

**BAY POINT COMMUNITY ASSOCIATION
REGULAR MEETING OF THE BOARD
Tuesday, January 10th, 2023 at 5:30PM**

BPCA Conference Room

MINUTES

IN ATTENDANCE: Doug Arent, Samantha Dring, Patrick Green, Justin Gorman, Jen Shook, Debbie Rush, Zack Seltzer

IN ATTENDANCE BY PHONE: Kevin Lynn

ABSENT: Catherine Seltzer Mitchell, Walt Rankin, Jose Velez

ALSO IN ATTENDANCE: John Townsend, Esq., Debra Haydn, CAM, David Renneker, Comptroller, Nancy Culp, Recording Secretary. Charlie Hill, Kevin Dunn, Charlie Regan and David Garrison from Gorrie Regan

CALL TO ORDER:

Samantha Dring called the meeting to order at 5:30 PM.

MEETING RECORDED BY:

BPCA, Zoom Video

QUORUM:

A quorum was confirmed by Debra Haydn, CAM.

APPROVE AGENDA:

MOTION: By Samantha Dring to amend the agenda to move Gorrie Regan present before Owner comments, second by Zack Seltzer and unanimously approved.

Gorrie Regan Presentation:

Charlie Hill from Gorrie Regan presented a visitor management system that can be implemented with our current gates. BPCA has a credential access gate system with RFID readers. The gates can be retrofitted with visitor kiosks. Owners would have an app and could issue their visitors a pass to enter property. The visitor would be sent a text message with a QR code. Once at the property they would scan the QR code, a pass would print, and they would be let onto the property.

Gate houses would be equipped with a scanner and printer to print a physical pass for the visitor to keep in their car during their stay on property. Security guards could make notes on a guest's information in the system and add notes or indicate those restricted from property.

Owners would receive a record of when their guest entered the property and when they left property. They would also be able to take access away if needed. The type of information needed when making

a pass is up to the association, but the only information you are required to have is a first and last name.

There are videos with step by step instructions that can be sent out to owners to explain the system if the board decides approve the visitor management system. Each owner's account is password protected, and they can set rules for their users under their household.

APPROVE CONSENT AGENDA:

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

FINANCE COMMITTEE REPORT: Zack Seltzer

The finance committee met Tuesday December 29th.

- Consolidated cash balances as of 11/30 totaled \$2.6 million.
- Accounts receivable as of 11/30 is \$499,000.
- Note: There was an under threshold electrical proposal at the Delwood Gatehouse to repair previous electrical damages and repairs to and around the gatehouse.

PRESIDENT REMARKS: Samantha Dring for Catherine Seltzer Mitchell

- Tonight, is the first trial with Zoom and our new conference room set up.
- Town Hall meeting is scheduled for January 23rd to discuss the proposed assessment increase. There will be a presentation and Q&A at the meeting.
- The BPCA Annual meeting is scheduled for February 11th, 2023. Packets will be mailed this week. Included in the packet are proxy statements that contains a section for owners to vote to approve the proposed assessment increase.

REPORTS:

- A. Bay Point West: Jen Shook
 - Bay Point West has a board meeting scheduled for January 17th at 5:30pm.
 - ARC was quiet last month with few requests for approvals. The committee is working on rule changes and enforcement procedures.
- B. Canal Liaison: Justin Gorman
 - Dredge project was completed.
- C. Community Events: Debbie Rush
 - Super Bowl watch party February 12th at Bay Point Golf Club 5 PM.
 - 6th annual Save the Bay golf tournament at Blue Green on February 18th.
- D. Governing Docs: Walt Rankin - no report
- E. Information & Technology: Patrick Green
 - We will talk about the Gorrie Regan presentation later in the meeting.
 - Thanks to Nancy for getting the Zoom meeting set up.
- F. Infrastructure: Kerry McLane
 - Kerry McLane gave updates on ongoing projects. Full Infrastructure report is attached to minutes. (Attachment #1)
- G. Security Liaison: Samantha Dring

- There was an attempted break in. The owner called the sheriff's office. Our security officers are not armed nor are they police. They did arrive on the scene and assisted the sheriff as requested.

H. Stakeholders Liaison: Doug Arent

- The car count is complete, we just have to get with John Warren to get his information from the counters. A stakeholders meeting will be scheduled soon.

