

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
Monday, September 12, 2022 at 5:30PM
BPCA Conference Room
MINUTES**

IN ATTENDANCE: Justin Gorman, Walt Rankin, Catherine Seltzer Mitchell, Jen Shook, Zack Seltzer

IN ATTENDANCE BY PHONE: Doug Arent, Patrick Green, and Jose Velez

ABSENT: Samantha Dring, Kevin Lynn, and Debbie Rush,

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

CALL TO ORDER:

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

MEETING RECORDED BY:

Nancy Culp for BPCA, Video Recording

QUORUM:

A quorum was confirmed by Catherine Seltzer Mitchell, President.

APPROVE AGENDA:

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

APPROVE CONSENT AGENDA:

MOTION: By Jose Velez to approve the Consent Agenda, second by Zack Seltzer and unanimously approved.

FINANCE COMMITTEE REPORT: Zack Seltzer

The finance committee met Thursday, August 25th.

- Consolidated cash balances totaled \$1.825 million
- Accounts receivable as of August 25th is \$47,000
- Infrastructure projects:
 - Approved Infrastructure projects remaining in progress include: Resident's Gate renovations, Resident's Gate arm replacement, Jan Cooley Gate renovations, Legends Gate renovations and Gulf Glo Banners & Signs signage repair/replacement
 - Firehouse roof replacement has not started

- BrightView Landscaping Updates
- No New Approvals
- No over threshold operational items

PRESIDENT's REMARKS: Catherine Seltzer Mitchell

- Catherine thanked the current board members for their collaborative work and listed some of their many accomplishments to date:
 - They maintain a strong financial position
 - They initiated renovations to the three (3) gatehouses as an alternative to a total rebuild of the Resident's gatehouse
 - Initiated the property management software by Appfolio
 - Established a Communications Policy
 - Initiated BPCA/BPW Rules Amendment
 - Initiated a Sponsored RFID program
 - Initiated talks with BPWest regarding a future MOU
 - Revised the Stakeholders Agreement
 - Initiated a Landscape improvement plan
 - Initiated repainting roadway markings at the round-a-bout and cross walks in Legend Lakes
 - Initiated a signage repair and replacement effort
- Catherine reminded the community that the Board is considering an increase to the BPCA Annual Assessment. There will be more information regarding this process in the months prior to the next Annual Members Meeting in February 2023

REPORTS:

- Bay Point West: Jen Shook
 - Bay Point West had a meeting on August 16th. There were several new members in attendance
 - The next meeting is scheduled for September 22nd at 5:30 PM at the BPCA Conference Room
 - Topics discussed included Roads & Grounds enforcement, BP West Facebook, Service providers, new residents check list, clearing drains in yards
 - She reminded owners to report sink hole and other maintenance on property to Nancy Culp by calling the BPCA office.
 - On average ARC receives twenty-five (25) to thirty-five (35) requests per month, and most of them are immediately approved
- Community Events: Debbie Rush
 - No report, but continue to check the website for listings of upcoming events
- Governing Docs: Walt Rankin – No Report
 - The Rules & Regulations are with legal for restating and format changes to make them user friendly. Once we receive a draft of the

restated document a meeting to review them will take place to discuss and offer any further edits.

- Information & Technology: Patrick Green
 - The Appfolio roll-out is going smoothly target date for completion is the first of November
- Infrastructure: Kerry McLane
 - There were no projects presented for approval this month
 - The full Infrastructure report is attached with all updates (*Attachment #1*)
- Security Liaison: Samantha Dring (Absent) for Jim Moore
 - Catherine Seltzer-Mitchell read the Security Report submitted by Jim Moore. The report includes updates on hurricane season preparations and golf cart registration. The full report is attached (*Attachment #2*)
- Stakeholders Liaison: Doug Arent
 - A meeting with the Stakeholders is in the planning stages to discuss the revised Stakeholders agreement that was recently distributed for review prior to the meeting.

GENERAL MANAGER’S REPORT: Debra Haydn

- Employee performance evaluations for all BPCA departments are complete. She is working with Nissan on a repurchase plan for the Nissan Patrol truck. Details of this issue were discussed under new business. She met with a cleaning service to initiate a proposal for monthly cleaning of the newly renovated security guardhouses. Planning for the BPCA Annual meeting is in progress. The date of the meeting will be February 11, 2023 as announced in the September Annual Assessment cover sheet. There are three (3) board seats open for election. Self-nominations will be accepted for these seats until midnight on October 15, 2022.

NEW BUSINESS:

- A. Consider Engineering Services Contract (*Attachment #3*)
MOTION: By Zack Seltzer to approve the Panhandle Engineering contract as submitted, second by Justin Gorman and unanimously approved.
- B. Authorize Negotiation of Security Vehicle Repurchase by Nissan (*Attachment #4*)
MOTION: By Catherine Seltzer Mitchell to authorize negotiations regarding the repurchase offer from Nissan on the 2020 Nissan Frontier Truck, second by Walt Rankin and unanimously approved.
- C. Consider Purchase of New Security Vehicle (*Attachment #5*)
MOTION: By Zach Seltzer to purchase a new 2022 Toyota Tacoma, SR model, truck from Marianna Toyota at a cost of up to \$32,000, second by Walt Rankin and unanimously approved.
- D. BPW R&G Violations: Consider Suspension of Use Rights and Initiate Pre-Suit mediation Procedures
After much discussion it was determined in order to move forward with this process some very specific information regarding each property address was

needed. Catherine asked Jen Shook to gather this information from BP West' records and submit a spreadsheet to be discussed and voted on at a future board meeting.

MOTION: by Jen to table this agenda item to gather needed information and schedule a special board meeting to review and vote, second by Zack Seltzer, and unanimously approved

E. Consider Revised BPCA Employee Handbook

MOTION: By Walt Rankin to approve the revised Employee Handbook, second by Justin Gorman

After discussion regarding additional policy changes and other edits there was a motion.

MOTION: By Walt Rankin to table this agenda item until edits and changes are complete, second by Jen Shook and unanimously approved.

OLD BUSINESS:

A. Bay Point Logo Update

Catherine Seltzer Mitchell explained the history of the BPCA logo and explained future options that included joint use of the logo with BP Links, create a new logo or adapt Dan Matthews's revised logo. After discussion Catherine agreed to reach out to John Warren to discuss joint use of the logo.

ADJOURNMENT:

At 7:33 PM **MOTION:** by Jen Shook to adjourn, second by Zack Seltzer and unanimously approved.