

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

IN ATTENDANCE: Samantha Dring, Jen Shook, Walt Rankin, Zack Seltzer, Justin Gorman, Jamie Ferrell, Doug Arent, Denise Hinds

IN ATTENDANCE BY ZOOM: Terry Nadeau, Kevin Lynn

ABSENT: Catherine Mitchell

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

CALL TO ORDER:

Samantha Dring called the meeting to order at 5:30 PM.

MEETING RECORDED BY:

BPCA, Zoom Video

QUORUM:

A quorum was confirmed by Samantha Dring.

APPROVE AGENDA:

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

APPROVE CONSENT AGENDA:

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

REPORTS:

- A. President – Samantha Dring for Catherine Mitchell
 - a. Self-nominations have been received and we will be appointing a nominating committee tonight.
- B. Finance – Jamie Ferrell
 - Consolidated cash and equivalents as of 9/30/23 \$3.1 million and accounts receivable as of 9/30/23 is \$1.4 million.
 - a. Landscape Proposals - finance and infrastructure spoke in depth about landscape improvements. They chose to move three proposals to the Board for approval.
 - MOTION:** By Zack Seltzer to approve three landscape proposals, Thomas Drive, Legend Lakes and Legend Villa for \$33,083.76, second by Justin Gorman and unanimously approved.
 - b. Amy Ludlam, RCAM Accounting gave a detailed report of the accounting transition. (Attachment #1)
- C. Infrastructure – Zack Seltzer for Terry Nadeau
 - a. Old Business
 - i. Panhandle Engineering
 - 1. Work orders for Drainage
 - ii. Monument signage at entrances, installation to begin the week of January 4th.
 - iii. Striping - Lee and Zack are doing an audit of the striping to get back in touch with Emerald Coast Striping on the work not finished earlier this year.
 - iv. FPL - new lighting is estimated to be installed early spring.
 - b. New Business
 - i. Approximately 20 new drainage issues have been reported; Panhandle came to the property last week and rode around with Zack and Lee to look at the new issues.

- ii. Fire Hydrant - Lee has reached out to the city to check on fire hydrant inspection.

D. Liaison

- a. Bay Point West and ARC – Walt Rankin
 - i. ARC is not currently getting too many projects.
 - ii. Joe Alexander has taken over the Wahoo Fence project, and he has gotten the wells installed, power ready and waiting for the final bids to come in.
- b. BP Canal – Justin Gorman
 - i. Justin spoke to Jack Kennedy, the Canal Board President, sanction letters were sent to homeowners March 1st. They need to know what the next steps are.
 - 1. All information needs to be sent to Lee and a process needs to be set in place for sanctions going forward.
 - ii. After another incident with a deer in the canal, Justin plans to talk to the canal board to see about adding steps at the end of the canal so that deer can get out.
 - 1. South Florida uses manatee grates to keep animals out.

E. Committee

- a. Security – Zack Seltzer
 - i. Please don't vandalize the active golf course.
 - ii. Bar 72 is still not functional - it is not a Bay Point problem it is an IT problem. We are waiting for Architex to connect the internet to the gate so that Gorrie Regan can get it back online.
 - iii. The metal gate at Thomas drive has been fixed.
 - iv. The call box at Legend Lakes is broken working on a temporary fix until the new gate system is installed.
 - v. Please use AppFolio to report any broken gates.
 - vi. Working to update signage - auditing what we have so that we can get rid of duplicates and unnecessary signage.
 - vii. Security is going to get more aggressive with the golf cart driving age.
 - viii. New gate system - materials are here, we are manually entering all 4000 RFIDs to the new system. The team is about halfway done. Once this is done it will be sent to Gorrie Regan to finalize everything in the new system.
 - ix. Zack is working to create a short list for the security patrol trucks.
 - x. House calls were brought up at a prior meeting - we learned on average there are 10 houses on the list.
- b. Communications – Jen Shook
 - i. Lee and Jen have been talking about doing a monthly report to owners through AppFolio.
 - ii. We are going to do a campaign for people to sign up for electronic voting and notices.
 - iii. Nancy and Amy will work to get a document out to all homeowners this week.
- c. Stakeholders – Doug Arent
 - i. Bluegreen just sold to Hilton Grand Vacations.
 - 1. Now that they are timeshare does that take them from Stakeholder to members of the association.
 - ii. No timeline for transition into the post office, but they are making progress. Asphalt will be laid and will be ADA compliant.

