

BAY POINT COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS
Monday, January 8, 2024, at 5:30PM
BPCA Conference Room
Minutes

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

IN ATTENDANCE BY ZOOM: Doug Arent, Samantha Dring, Denise Hindes

ABSENT: Kevin Lynn,

ALSO IN ATTENDANCE: John Townsend, Esq, Lee Waller, CAM, 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 Lee Waller, CAM.

APPROVE AGENDA:

MOTION: By Walt Rankin to amend to add Panhandle work order to old business approve the agenda, second by Zack Seltzer and unanimously approved.

APPROVE CONSENT AGENDA:

MOTION: By Walt Rankin to amend the consent agenda taking out the December financials and approve as amended, second by Zack Seltzer and unanimously approved.

REPORTS:

- A. President – Catherine Mitchell
- B. Finance – Jamie Ferrell

Consolidated cash and equivalents as of 11/30/23 \$3.5 million and accounts receivable as of 11/30/23 \$527,000.

C. Infrastructure – Terry Nadeau

Update from mainline - should be able to start in 2-3 weeks.

D. Liaison

a. BPWest and ARC – Walt Rankin

ARC has moved to using AppFolio for approvals. Jim Penny has stepped down as the Bay Point West board president. Joe Alexander is now the head of ARC and President of Bay Point West.

b. BP Canal – Justin Gorman

There is a canal board meeting tomorrow, January 9th, at 1pm.

E. Committee

a. Security – Zack Seltzer

Training on our new gate system, Proptia, started last week in the office. They are working on learning how the back end of the system works. Gorrie Regan will install the equipment on property soon. After the equipment is installed, security will be trained.

b. Communications – Jen Shook

We have a communications committee now with Jen Shook, Imee Leverette, Christy Muller, Leslie Roake and Bob Fletcher. Jen and Lee have been working on a newsletter.

We unfortunately won't be doing Electronic Voting this year, but we will be working to get it set up for next year.

c. Stakeholders – Doug Arent

The stakeholders have been offered a chance to speak at the annual meeting.

F. Community Association Manager – Lee Waller

Severe weather is happening tonight - The BPCA Office and Post Office have delayed opening until 10am January 9th, 2024.

Security will leave Residents Gate, Legend Hills and Bar 72 open because of the weather.

The Post Office will continue to work until 9-5 Monday - Friday and 9-12 on Saturday. This started as extended hours for the holidays.

We met with the head supervisor of USPS to figure out how to make this CPU more functional.

There was an outstanding insurance claim from 2022 that is now closed.

The annual meeting notice will be mailed on or before January 11th.

The annual meeting will be Saturday February 10th at 10am at the Captain Anderson's Event Center.

We hope to have the Proptia equipment installed at Legend Hills by the end of the month.

The BPCA office is working to report potholes to the City of PCB through see click fix and they have been responding pretty well.

The landscape renovations that were approved in November were completed.
The new Post Office building is waiting on the city of PCB water and FPL to install meters.

OLD BUSINESS:

A. Landscape Architect Proposals

The goal is to revamp the master plan for the property so that the current board and future boards have a complete plan for the neighborhood. Lee sent out a request for proposal to three different companies. Craig Thurmond did want to bid on the project. Both CRT and Tullo Planning submitted bids for the board to consider.

MOTION: By Jen Shook to table this item, second by Zack Seltzer, and unanimously approved.

B. Landscape Maintenance Proposals

The committee met and interviewed each company. Their recommendation to the board is to move forward with United Land Services.

MOTION: By Jen Shook to award the Landscape Maintenance contract to United Land Services for one year, with a two year option and 30 day out clause, second by Walt Rankin and unanimously approved.

C. Status of Wahoo Road Improvement Project

Joe Alexander gave an update on the status of the Wahoo Road fence project. He said that the Bay Point West board was in the process of finalizing the quotes but wanted to bring it back to BPCA to make sure that they were still okay with the project as is. There were no objections from the board.

D. 1509 Trout -

There is a stormwater line that runs between 1507 and 1509 Trout Lane to the canal. There is a sinkhole that has started to form, it is a safety hazard for the homeowners. Panhandle presented a work order to CCTV the line so they can figure out what the problem is. The board questioned why the mobilization fee was so high.

MOTION: By Walt Rankin to table this until we can have a meeting with Panhandle Engineering, second by Zack Seltzer and unanimously approved.

NEW BUSINESS:

A. Nancy Culp Promotion

Nancy recently passed her CAM test and is now a licensed CAM. The board previously voted to promote her to assistant CAM upon her passing the test. Congratulations Nancy.

B. Office Update Proposals

We are doing a lot to update BPCA. The office is the first real look a lot of homeowners get when they come into Bay Point. Lee got multiple quotes for both painting and floor vendors.

MOTION: by Walt Rankin to approve a budget of \$25,000, second by Jamie ferrell and unanimously approved.

C. Rules Discussion

There are a couple of areas in the current rules that have potential for rule change. A few things that have come up since the rules were redone last year is roof pitch, materials, pergolas, and use of atvs on property. Catherine spoke to Jim Penny and Joe Alexander prior to the meeting, they are both willing to help rewrite. She asked the board if there was anyone interested in working with them Terry and Jamie volunteered.

D. 1320 Pompano Rd. Fine

Justin Gorman recused himself from the board for this conversation.

At the last meeting there was an ARC appeal. The BPCA board upheld the ARC decision. The motion was drafted using the fines and suspensions manual.

MOTION: By Walt Rankin that a fine be levied against Justin Gorman who is an owner of 1320 Pompano Road in the amount of \$20.00 per day for 50 days from November 8, 2023 to December 28, 2023, for a total aggregate fine of \$1,000.00 for the following failure to comply with the declaration, association bylaws, or reasonable rules of the association: Work is out of compliance with ARC Guideline 7C which states that, "All sloping roofs on any single residence shall be of the same or compatible pitches and all shall be finished with the same roofing material and the same color."; and that written notice be delivered to Justin Gorman of the fine being levied and that Justin Gorman will have an opportunity for a hearing before the Association's Fine and Suspension committee on January 25, 2024, at 9:00 am at the BPCA Office located at 4000 Marriott Drive, Suite C, Panama City, FL 32408, second by Zack Seltzer. The board discussed this motion and questioned if it is selective enforcement. There are so many other people who haven't received fines and have broken rules. There are countless properties that are in violation. BPCA has taken the steps to implement new procedures for this type of violation. With the talk of redoing the rules to possibly allow this to be done on property there was a new motion made.

MOTION: By Terry Nadeau to table this motion for now, second by Walt Rankin and unanimously approved.

ADJOURNMENT:

MOTION: by Walt Rankin to adjourn the meeting at 7:36pm, second by Jen Shook and unanimously approved.

Respectively Submitted by,

Nancy Culp

Meeting Minutes were approved by a unanimous vote on the 11th day of March, 2024.