

BAY POINT COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS
Monday, September 11, 2023, at 5:30PM
BPCA Conference Room
Minutes

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

IN ATTENDANCE BY ZOOM: Doug Arent

ABSENT: Kevin Lynn, Terry Nadeau

ALSO IN ATTENDANCE: John Townsend, Esq, Debra Haydn, CAM, Nancy Culp, Recording Secretary, Amy Ludlam, Director of Accounting RCAM, Wiatt Lewis & Chris Forehand, Panhandle Engineering.

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 Walt Rankin to approve the agenda, second by Samantha Dring and unanimously approved.

APPROVE CONSENT AGENDA:

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

PANHANDLE ENGINEERING:

- A. Push Button Contracts - Wiatt Lewis and Chris Forehand from Panhandle Engineering informed the board that three different contracts came in when they sent out bids for the Push Button System for Bay Point. They suggested entering into agreements with all three companies. They also presented a summary of the outstanding work orders ranked from most severe to least severe. This list came from the work done in work order #3 they performed. (Attachment #1).
 - a. Proposals to enter contracts with three vendors
 - i. Roberts & Roberts
 - ii. Inland Construction & Engineering
 - iii. Mainline Construction

MOTION: By Walt Rankin to enter contracts with Roberts & Roberts, Inland Construction & Engineering and Mainline Construction, second by Jen Shook and unanimously approved.

- B. Work Orders for Drainage Repairs - Panhandle Engineering presented the work orders based on Task Order #3. The majority of the repairs suggest to use CIPP, cured in place pipe, is a non-invasive way to seal cracks, separations and joints of pipes. You don't have to rip up roads or yards, it lasts approximately 50 years and there is a manufacturer's warranty for roughly 10 years depending on the company. Panhandles has done approximately 20 miles of repairs with this product. Each of the projects listed has a 10% contingency fee built in. There would be an engineering fee on top of each of these prices based on the contract with Panhandle Engineering. Catherine Seltzer explained that we have about \$900,000 budgeted to start these projects. During the discussion questions came up about potential impact from John Warren's future development project of the meadow's property. The board agreed to start conversations with John Warren and his team.

REPORTS:

- A. President – Catherine Mitchell
- a. We are taking Self-Nominations for the following BPCA Board seats from September 1 to October 15:
 - i. Waterfront & Canal Seat A-5 (2024 - 2027)
 - ii. Legend Hills Seat B (2024 - 2027)
 - iii. Single Family Non Canal Seat A-3 (2024 - 2027)
 - iv. Waterfront & Canal Seat A-4 (2024-2026)
 - b. RCAM Transition – Amy Ludlam from RCAM will present under new business.
- B. Finance – Jamie Ferrell
- Consolidated cash and equivalents as of 7/31/23 \$1.9 million and accounts receivable as of 8/31/23 is \$114,000.
- C. Infrastructure – Nothing was reported for infrastructure.
- D. Liaison
- a. BPWest and ARC – Walt Rankin
The BPW Annual Meeting was last month. There were not enough proxies at the beginning of the meeting, but they were able to get enough people there to have the meeting. Jim Penny has agreed to stay on as President. Joe Alexander is Vice President, David Veth is secretary, Patti Harbin is treasurer, Walt Rankin and Dean Rush are board members.
ARC continues on as usual.
 - b. BP Canal – Justin Gorman – Nothing to report.
- E. Committee
- a. Security – Zack Seltzer
Zack spoke with Misty this week and there are no major issues to report. Piggybacking through the gates continues to be a big problem. The board needs to create a rule to be able to properly cite them. The RFID reader Bar 72 has not been working. They have to run new conduit lines under the road to fix this issue. There are a few gate lights that are not working, we are waiting to fix multiple at once. We are still waiting for Bar 72 cameras to be installed. Zack has spoken with IT to make sure that all cameras function

where we can read license plates day and night. We are less than 30 days out from getting the new system configured.

- b. Communications – Jen Shook
Amy Ludlam from RCAM reported that there are 729 individual homes signed up for AppFolio and 829 total residents signed up.
 - c. Stakeholders – Doug Arent – Nothing to report.
- F. General Manager – Debra Haydn
- a. Debra is working with Legend Lakes planning their annual meeting on Saturday, October 15 in the BPCA office.
 - b. Misty and Debra are working on a notice to give to owners who haven't registered their golf carts.
 - c. The office staff has been working to supply documents to RCAM for the transition.

