second by Linda Corcoran and unanimously approved.

Respectfully Submitted  
Doug Arent, Secretary