

BAY POINT COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS
Monday, August 14, 2023, at 5:30PM
BPCA Conference Room
Minutes

IN ATTENDANCE: Catherine Mitchell, Jen Shook, Walt Rankin, Zack Seltzer, Justin Gorman, Terry Nadeau, Jamie Ferrell, Denise Hindes

IN ATTENDANCE BY ZOOM: Samantha Dring, Kevin Lynn

ABSENT: Doug Arent

ALSO IN ATTENDANCE: Julia Madelena, 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:

Catherine Mitchell suggested to amend the agenda to switch old business items a & b to talk about the Golf Villas easement first and the RCAM Proposal second.

MOTION: By Walt Rankin to amended the agenda, to switch RCAM proposal and Golf Villas under old business, second by Denise Hindes and unanimously approved.

APPROVE CONSENT AGENDA:

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

REPORTS:

A. President – Catherine Mitchell

a. BP Linx Zoning/Land Use Amendment

i. The County Commission Meeting is August 15th at 9am.

ii. Agenda is posted on the County website, there is a document of supporting documents posted on the county website.

iii. Final approval of zoning/land use changes with certain restrictions will be voted on during this meeting.

b. Self-Nominations for BPCA Board.

- i. The first notice of the annual meeting and call for self-nominations will go out with the annual assessment statements on September 1. Self-nominations will be accepted from September 1 - October 15.
- ii. There are 4 seats up for election this year.
 - 1. Waterfront & Canalfront Seat A-5 (2024-2027)
 - 2. Legend Hills Seat B (2024-2027)
 - 3. Single Family Non-Canal Seat A-3 (2024-2027)
 - 4. Waterfront & Canal Seat A-4 (2024-2026)

B. Finance – Jamie Ferrell

Consolidated cash and equivalents as of 6/30/23 are \$2.2 million and accounts receivable as of 7/26/23 is approximately \$157,000. Late fees were assessed last week.

a. Investment Plan - Review & Approve

- i. It is recommended to put \$1,000,000 into a CD's ladder approach at \$250K each yielding approximately 5%. With this investment you can see in the chart below as we move through the year our reserves are never less than \$600,000.

MOTION: By Walt Rankin to accept the investment plan as presented, second by Denise Hindes and unanimously approved.

b. FPL - Point of Information.

- i. The board approved upgrading the lights throughout the neighborhood. We received an email from our contact at FPL stating "As you know, the existing lights/poles were previously billed on 4 different accounts which have since been combined into one account. The total for the "fuel" on the original accounts comes to **\$639.31** because of the higher energy consumed by the HPS fixtures. With the new LED fixtures, my calculation for the estimated fuel cost is shown below: 203 fixtures @ 60W= 12,180 watts/1000=12.18kw x 360 operation hours = 4385 KWH / 4385 @ 0.03085 = **\$135.28 per month**. As you can see, this lighting upgrade will result in an estimated **savings of \$504.03 per month** in fuel cost."

C. Infrastructure – Terry Nadeau

- a. Panhandle Engineering Task Order 2 - Panhandle engineering sent out for bids for our push button system. We are waiting on them to receive bids so that the program can be finalized so we can begin work on the needed drainage repairs.
- b. Emerald Coast Striping - no change. They still have not been paid.
- c. Monument Signage at entrances - the committee met and decided on the size for the sign. They will be discussed further at the next meeting.

D. Liaison

a. BPWest and ARC – Walt Rankin

- i. ARC continues to be steady.
- ii. Roads and grounds has a long list of yards in bad shape that will be turned over to BPCA.
- iii. Bay Point West Annual Meeting is Saturday August 19th at 9:30. We need 44 more proxies to meet quorum.

b. BP Canal – Justin Gorman – nothing to report.

E. Committee

- a. Security – Zack Seltzer
 - i. Debra, Misty and Zack met last week.
 - ii. All LED gates are back up and running after being damaged during the Billfish Tournament.
 - iii. The RFID reader at the Reflections gate is not functioning correctly.
 - iv. If you have issues with your RFID not working due to the glare from the sunlight, there are new RFIDs that have a black dot that helps them read in bright sun.
 - v. Cameras will be talked about monthly. The gate at bar 72 does not have cameras at the moment, they are on order. Zack has spoken with our IT company about the camera quality and what we need from them.
 - vi. Signage - we are in the process of getting monument signs at the entrances. All other signs at the entrance gate will be cleaned up and simplified.
 - vii. Security has asked for a process for when people piggyback through the gate. It used to be a citation, when the rules were amended, it was taken out.
 - viii. Short term rental - trying to figure out the best way to handle registering rentals.
 - b. Communications – Jen Shook
 - i. Nancy is doing a great job posting BPCA information on the website.
 - ii. 48% of the people we have emails for are signed up with AppFolio.
 - iii. Approximately 250 people have consented to electronic notices. Once we have enough people signed up, we will look for electronic voting.
 - 1. Denise Hindes made a comment that most of the companies will help get people signed up.
 - c. Stakeholders – Catherine Mitchell for Doug Arent
 - i. Catherine has sent a notice to all the stakeholders to touch base after the last meeting.
 - ii. There was a meeting with the developers from Alee, they are hoping for Post Office occupancy at the end of September.
- F. General Manager – Debra Haydn
- a. The BPCA Staff did 3 major mailings in the month of July.
 - b. We are working with Gorrie Regan to transfer our current RFID data into our new Gate management System.
 - c. The BPCA staff completed an audit of all RFID records, making sure all RFID cards were current owners and renters.
 - d. We continue to register golf carts, the number per week has dropped significantly. There are 250 registered at this time. Reminder to all owners that golf carts must be registered with the BPCA office.

