

**BAY POINT COMMUNITY ASSOCIATION  
REGULAR MEETING OF THE BOARD  
Monday, August 8, 2022 at 5:30PM  
BPCA Conference Room  
MINUTES**

**IN ATTENDANCE:** Samantha Dring, Justin Gorman, Walt Rankin, Debbie Rush, Catherine Seltzer Mitchell, Jen Shook, Zack Seltzer, and Patrick Green

**IN ATTENDANCE BY PHONE:** Doug Arent, Kevin Lynn

**ABSENT:** Jose Velez

**ALSO IN ATTENDANCE:** John Townsend, Esq., David Renneker, Comptroller, Debra Haydn, CAM, and Nancy Culp, Video Recording

**CALL TO ORDER:**

Catherine Seltzer Mitchell called the meeting to order at 5:30 PM.

**MEETING RECORDED BY:**

BPCA, Video

**QUORUM:**

A quorum was confirmed by Catherine Seltzer Mitchell, President.

**APPROVE AGENDA:**

**MOTION:** By Walt Rankin to approve the agenda, second by Samantha Dring and unanimously approved.

**APPROVE CONSNET AGENDA:**

**MOTION:** By Walt Rankin to approve the Consent Agenda, second by Samantha Dring and unanimously approved.

**FINANCE COMMITTEE REPORT:** Zack Seltzer

The finance committee met Thursday, July 28<sup>th</sup>.

- Consolidated cash balances totaled \$1.975 million
- Accounts receivable as of July 28<sup>th</sup> is \$50,000
- Infrastructure projects:
  - No financial changes with pending infrastructure projects at the Resident's Gatehouse, Jan Cooley Gatehouse, and Legends Gatehouse,
  - Gulf Glow signage repairs in progress
  - The Finance Committee reviewed the Gorrie Regan proposal for an annual maintenance agreement payable in monthly installments of

\$750. (\$9,000 a year.) It was noted in the first three quarters of the current budget year BPCA would have realized approximately \$6,000 in savings under this contract (*Attachment #1*)

**MOTION:** By Zack Seltzer to approve the Gorrie Regan annual maintenance contract for \$750 per month, second by Walt Rankin and unanimously approved.

**PRESIDENT's REMARKS:** Catherine Seltzer Mitchell

- Met with representative of the Alee construction project. Reviewed current plans, it's going to be beautiful. More marketing is expected soon and will be made available to owners. She received the new lease agreement for the post office space and will share at a future meeting after review
- BPCA and representatives from BP Links met to open a conversation regarding plans to develop the old Meadows property. Plans are posted at Bar 72
- Town Hall meetings to update the community will be planned, and meetings between BPCA's and BP Links' legal counsels to work out details of future relationship will be planned when appropriate
- Golf Cart rules, revision added to agenda due to an increase of underage drivers
- Budget and Annual Assessment were discussed at a special meeting on July 25th. The Board approved the Proposed 2023 Budget, and discussed the need to increase the BPCA Annual Assessment and the process needed to do this. A group to review this process and advise the board how to do this will be formed. She proposed hosting town hall meetings to allow community members to better understand the financial need for the increase and the process that needs to followed to achieve this The proposed increase will come before the membership for a vote at the BPCA Annual Meeting in February, 2023

**REPORTS:**

- Bay Point West: Jen Shook
  - Bay Point West has a board meeting scheduled for Tuesday, August 16<sup>th</sup> in the BPCA Conference Room
  - Discussion to include: regularly scheduled monthly meetings, beautification proposals, golf cart registrations, and short-term rentals
- Canal Liaison: Justin Gorman
  - The canal association is still looking for a contractor for the dredge project. Because it is a relatively small project they are having difficulty identifying a contractor that will take it on.
- Community Events: Debbie Rush
  - Several events scheduled to take place at Bar 72. Details of the following events will be posted on the BPCA website
  - A Caribbean event (RSVP required)
  - Live music at the Golf Club on Friday nights
  - 10 weeks of gulf lessons for those 10 to 14 years old

