

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
Tuesday, November 14, 2022, at 5:30PM
BPCA Conference Room
MINUTES**

IN ATTENDANCE: Catherine Mitchell, Samantha Dring, Walt Rankin, Debbie Rush, Jen Shook, Zack Seltzer, Doug Arent, Jose Velez, Justin Gorman, Patrick Green

IN ATTENDANCE BY PHONE: Kevin Lynn, John Townsend, Esq.

ALSO IN ATTENDANCE: Debra Haydn, CAM, David Renneker, Comptroller, Nancy Culp, Recording Secretary

CALL TO ORDER:

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

MEETING RECORDED BY:

BPCA, Video

QUORUM:

A quorum was confirmed by Debra Haydn, CAM.

APPROVE AGENDA:

MOTION: By Jose Velez to approve the agenda, second by Jen Shook and unanimously approved.

APPROVE CONSENT AGENDA:

MOTION: By Walt Rankin to approve the Consent Agenda, second by Debbie Rush and unanimously approved.

FINANCE COMMITTEE REPORT: Zack Seltzer

The finance committee met Thursday November 3rd.

- Consolidated cash balances as of 11/3 totaled \$2.7 million
- Accounts receivable as of 11/3 is \$610,000.
- Update on approved Infrastructure projects:
 - Delwood Resident Gate has a new bid for electrical work for \$8,000. We are getting more bids for this part of the project.
 - No financial changes with the other approved gatehouse projects.
- New Approvals from Finance Committee:
 - **MOTION:** by Zack Seltzer to approve Panhandle Engineering Task Order #1, second by Patrick Green.
 - **MOTION:** by Catherine Seltzer to table the original motion, second by Walt Rankin and unanimously approved.
 - Approve Panhandle Engineering Task Order #2.
 - Catherine explained the second task order from Panhandle Engineering and decided not to make a motion on this task order.

- **MOTION:** by Zack Seltzer to approve Living Interiors of Bay County's estimate for Christmas decorations, second by Catherine Mitchell and unanimously approved.
 - The Board requested that Debra or David communicate a date to have the decorations up and a date to have them fully taken down.
- **MOTION:** by Catherine Mitchell to approve the 29% increase to our insurance policy, second by Zack Seltzer and unanimously approved.
 - The insurance policy renewal was sent out with a short window to sign it. It was signed last week because there was no other option.

PRESIDENT REMARKS: Catherine Mitchell

- The Board of Directors met to discuss the rule updates. It was a productive three-hour meeting.
- Enforcement process will be talked about further in new business
- There were no self- nominations for Area C. They were open to an at large nomination from October 16 to November 15 at midnight. If you're interested, please get your nomination form turned in to the office.

REPORTS:

- Bay Point West: Jen Shook
 - Bay Point West had a Board Meeting on November 2nd at 5pm. There were concerns presented about lighting, the lack of signage at the gates, speeding throughout the neighborhood, drainage during heavy rain and golf cart registration.
 - Patty Harbin deigned a welcome letter for new owners in Bay Point West.
 - The BPW Board donated \$1,500 to the Witches Ride.
 - ARC is continuing to meet the first and third Tuesday of the month and approving approximately 30 applications a month.
 - The ARC is meeting with Catherine to discuss restating their rules to fit more inline with the new BPCA rules.
 - The Board voted to escalate 5 new properties to BPCA.
- Canal Liaison: Justin Gorman
 - The dredge project was started, it should last about one month.
 - Chanel signage / canal
 - Weakfish island
 - Spoils hauled off
- Community Events: Debbie Rush
 - Debbie gave the events to Nancy earlier in the day and they are already posted to the calendar.
 - There is a junior golf camp coming up
 - Bluegreen resort is having a thanksgiving brunch
 - There are still weekly dinners at Bar 72.
 - December 16th is the Bay Point Christmas Parade.
- Governing Docs: Walt Rankin
 - Nothing to Report
- Information & Technology: Patrick Green
 - AppFolio is in motion, we should be going live soon. There should be a demo at the annual meeting
 - The board reviewed a gate management system demo a couple of months ago. If we implement a gate management system, it will be a way to save money and

be more efficient. We can possibly move the security guards to different tasks on property. Our current gate management system, Gorrie Regan, works with gate management systems and has given us a quote to be discussed at the next finance committee meeting.

- Infrastructure: Kerry McLane
 - Kerry McLane gave updates on ongoing projects. The full infrastructure report is attached with all updates (attachment #1)
- Security Liaison: Samantha Dring
 - No report this month from security. Jim Penny has drafted a new gate pass with rules on it.
- Stakeholders Liaison: Doug Arent
 - The car count is in process and will go for 30 days.

GENERAL MANAGER REPORT: Debra Haydn

- Kevin Dunn with Gorrie Regan did the inspection of the gates on October 19th and we are waiting to get the report back.
- The Nissan truck was surrendered and we received the check.
- The new Toyota truck is in transit, due to arrive the 25th.
- We are working with the Post Office to have the boxes moved. There is a meeting tomorrow to discuss further. The move is anticipated for after the holidays.
- I met with Zack and Panhandle engineering to discuss and view 18-22 areas of concerns. We spoke to them about drainage issues as well as PCB water issues.

NEW BUSINESS:

- A. Appoint 2023 Nominating Committee – Catherine Mitchell
The nominating committee is Kevin Lynn, Samantha Dring and Jen Shook.
- B. Enforcement Process – Catherine Mitchell
Our attorney created a fines and suspensions manual that gives us a standardized process and form letters to use for board motions, notices to owners, and follow up letters.
MOTION: by Catherine Mitchell to approve and adopt the fine and suspension manual, second by Samantha Dring and unanimously approved. (attachment #2)
MOTION: by Catherine Mitchell to adopt the resolution to establish the fine and suspension committee as presented, second by Walt Rankin and unanimously approved. (attachment #3)

OLD BUSINESS:

- A. Discuss Open Items for Restated Rules – Catherine Mitchell
 - a. Driving age in our current rules for a golf cart is 15. It will change to 14 per Florida law.
 - b. Golf cart registration – no fee to register, when carts are registered, they would be required to submit authorized drivers.
 - c. Suspension of driving rights to non-residents
 - d. Thomas Drive exit restrictions – 30-day trial to put exit gate on a continuous loop and allow everyone to exit.
Entrance to Thomas drive needs to be talked about further in a security meeting.
 - e. Unauthorized entry into Bay Point – strike from rules, these fines won't be paid.
 - f. Vacation rentals – Catherine spoke to John Townsend about this and will talk more on Wednesday about what we are able to limit in BPW for short term rentals.
 - g. Pet violation with fines

- h. Road impact fees – modified list of trucks charged.
 - i. Underage driving will fall under traffic violation.
- B. Discuss Annual Assessment – Catherine Mitchell

The current budget was approved with a \$218,000 loss. Expenses have increased, we are underfunding infrastructure.

There are three options going forward:

 1. Decrease operations
 - a. Security is 1/3 of the budget.
 2. Do nothing and assess when needed
 3. Raise annual assessments.
 - a. There are two options, we can do a one time increase which would require a majority vote of members at the annual meeting or we can amend the documents that put the cap on assessments at \$1,325. To do this we would have to have a majority vote of all members. The board can choose to do both options at the same time.

ADJOURNMENT:

MOTION: by Walt Rankin to adjourn the meeting at 8:13 PM, second by Jose Velez and unanimously approved.