OLD BUSINESS:

- A. Golf Villas Shard Use and Maintenance Agreement and Easement

Catherine presented the draft agreement to maintain the landscaping at the Bay Point Road entry corridor. BPCA installed landscaping on the Golf Villas property more than ten years ago and has not maintained it since hurricane Michael. Catherine met with various Board Presidents from the Golf Villas Sub Associations as well as Gina Tullo-Williams who did the original design. The main issue the Board is facing now is figuring out how to define the areas that they are

going to take care of. Julia Madelena explained that the agreement as presented gives BPCA sole discretion to fund the landscaping and determine what is going to be there. The reason it is an agreement and an easement is so that it gets recorded into the official record, it will last in perpetuity so that future boards and cams will know it is out there and there won't be questions in the future.

The description of the actual area can be done two ways, you can survey it, which is more expensive or you can highlight and mark a picture to be included with the agreement.

MOTION: By Walt Rankin to approve the agreement depending on delineation of the areas, second by Jen Shook

AMENDED MOTION: By Denise Hindes to table the easement agreement with Golf Villas until we can get landscaping proposals for the proposed area, second by Walt Rankin and unanimously approved.

B. RCAM Service Agreement

Catherine Mitchell sent a letter out to the community last week to explain the facts that go along with consideration of this management company proposal.

What BPCA does:

- a. Provide 24-hour patrol and security at six access points.
- b. Maintain infrastructure consisting of Bonefish Bridge, four gate houses, 15 automated RFID gate arms, 11 miles of roadway, and 35,000 linear feet of drainage pipes, 2 Toyota pickup trucks, and 200+ streetlights.
- c. Operate a USPS Contract Postal Unit, serving over 1,200 postal customers.
- d. Landscaping and beautification at four entrances and over 20 common areas
- e. Enforcement of rules and covenants for over 1,500 households
- f. Ensure compliance with all governing documents and statutes.
- g. Coordination among 22 sub-associations
- h. Collect assessments and provide financial reports to owners.

Options:

1. Bolster current staff and/or reorganization of duties and responsibilities.
2. Hire management company to run day-to-day operations.

Board Consideration:

1. Staffing decisions are discussed in closed personnel meetings, which are strictly confidential to the Board.
2. Management company consideration is discussed in open meetings.
 - a. May 23rd: Open meeting to publicly discuss the proposals received to date.
 - b. June 6th: Management presentations from Rizzetta and RCAM, followed by owner comments/discussion.
 - c. July 7th: Board agreed to decline Rizzetta's proposal and continue discussions with RCAM.

Goal:

1. Build framework for sustainable office operations by maximizing the value per assessment dollar.

RCAM Proposal Term Sheet	
Summary of Services	Operations management, property inspection, project oversight, fiscal services, and rules enforcement
Supervision & Training	CAM will train, supervise and direct staff including administrative, security, postal, and maintenance staff
BPCA Employees	Option to transition BPCA staff to RCAM, which would provide employee benefits that BPCA cannot provide alone
On-site Management	Full-time, on-site CAM plus additional on-site administrative functions
Additional Support Staff	RCAM support staff available at Shoppes at Edgewater office location
Non-Compete	12-month non-hire of RCAM hired staff; Existing BPCA staff are exempt from the non-compete
Term	Initial term of three years, with annual renewals
Cancellation Without Cause	During initial term, cancellation fee of 75% of remaining contract Then, 60-day cancellation notice, or automatic annual 12-month renewal
Cancellation With Cause	Failure to cure default within 30 days, Association may terminate the agreement
Compensation	\$22,416 / Month
Escalation	Capped at 5% per year

	Self-Managed	RCAM
Management Fee	0	268,992
Security	776,616	776,616
Post Office	158,066	158,066
Administrative	388,320	150,000
TOTAL	\$1,323,002	\$1,353,674

Board Member Walt Rankin brought an extensive list of questions to the Board for discussion (Attachment #1). The board discussed these points. No further action was taken.

MOTION: By Denise Hindes to accept the RCAM Management Contract, second by Jen Shook and approved by a vote of 8 yes and 2 no.

Yes - Catherine, Denise, Zack, Justin, Jamie, Jen, Samantha, and Kevin.

No - Walt and Terry.

NEW BUSINESS: No new business was discussed.

ADJOURNMENT:

MOTION: By Walt Rankin to adjourn the meeting at 7:58pm, second by Jen Shook and unanimously approved.