

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

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

IN ATTENDANCE BY PHONE: Kevin Lynn, Debbie Rush

ABSENT: Justin Gorman

ALSO IN ATTENDANCE: John Townsend, Esq., Debra Haydn, CAM, David Renneker, Comptroller, Nancy Culp, Recording Secretary, Chris Forehand, and Wiatt Lewis from Panhandle Engineering

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.

Panhandle Engineering:

Chris Forehand with Panhandle Engineering addressed the Board to present and answer questions regarding the following proposals: (proposals attached)

Option 1 - 10-year Capital Improvement Plan (CIP)

Option 2 – Drainage only

Option 3 - Current problem areas.

Chris Forehand explained the difference in the options that were presented. Option 1 is a 10-year plan that will map out every problem within the community. Option 2 focuses only on the drainage, does not give a plan for the road repairs or repaving. Option 3 only covers the current areas of concern that have already been brought to the attention of Panhandle Engineering. Payment for these projects could be broken down into smaller increments and paid as each increment is completed. He also spoke about the push button system and how it works, even though it was not one of the three options presented. They would bid out all the different units of work, which doesn't change engineering cost. With the push button system we would always know the cost of a repair prior to initiating the job.

APPROVE AGENDA:

MOTION: By Walt Rankin to approve the agenda, second by Patrick Green and unanimously approved.

APPROVE CONSENT AGENDA:

MOTION: By Walt Rankin to approve the Consent Agenda, second by Patrick Green

Jen Shook requested that the office staff go back and add in action items assigned to the staff to the November minutes and postpone approval at the January 2023 meeting.

AMENDED MOTION: To approve the BPCA Financials, Infrastructure Financials and the Stakeholder financials from the consent agenda items, moved and unanimously approved.

FINANCE COMMITTEE REPORT: Zack Seltzer

The finance committee met Tuesday November 29th.

- Consolidated cash balances as of 10/31 totaled \$2.6 million
- Accounts receivable as of 10/31 is \$726,000.

New Approvals from Finance Committee:

- Approve Christmas Bonuses:
 - **MOTION:** by Zack Seltzer to approve employee Christmas bonuses in the amount of \$12,100, second by Jen Shook and unanimously approved.
- Approve GCUC and Panhandle Engineering proposals for problem areas
 - The Board discussed the three options that were presented by Panhandle Engineering.
 - **MOTION:** by Walt Rankin to approve Panhandle Engineering task order three (3), second by Doug Arent
 - **AMENDED MOTION:** by Walt Rankin to approve Panhandle Engineering Task order three (3) with a budget ceiling of \$50,000, second by Patrick Green and unanimously approved.
- Approve Legend Gatehouse project that is over budget.
 - **MOTION:** by Walt Rankin to ratify the Legend Gatehouse overage of \$2,563 that is over budget, second by Samantha and unanimously approved.

PRESIDENT REMARKS: Catherine Seltzer Mitchell

- Thank you to our volunteers for an outstanding year at Bay Point
- Best wishes for the holiday season
- Annual meeting schedule for February 11th, 2023.

REPORTS:

- A. Bay Point West: Jen Shook
 - Bay Point West hasn't had a board meeting since the last BPCA board meeting.
 - The homes that were referred to BPCA for fines and legal action are on hold until after the holidays.
- B. Canal Liaison: Justin Gorman
 - No report

- C. Community Events: Debbie Rush
 - o Christmas parade Dec 16th.
 - o Bar 72 has their last Thursday dinner on the 15th from 5 PM to 8 PM.
 - o Flip Flops at Bluegreen is offering 30 % off to Bay Point owners.
- D. Governing Docs: Walt Rankin
 - o Catherine mentioned that the ARC and Canal draft rules are almost finished.
- E. Information & Technology: Patrick Green
 - o **MOTION**: by Patrick Green to move forward with Front Steps software package.
 - o The board discussed having Gorrie Regan come to the January meeting to present and answer any questions about proposed gate entry software.
- F. Infrastructure: Catherine Seltzer Mitchell for Kerry McLane
 - o **MOTION**: by Samantha Dring to approve the bid from Emerald Coast Striping for \$33,132 not to exceed 36,000, second by Jen Shook and unanimously approved.
 - o The gatehouse projects are almost complete.
 - o LED lights for the gate's arms have been put on hold.
 - o Environmental study on Queensberry lot is scheduled.
 - o Grate at Alee – This grate will be replaced during the Alee project. It has sunk down even more. This needs to be blocked off so no one else will drive over it.
 - o Preventative maintenance – we need to hire someone specifically to do it.
 - i. Security will help identify problem areas.
 - o The full infrastructure report is attached with all updates (attachment #1)
- G. Security Liaison: Samantha Dring
 - o Thomas drive entry process is being tested, second security truck will be in rotation by the end of the week.
 - o The full security report is attached with all updates (attachment #2)
- H. Stakeholders Liaison: Doug Arent
 - o The car count at the Jan Cooley gate is in process. Should be complete by end of the month.

GENERAL MANAGER REPORT: Debra Haydn

- Met with post office employees and discussed the importance of customers presenting their yellow card to retrieve their packages. The post office is receiving anywhere from 100-500 packages a day during the holiday rush.
- New mailboxes for the new Post Office building have been received at the main post office. The first set of numbers for outside of the boxes have been ordered.
- Gorrie Regan was here today to reprogram the keypad at the reflections gate. Reflections reader is finally working. All gates are currently working.

NEW BUSINESS:

- A. Nominating Committee Report - Kevin Lynn
 - o The nominating committee met and unanimously agreed to confirm the three candidates who self-nominated for the board. They were vetted and are all in good standing.
 - o **MOTION**: by Walt Rankin to approve the nominating committees report and the three (3) candidates as presented, second by Patrick Green and unanimous approved.

- B. Security Authorization for Trailer Parking - Justin Gorman
 - The current process is for security to grant 3 nights over the weekends when the BPCA office is closed.
- C. Thomas Drive Gate Open 24 Hours - Justin Gorman - absent from meeting, nothing discussed.

OLD BUSINESS:

- A. Discuss Annual Assessment Proxy Statement - Catherine Seltzer Mitchell
 - Article 7 paragraph B states that there is a maximum limit on assessments of \$1,325. To meet our current budget, we have been discussing proposing a larger assessment to the membership. John Townsend and Catherine looked over it and there is no mention of duration or expiration for the increase.
 - As the proxy is stated right now it says "increase to \$1,650 for this fiscal year and each fiscal year thereafter"
 - Current budget is \$218,000 short. \$1,604 would break even, so \$1,650 would give the ability to build reserves and give a buffer for unknown expenses such as the 29% increase for insurance that we approved last month.
 - Infrastructure budget has no reserves to repave the roads. Drainage repairs are not included in the current budget.
 - To cover an increased operating budget and adequately fund the reserves as laid out in the reserve study, the assessment would need to be \$1712.
 - The board also discussed the option of raising the assessment amount in different graduated increments each year to get to a higher rate.
 - **MOTION:** by Walt Rankin to approve the motion as written and attached regarding the annual assessment, and proxy statement language, second by Patrick Green and unanimously approved.

ADJOURNMENT:

MOTION: by Walt Rankin to adjourn the meeting at 8:18 PM, second by Samantha Dring and unanimously approved.