GENERAL MANAGER REPORT: Debra Haydn

- It has been a quiet month in the BPCA office with the holidays. We have been working to produce the documents for the Annual Meeting Packet that will go out this week.
- Nancy and I have been working on a roll out for AppFolio. Currently we are working with the BPCA staff training everyone to use the system. We are working to go live with residents by March 1st.
- All gates are currently up and running thanks to Gorrie Regan.

NEW BUSINESS:

A. Properties With Violations – Fines & Suspensions Motions.

MOTION: by Samantha Dring to move forward with the fifteen (15) fines, use right suspensions and pre-suit mediation as presented in the documents as presented for Nissim Igal Afuta, 242 Marlin Circle, David Murphree, 317 Wahoo Road, Olivia P. Klein Trustee of Olivia P. Klein revocable Trust, 345 Wahoo Road, Raymond Steinbrecher, JR., 1404 Trout Drive, Gary S. Kirkpatrick and Anne T. Kirkpatrick, 1608 Wahoo Lane, second by Zack Seltzer and unanimously approved.

Jim Penny spoke from the audience to give a correction that Renata Murphree is no longer an owner of 317 Wahoo Road per Bay County Property Records.

MOTION: by Jen Shook to remove Renata D. Murphree from the motions presented, second by Zack Seltzer and unanimously approved.

MOTION: by Samantha Dring, moves that a fine, suspension of use rights and initiation pre-suit mediation be levied against Thomas Caldwell who is the owner of 132 Legend Lakes Drive in the amount of \$100 for 10 days, for a total aggregate fine of \$1,000 for failure to comply with the declaration, association bylaws, or reasonable rules of the association: Legend Lakes Covenant and Restriction Article XI Section 12 "without prior approval...no trailers or habitable motor vehicles of any nature shall be kept on or stored on any lot or any part of the property, no trucks of any nature shall be parked overnight on any lot, no boats or canoes whether on or off trailers may be parked on any part of the property unless in an enclosed garage". Additionally, Article VI Section 1 "each owner of any portion of the property shall be a member of the Master Association, subject to and the terms of the Master Associations Articles of Incorporation and By-Laws" and that written notice be delivered to Thomas Caldwell of the fine being levied and that Thomas Caldwell will have an opportunity for a hearing before the Association's Fine and Suspension Committee on February 23, 2023 at 9:00 AM at the Bay Point Community Association Office, 4000 Marriott Dr, Suite C, Panama City Beach, FL 32408, second by Zack Seltzer and unanimously approved.

B. Delinquent Accounts Voting Rights Suspension

- Last year the Board suspended voting rights for anyone who was two years delinquent.
- Florida statute states if accounts are more than 90 days delinquent voting rights can be suspended. There are currently 164 delinquent accounts that have not paid anything towards the current year.
- The Board will schedule a special meeting if they decide to suspend voting rights.
- A notice will be placed in each annual meeting packet of owners who are delinquent.

C. Non-BPCA Owned Pond Authority to Proceed

- The pond in front of Golf Villas II with a fountain is owned by GVII. In the past BPCA installed fountains and lights after Hurricane Michael.
- John Townsend said BPCA should not take ownership of the pond due to liability issues. The condominium board can grant an easement to BPCA to take care of the pond.
- Bill Bradford, GVII president, asked if the pond is integral to the drainage system? If not, GVII has talked about the possibility of filling in the pond to create more parking.
- Jen Shook mentioned that prior to 2015 GVII owners association took care of the pond.

D. Gorrie Regan Visitor Management System

- Gorrie Regan presented two proposals to the Board.
- By implementing a gate management system, we hope to reduce the security budget by reducing security guard hours present at the selected gatehouses, as well as helping to make the neighborhood more secure.
- This could also help with employee retention by allowing fewer employees to be paid a higher hourly wage.
- Zack proposed taking this back to finance committee one more time to see how it fits in our current budget if the annual assessment increase does not go through.

E. Proposed ARC Rule Change

- Bay Point West ARC proposed a rule change about roofing for shade in the back of houses. The Board agreed to send it to the attorney who is working on our rule changes. The Board will vote on it when all other rules are voted on.

OLD BUSINESS:

There was no old business to discuss.

ADJOURNMENT:

MOTION: by Jen Shook to adjourn the meeting at 7:21 PM, second by Samantha Dring and unanimously approved.