F. Community Association Manager – Lee Waller (Attachment #2).

- a. Completed/On-going Projects
 - i. Office organizing and clean-up.
 - ii. Landscaping follow ups with Brightview regarding cleanup of islands, Irrigation issues, pine straw installation, and follow up from previous landscape installation.
 - iii. Updating account information.
 - iv. Working to identify potential wasteful spending.
 - v. Old firehouse cleanup and remodel with Bob Fletcher.
 - vi. Working on reset of property violation process.
 - vii. FPL streetlight outages.

- viii. Stormwater Drainage project.
- ix. Identifying and working to address holes/dips in roadways.
- b. Future / Upcoming projects
 - i. Stormwater repair.
 - ii. RFP for landscape maintenance.
 - iii. BPCA regular community w/ Jen Shook.
 - iv. Vehicle gate management system.
 - v. Post Office transition to new building.
 - vi. Landscape updates.
 - vii. Potential BPCA office updates.

OLD BUSINESS:

- A. Insurance Ratification - at the October Board meeting the Board approved an insurance increase of up to \$115,000. By combining the policies, the insurance agent was able to get a price of \$108,399.
- B. Golf Villas I, II, III Easement
The Golf Villa easements agreement that was originally approved by the board was one document for all three of the properties. It has been updated to be three separate agreements, one for each Golf Villa.
MOTION: By Walt Rankin to approve the amended document, second by Zack Seltzer and unanimously approved.

NEW BUSINESS:

- A. Appoint Nominating Committee - the nominating committee goes through the proposed candidates and vets them prior to sending out ballots for the annual meeting.
 - a. Jen Shook, Kevin Lynn and Samantha Dring volunteered to be on the nominating committee.
- B. Traffic Rules
When the Board restated the BPCA rules and regulations the fine for piggybacking was left out. There has been discussion with the board from security
MOTION: by Walt Rankin to accept the rule with a small change to the chart on page 3 “fourth or more violations within the past 12 months” second by Jamie Ferrell, and unanimously approved.

ADJOURNMENT:

MOTION: by Walt Rankin to adjourn the meeting at 7:12pm, second by Zack Seltzer and unanimously approved.

Respectively Submitted by,

Nancy Culp

Meeting Minutes were approved by a unanimous vote on the 11th day of December 2023.

Bay Point Accounting Transition

We divided the accounting transition into five phases, each serving a specific purpose:

1. Owners' Setup and Experience: Setting up the system, importing owner information and balances and familiarizing owners with its functionalities
 - 929 Addresses have activated their Portal (Total of 978 owners)
 - As of 11/08/2023 we have processed 877 manual payments and 228 payments have been processed through AppFolio
 - From 09/01 to 11/08 we have cleared up \$55,265 in OLD assessments and over \$2M in current year assessments
 - Current Projects: Working on inputting the RFID information
 - Upcoming Projects: Getting the software ready for e-voting
2. Vendors and Payables Processing: Setting up and Managing vendor relationships and processing payables efficiently
 - AP / Invoice Board Approval Process is functioning and working seamlessly
 - Lee and Accounting are reviewing all contracts and invoices as they come in. This has allowed the RCAM team to find the association's savings already.
 - Current Projects: Reviewing Contracts
 - Upcoming Projects: 1099 Processing in January (this has never been done before)
3. Financial Data Processing: Importing and continual processing of financial data
 - Reviewed the association records, imported the balances, and commenced collaboration with the auditor to guarantee accurate reporting of the 2022-2023 fiscal year financials. During the audit process, there might be additional entries impacting the balance sheet, which we will disclose promptly as they arise.
 - Current Projects: Working with the audit firm on the FY22-23 audit
 - Upcoming Projects: Enter any audit adjusting journal entries to ensure the financials have a seamless transition between fiscal years
4. Financial Statement Preparation: Preparing detailed and accurate financial statements for analysis
 - Collaborated with the Finance Committee to develop a new format, enhancing clarity and understanding of the financial position of the association
 - Current Projects: None
 - Upcoming Projects: Working on setting up the Board Portals with capability to run reports instantly, if there is an interest
5. Feedback, Collaboration and Fine Tuning: Encouraging feedback, fostering collaboration, and refining the process based on input
 - Our team continues to work with the board and committee members as requested to help however we can
 - Coordinate with AppFolio for additional features
 - Current Projects: Lee is working on a Survey
 - Upcoming Projects: Continual assessment of all processes

Other Projects include:

- Teaming up with the fine committee to develop an automated process for the Violation Process
- Teaming up with the ARC to develop an automated process for Architectural Requests

Any additional needs or requests, please reach out to me amyl@rcamflorida.com