OLD BUSINESS:

- A. GV Shared Use/Maintenance/Easement -
- a. Catherine presented the draft agreement to maintain the landscaping at the Bay Point Road entry corridor. Catherine previously met with all three Golf Villas presidents, they all use the same landscaper, Coastal Bay. Zack met with Coastal Bay and Brightview to discuss the area in question and how to move forward. It will be roughly \$200,000 to fix irrigation and resod the area. The monthly maintenance will not be known until the work is fixed.
- MOTION:** by Zack Seltzer to accept the easement agreement, second by Samantha Dring and unanimously approved.

NEW BUSINESS:

- A. Use of Artificial Turf in Bay Point West – Walt Rankin
A homeowner has requested to use artificial turf for his entire front yard. The current rules do not allow this, it says that it must be sod. The ARC is in favor of the rule change with stipulations. They wanted to bring it to the board to see where they stand on the issue. If the Board is in favor, then ARC will formulate a rule for the board to vote on.
- B. RCAM Accounting Update & Proposals - Amy Ludlam RCAM
- a. Collection Policy - Debra and Amy created a PDF of the current collection policy, it has been posted in AppFolio and on the BPCA website.
There is a banner on AppFolio when homeowners log in to explain the policy to them. There are 4 people with very large balances RCAM will work with John Townsend to see what the current legal status is.
 - b. Banking relationship: Consider Servis First Bank proposal
Bay Point currently has their accounts with Trustmark Bank. Some of these accounts get charged monthly fees while some earn interest. With Trustmark all check deposits are handwritten on a deposit slip and physically taken to the bank.
RCAM has been working with Service First Bank. They offer all of the same amenities that Trustmark offers plus additional benefits that we don't currently have. There are no transition fees, and no cost to utilize any of the features Service First offers. All of the funds will be held at a 4.25% rate. All funds in ICS sweep accounts. All funds are covered by FDIC. Currently BPCA has 8 bank accounts, this would streamline

everything. Denise asked if Service First is a CAI preferred bank. They are not currently but they do work with other associations, so they are familiar with how HOAs work.

MOTION: by Jen Shook to move from Trustmark Bank to Service First, second by Samantha Dring and unanimously approved.

MOTION: By Denise Hindes to have RCAM Management Team, Jamie Ferrell, treasurer, and Catherine Seltzer, president, as signatories on Service First bank accounts, second by Jamie Ferrell and unanimously approved.

c. Audit Engagement: Consider Saltmarsh or Carter & Company

Amy reached out to Saltmarsh to introduce herself and ask for the engagement letter because there was not one in place. She requested a quote from Carter & Company to present to the Board. Saltmarsh is not to exceed \$24,000 and Carter & Company came in around \$16,000. They have never charged RCAM over the price on the engagement letter.

MOTION: by Denise Hindes to engage with Carter and Company for fiscal year 22-23 audit and, second by Jen Shook and unanimously approved.

d. Transition Update - from an accounting standpoint we have AppFolio up and running and we encourage all homeowners to check their import balance and reach out if they think it is incorrect. AP was processed through RAM last week and it went smoothly. Offer Letters were sent to all Bay Point Employees. Ken and Paul met with Misty to tour the gates and see the processes used by security.

e. 423 Wahoo Reimbursement for drainage repair & easement agreement to allow BPCA to service the drainage system.

The Clinebell family did a large project to regrade their property due to flooding. They came to Infrastructure meetings prior to starting the work and were told that BPCA would pay for part of their project.

MOTION: By Zack Seltzer to reimburse the Clinebells \$6137.88 contingent on them entering into the easement agreement, second by Walt Rankin and unanimously approved.

C. BrightView Landscaping Contract

a. Paul Shamblin with RCAM toured the landscape areas this past week and will be meeting with Brightview to review the landscape areas with them next week.

b. At the October meeting the board will consider whether to issue notice of non-renewal and discuss the bid process; the current Brightview contract ends January 31, 2023.

D. Monument Signage

The board discussed the presented renderings for new monument signs at the Resident's gate and the gate at Legend Hills.

MOTION: by Samantah Dring to approve the crow sign quote for \$29,155, second by Justin Gorman and unanimously approved.

ADJOURNMENT:

MOTION: by Walt Rankin to adjourn the meeting at 7:32 PM, second by Jamie Ferrell and unanimously approved.