

BAY POINT COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS
Monday, April 10, 2023, at 5:30 PM
BPCA Conference Room

Minutes

IN ATTENDANCE: Catherine Mitchell, Samantha Dring, Jen Shook, Walt Rankin, Zack Seltzer, Justin Gorman, Terry Nadeau, Jamie Ferrell, Doug Arent

IN ATTENDANCE BY ZOOM: Kevin Lynn

ALSO IN ATTENDANCE: John Townsend, Esq, 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, Zoom Video

QUORUM:

A quorum was confirmed by Debra Haydn, CAM.

APPROVE AGENDA:

MOTION: By Samantha Dring to amend the agenda to add the Golf Villas Presidents to the agenda under the Presidents Report, second by Walt Rankin and unanimously approved.

APPROVE CONSENT AGENDA:

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

REPORTS:

- I. President – Catherine Mitchell
 - A. Fill Vacant A-4 Board Seat – Tim Smart, Harriett Reid, David Turner and Denise Hinds submitted self-nominations for the open Board seat. By Board vote, Denise Hinds was selected to fill the vacant seat.
 - B. Golf Villas I, II & III: Discussion with Golf Villas Presidents
Golf Villas I, II & III presented a letter to the BPCA board prior to the meeting discussing lack of maintenance that BPCA agreed to take over in 2010. After Hurricane Michael BPCA stopped maintaining the landscape. (Attachment #1)
MOTION: By Walt Rankin to enter into negotiations with Golf Villas I, II & III regarding the landscape maintenance and easement agreements, second by Samantha Dring, and unanimously approved.
 - C. Consider Motion to Negotiate Agreement with Reflections COA

One of the Reflections Board members came to the annual meeting and spoke about how Reflections wanted a reduced assessment amount for their property owners since they are outside the BPCA gates and have their mail delivered to their building. The BPCA Governing Documents state all annual assessments must be the same for all properties located within Bay Point. In order to change the assessment amount for Reflections, or any other sub-association, the articles of incorporation would have to be amended.

MOTION: By Samantha Dring to start discussion about negotiations with Reflections COA, second by Jen Shook and approved by everyone except Walt Rankin.

D. Approve Fines & Suspension Committee members

The current committee members consist of Tami Sederquist, Holly Muller and Sheila Kelly. Walt Rankin recommended Rick Snow and Robin Stutts nominated herself.

MOTION: By Walt Rankin to approve Tami Sederquist, Holly Muller, Sheila Kelly, Rick Snow and Robin Stutts as members of the Fines & Suspension Committee, second by Samantha Dring and unanimously approved.

E. BP Linx Zoning / Land Use Update

1. The Bay County Planning Commission approved the application for land use change with certain restrictions added.
2. There will be another hearing at the Bay County Commission Meeting on April 18th at 9am.

F. Restated BPCA Rules: Next Steps – there were many owner comments. Catherine will schedule a special meeting to go over the rules again.

II. Finance – Jamie Ferrell

Finance committee met Wednesday March 29th. Consolidated cash balances as of 2/28/23 totaled \$2.5 million. Accounts Receivable at 3/20/23 is approximately \$67,000.

A. Gorrie Regan Thomas Drive Call Box - \$9,185.83.

The Board discussed the option of having the call box, or not. There was no action taken at this meeting.

B. New Office Phone System

The BPCA office phones frequently experience outages related to WOW modems. Arcitechx has presented a new phone system that will take the phones off of the WOW network and be placed on a sip server network that is proven to be more reliable and less expensive. By removing the WOW modems and services there will be a savings of approximately \$100 a month. With this system BPCA will own all of the new and upgraded equipment. The system is compatible with the new gate management system.

MOTION: By Zack Seltzer to approve the new phone system, second by Samantha Dring and approved by all board members present with the exception of Jen Shook. (Attachment #2)

C. Gorrie Regan LED Lights for the gates \$12,479.

This proposal is to put the LED light kits on entrance and exit gates at Jan Cooley, Legend Hills and Thomas Drive.

