

**BAY POINT COMMUNITY ASSOCIATION, INC.**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Monday, October 9, 2023, at 5:30PM**  
**BPCA Conference Room**  
**Meeting Minutes**

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

**IN ATTENDANCE BY ZOOM:** Kevin Lynn, Samantha Dring

**ABSENT:** Denise Hinds

**ALSO IN ATTENDANCE:** John Townsend, Esq, Lee Waller, CAM, Debra Haydn, CAM, Nancy Culp, Recording Secretary, Amy Ludlam, RCAM Accounting.

**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.

**PRESENTATION:** BP Linx - John Warren

John Warren reviewed his updated plan to the Board (attachment #1). He wanted to ask permission to have the BPCA attorney speak with his team.

**MOTION:** By Jamie Ferrell to give BP Linx permission to work with the BPCA association attorney, second by Justin Gorman and unanimously approved.

**APPROVE AGENDA:**

Catherine suggested to move old business item C: Panhandle Task Order #3 to our next item of business before our reports because Chris & Wiatt from Panhandle Engineering are here. The second item is to add a new business item to approve an updated banking resolution.

**MOTION:** By Walt Rankin to approve the agenda as modified by Catherine, second by Justin Gorman and unanimously approved.

**APPROVE CONSENT AGENDA:**

**MOTION:** By Walt Rankin to approve the consent agenda, second by Justin Gorman and unanimously approved.

## REPORTS:

### A. President – Catherine Mitchell

#### a. Self-Nominations for BPCA Board

- i. Due October 15th
- ii. Waterfront & Canal Seat A-5 (2024 - 2027)
- iii. Legend Hills Seat B (2024 - 2027)
- iv. Single Family Non-Canal Seat A-3 (2024 - 2027)
- v. Waterfront & Canal Seat A-4 (2024-2026)

#### b. Trick or Treating - On Halloween, Tuesday October 31st, from 5pm-8pm.

#### c. Approve donation to Witches Ride

A donation of \$1,500 to the Witches Ride was budgeted in the current year. Catherine wanted to bring it to the board for full transparency.

**MOTION:** By Jamie Ferrell to donate \$1,500 to the Witches Ride, second by Walt Rankin and unanimously approved.

#### d. RCAM Transition Update - the official take over date was October 2nd. Catherine introduced Lee Waller as the new CAM for Bay Point. She announced that Debra Haydn and David Renneker will no longer be with Bay Point and said a big thank you to the two of them for their work.

### B. Finance – Jamie Ferrell

Consolidated cash and equivalents as of 8/31/23 \$1.9 million and accounts receivable as of 9/27/23 is \$1.3 million.

#### a. Living Interiors Invoice - Holiday Decorations

The board was presented with the invoice from Living Interiors to decorate the 4 gates for the holidays. The price is the same as last year and is budgeted.

**MOTION:** By Walt Rankin to approve the living interiors invoice for holiday decorations, second by Justin Groman and unanimously approved.

### C. Infrastructure – Terry Nadeau

#### a. Panhandle Engineering - Project reported since the board approved Task Order #3 will be sent to Panhandle Engineering this week.

#### b. Monument Signs - New monument signage at the Delwood and Legends entrances are set for installation the week of January 4th.

### D. Liaison

#### a. BPWest and ARC – Walt Rankin

Bay Point West is getting everything in place for Wahoo Fence. ARC continues on as usual.

#### b. BP Canal – Justin Gorman – Nothing to report.

### E. Committee

#### a. Security – Zack Seltzer

- The new gate system equipment is here; we are struggling with data transfer between the old system and the new system. There will be a meeting this week with the gate company

to see how this will all work.