- Prime Rib event on August 25<sup>th</sup>
- Ladies league on August 28<sup>th</sup>
- Octoberfest on September 23<sup>rd</sup>, from 5:00-9:00 PM at the Golf Course
- Governing Docs: Walt Rankin – No Report
- Information & Technology: Patrick Green
  - Will Review the Appfolio presentation later under New Business, B.
- Infrastructure: Kerry McLane
  - Approved Projects Completed: LED lights installed at Resident's Gate, 369 Wahoo Drainage Box
  - Updates on current and pending projects (*Attachment #2*)
- Security Liaison: Samantha Dring for Jim Moore
  - Renovations at the Security gates is taking a bit longer than anticipated, but security staff is dealing with it and are looking forward to a new improved work environment.
  - The current golf cart rules were reviewed pertaining to under age drivers, number of passengers allowed and other safety issues.
  - A conversation regarding registering golf carts was discussed earlier this month
  - A reminder that the Security department is a service organization here to support and serve the community and to enforce community rules. They are not law enforcement and do not have the authority to act as such.
  - Please report anything out of the ordinary or suspicious to Security so they can continue to keep a watchful eye on our community and residents
- Stakeholders Liaison: Doug Arent
  - Doug reported they are close to finalizing the new agreement and it will be sent out to the Stakeholders soon

**GENERAL MANAGER'S REPORT: Debra Haydn**

- Employee performance evaluations for Security and the Post Office staff are complete. She will complete the BPCA office staff this week
- Received legal review of the revised employee handbook. Edits will be made and it will be presented to the board at the September board meeting

**NEW BUSINESS:**

A. Discuss Golf Cart Rules – Catherine Seltzer Mitchell

Catherine opened a conversation regarding a few issues that may need to be reexamined concerning BPCA Gold Cart Rules. The following items were discussed:

- Golf cart registration that would include stickers that would possibly identify house numbers of the owner
- Guests and visitors are allowed to bring their golf carts into Bay Point and would not be required to register their golf carts
- For safety reasons, 14 year-olds should be limited to a certain category of cart with a lower speed capacity (16-20 mph)

- Safety training could be offered by Bay Point for 14 year-olds, could be made fun, and a certificate issued upon completion (not a license to drive)
- Catherine suggested lowering the driving age to 14 with completion of a safety course to eliminate the requirement to drive with a parent if under age. This would require a rule change
- The possibility of issuing fines to parents who allow their under age children to drive, fines could increase for each subsequent reoccurrence
- Safety issues regarding excessive number of riders; should be limited to one person per seat space
- Golf carts speed range = 16-20 mph, Low Speed Vehicle (LSV) = 25 mph and above and requires a valid license to operate
- There are many “golf cart” type of vehicles on the road, categories need to be defined including electric bicycles, scooters and other such vehicles

#### B. Discuss Software Platforms – Patrick Green

- In May, the board reviewed an AppFolio software presentation designed for property management companies and HOAs to streamline all their processes. (Accounting and communications.)
- A website component is an add-on expense and would replace the current BPCA website
- Marketing slides were reviewed/recapped by Patrick
- Property issues can be reported in the owner’s portal. Information regarding the issue status can be accessed there
- The software would organize and track ARC projects and approvals
- Roads & Grounds issues submitted, letters sent, issue tracked
- Payments can be made by owners (by check, credit card payments carry a fee) i.e., assessments, fines and citations
- Governing document, rules & regulations, board meeting minutes are all available online
- Complete Accounting software, would need to keep QuickBooks for history only
- Back up data off site to cloud
- Security could enter citations into AppFolio (would need smartphones or tablets)
- Automated mail service
- Monthly cost to association of \$1,149.40 plus add-ons for specific capabilities, i.e., Website, mailings (sub associations are included in association cost)
- One-time set-up fee
- Onboarding for staff and residents, Training and tutorial videos available

**MOTION:** By Patrick Green to accept it and move forward with it, second by Zack Seltzer, and unanimously approved.

**OLD BUSINESS:**

There was no old business to discuss

**ADJOURNMENT:**

At 7:08 PM **MOTION:** by Walt Rankin to adjourn, second by Patrick Green and unanimously approved.