MOTION: By Samantha Dring to approve the Gorrie Regan LED light proposal, second by Zack Seltzer and unanimously approved. (Attachment #3)

D. Landscape proposal - \$42,366.04

The proposal presented to the board is for updated landscaping at the Resident's, Jan

Cooley, and Legend Hills gates.

MOTION: By Zack Seltzer to accept the Brightview landscaping proposal as presented, second by Samantha Dring and unanimously approved. (Attachment #4)

III. Infrastructure – Terry Nadeau

Terry Nadeau gave updates on ongoing projects. The full Infrastructure report is attached to the minutes. (Attachment #5)

IV. Liaison

A. BPWest and ARC – Walt Rankin

1. BPW had a Board Meeting last Tuesday. BPW agreed that they (BPW) will put in a well and electricity to water the plants along the Wahoo Road fence. BPW agrees to maintain the area for two years but will want to talk with BPCA about continued maintenance after that.

MOTION: By Walt to allow BPW to beautify Wahoo Road, second by Zack Seltzer and unanimously approved.

BPW voted to start sending more properties that need enforcement actions to the BPCA Board for action. BPW is willing to take the lead on golf cart registration.

2. ARC is still meeting the first and third Tuesday of the month.

B. BPW&Canal – Justin Gorman

1. Had a meeting with Bay County about permit requirements in the canal.

V. Committee

A. Security – Zack Seltzer

1. Deposit for the new gate management system has been paid, equipment has been ordered, Gorrie Regan will schedule a meeting with BPCA about how to roll out the gate management system.
2. FPL was on property last week, inventoried all of the lights and will give a proposal to update and replace all the lights.

B. Communications – Jen Shook

1. The AppFolio Portal is up and running – owners should set up their accounts.

C. Stakeholders – Doug Arent

1. A stakeholders meeting will be planned soon.
2. Billfish tournament – we need more information from John Warren about the event so that we can inform the community.

VI. General Manager – Debra Haydn

A. We are working to balance the books between QuickBooks and AppFolio. We are working to set up the online payments option. We hope to have it set up soon. Citations will be added to owner accounts in AppFolio soon.

B. Working with John Townsend to preserve the Fairways documents that are set to expire at the end of the year. They don't own property or collect dues, it should be a smooth process.

C. We are working with the Marina to get RFIDs for people who rent boat slips. They will be treated like renters. They will present a contract with beginning and end dates, their RFID expires at the end of their contract. They are allowed one RFID for the owner of the boat and one RFID for the captain of the boat.

D. Final edits to the employee handbook were presented to the board for tonight's meeting.

- E. There were four boys causing problems over the weekend, it was handled appropriately by Bay Point Security. The property owner contacted the Bay County Sheriff's Office to file a report. This is the best way to handle these types of situations.

OLD BUSINESS:

- A. Consider Revised Employee Handbook

The Board had a short discussion about the handbook. As presented it stated all employees must take a lunch break. The security supervisor was consulted in the conversation, she advised that the security employees would rather not take a break during their shift.

MOTION: By Walt Rankin to approve the Employee Handbook with the edit to break section changing it to "may take break", second by Samantha Dring and unanimously approved.

NEW BUSINESS:

- A. Golf Cart Registration – Debra Haydn presented the golf cart registration process that the office has been working on. Each section of the property will be represented by a different color. The numbers will be tied back to the home address so that security will know which house the cart belongs to. We have a symbol that will be part of the sticker if it is a low-speed vehicle, this symbol will show security that it needs to be operated by a licensed driver.

MOTION: By Walt Rankin to make golf cart registration a requirement in Bay Point, second by Justin Gorman and unanimously approved.

ADJOURNMENT:

MOTION: By Walt Rankin to adjourn the meeting at 7:51 PM, second by Samantha Dring and unanimously approved.