- We need a rule or process for piggybacking.
- Bar 72 has been a big issue on Facebook, it is not a problem with a gate itself, it is a problem with the internet.
- Motorcycles are not supposed to use an unmanned gate.
- No boat trailers should be going out the back gate. If you go through with a trailer and the guard doesn't catch it and hold the gate open it will come down on the trailer.
- Zack has been working with IT to make sure that you can read license plates on every camera on property.
- We are auditing all signage - removing redundant and unnecessary signs, updating when needed.

b. Communications – Jen Shook

- Amy Ludlam with RCAM and Jen are working on a plan to get e-voting set up.
- RCAM has added BPCA to their website [www.rcamflorida.com](http://www.rcamflorida.com)
- All necessary documents can be found on AppFolio

c. Stakeholders – Doug Arent

- Construction of the new Post Office building is ongoing but there has not been a new move in date scheduled.
- We will schedule a Stakeholders meeting soon to introduce Lee.

d. General Manager – Debra Haydn

- Legend Lakes annual meeting Saturday October 14 at 9am.
- Working on transition.
- Fairways revitalization is done.

## OLD BUSINESS:

A. Artificial Turf Rule/Guidelines - Walt Rankin

Jim Penny and Walt Rankin worked together to put the rule together (Attachment 2). Catherine stated that this is a good starting point but in order for it to be a rule it would need to be much more detailed.

B. Brightview Contract - the current term with Brightview ends January 31, 2024. If we don't want to automatically renew, we need to send them a notice of nonrenewal.

**MOTION:** By Jamie Ferrell to send a 30-day written notice of non-renewal to Brightview, second by Jen Shook, and unanimously approved.

C. Panhandle Task Order #3 - Catherine showed a chart of the proposed work orders from Panhandle Engineering. Chris Forehand had a conversation with John Warren and his team regarding the potential work on the golf course property that could be impacted by John Warren's development plan. Panhandle took this into consideration and changed the scope on the amberjack project. This spreadsheet reflects that new cost. We budgeted \$840,000 for drainage repairs this year which would get through items 1-4 on the list. If the board chose to wait on 2 and 7 based on the golf course development, we could get through the majority of the list. Zack started the discussion of

doing point repairs on item 2 instead of completely lining it. Panhandle said it could be a possibility, but they would have to do more work to figure it out and they don't have a way to estimate the cost for it. Each project will take one-two weeks.

**MOTION:** By Terry Nadeau to approve Panhandle Engineering work orders 1-5, second by Jen Shook and unanimously approved.

#### **NEW BUSINESS:**

- A. Insurance Rates Review - Our renewal came in with a 65% increase putting it just over \$115,000. Our insurance agent wants to shop the rate and possibly break apart the policy to get better rates. If we add criminals to this policy it will be a 15% savings for a bundled rate. The most we would spend is \$115,000.

**MOTION:** By Walt Rankin to approve a max budget of \$115,000 for the insurance renewal, second by Zack Seltzer and unanimously approved.

- B. Consider Exiting Sub-Association CAM Services Contracts

We have 3 sub associations with CAM service contracts with BPCA. Of the 3 we can only locate 1 contract. This contract has a 60-day notice. RCAM has reached out to each of these sub associations and given proposals. RCAM will provide CAM and accounting services to the sub associations through this notice period.

**MOTION:** By Walt Ranking to send a 60-day termination notice the sub association CAM Service Contracts with Golf Cove, Golf Villa III, & Dragons Ridge, second by Zack Seltzer and unanimously approved.

- C. Bank Resolution -

At the September board meeting we discussed bank resolutions when we decided to switch banks to Service First. That resolution only specifically talked about Service First. LPL is our other bank where we currently hold our investment accounts. They have very outdated signatories so we need to get it updated now. This resolution will be for all banking for Bay Point. There will be two signatures on each check, one board member from panel A: Catherine Mitchell, Jamie Ferrell and one RCAM member from Panel B: Ken Floyd, Paul Shamblin, Amy Ludlam.

**MOTION:** By Walt Rankin to update the Bay Point banking resolution to include one BPCA Board Member from panel A: Catherine Mitchell, Jamie Ferrell and one RCAM member from Panel B: Ken Floyd, Paul Shamblin, Amy Ludlam, second by Justin Gorman and unanimously approved.

#### **ADJOURNMENT:**

**MOTION:** By Justin Gorman to adjourn the meeting at 7:19, second by Zack Seltzer and unanimously approved.

Respectively Submitted by,

Nancy Culp

Meeting Minutes were approved by a Unanimous vote on the 13th day of November, 2023.