

BAY POINT COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS
Monday, March 11, 2024, at 5:30PM
BPCA Conference Room
Minutes

IN ATTENDANCE: Catherine Mitchell, Jim Penny, Terry Nadeau, Bob Fletcher, Zack Seltzer, Justin Gorman, Denise Hindes, Jamie Ferrell

IN ATTENDANCE BY ZOOM: Kevin Lynn, Jen Shook, Doug Arent

ALSO IN ATTENDANCE: John Townsend, Esq, Lee Waller, CAM, Nancy Culp, Assistant CAM

CALL TO ORDER:

Catherine Mitchell called the meeting to order at 5:31 PM.

MEETING RECORDED BY:

BPCA, Zoom Video

QUORUM:

A quorum was confirmed by Lee Waller, CAM.

APPROVE AGENDA:

MOTION: By Bob Fletcher to amend the agenda to move Panhandle Engineering to present first and approve the amended agenda, second by Zack Seltzer and unanimously approved.

APPROVE CONSENT AGENDA:

MOTION: By Bob Fletcher to amend the consent agenda to add November and December financials and approve the amended agenda , second by Zack Seltzer and unanimously approved.

REPORTS

a. President – Catherine Mitchell

Catherine introduced the new slate board of directors and committee chairs & liaisons:

Board Members:

President: Catherine Mitchell

First VP: Jamie Ferrell

Second VP: Jen Shook

Treasurer: Denise Hindes

Secretary: Doug Arent

Director: Bob Fletcher

Director: Justin Gorman

Director: Terry Nadeau

Director: Jim Penny

Director: Zack Seltzer

Marriott GM: Kevin Lynn

Committee Chairs & Liaisons:

Finance: Denise Hindes

Infrastructure: Zack Seltzer

BPW / ARC: Jim Penny

Canal: Denise Hindes

Stakeholders: Doug Arent

Landscaping: Bob Fletcher

Security: Bob Fletcher

Communications: Jen Shook

-Catherine wanted to mention that a rules committee was appointed in January. The rules committee has been established to refine some of our BPCA rules and ARC guidelines.

-Will present proposed rules at the April meeting, and the Board will consider any changes at the May meeting

b. Finance – Denise Hindes

-Finance committee met 2/29/24.

-Consolidated Cash & Equivalents at 01/31/24: \$3.3 million

-Accounts Receivable at 01/31/24: \$279,967.

-A \$250,000 CD matured last month, so the funds were moved to Bank of America into a 5.1% 12-month CD.

-Intent to lien sent to owners 2/27/24.

c. Infrastructure – Zack Seltzer

-Zack updated the infrastructure log and cleaned it up, he showed it to the board so everyone could see the new structure.

-Lighting - FPL is still waiting on material to replace all lights throughout the property, they are estimating install for summer. We want to have FPL add three lights to the roundabout at Jan Cooley. There were lights here previously that were damaged in the hurricane and removed.

-Signage - The monument signs are done and installed and Bob Fletcher is working on lighting. The color seems to be slightly off from the walls and guard houses.

-Engineering consultation on new builds and large remodels was discussed. The committee decided that this was a good plan moving forward.

d. Liaison

i. BP West and ARC – Jim Penny

The Wahoo fence project could start as early as tomorrow. The ARC use of AppFolio continues to go well. The committee has been actively going to properties to talk through projects instead of denying them. BPW has had many complaints about speeding and the growth of weeds in the islands.

ii. BP Canal – Denise Hindes

Denise has not met with them yet but is hoping to meet with them this month. Denise will join the next meeting on March 26th at 1pm.

e. Committee

i. Security – Bob Fletcher

Proptia is working at two gates, we are working to figure out what to put on the back of the passes. Both trucks have been recertified. Security document has been trimmed from 76 pages down to 24. It is on Lee's desk for a first HR passthrough and then will be sent to the committee.

ii. Communications – Jen Shook

Nothing was reported.

- iii. Stakeholders – Doug Arent
 - Lee and Nancy attend a meeting with Bluegreen last week. Doug will work with Lee to set up a meeting in April for all of the stakeholders.
- f. General Manager – Lee Waller
 - We are working with Panhandle Engineering and Mainline Construction to make sure work is moving forward. The work on Barracuda is finished, the area in front of 528 Wahoo should be done this week.
 - Working with Jen on the next BPCA newsletter, should go out within the next week.
 - Working with infrastructure, landscape, communications, and security committees. There are a lot of moving parts that need to be refreshed.
 - Proptia - The gate kiosks have been installed at Legend Hills and Jan Cooley. They are technically operational, we are testing them internally before we send communication to homeowners.
 - Security staff and the BPCA office will be training directly with proptia.
 - We are continuing to report potholes caused by sewer and water to the city of PCB.
 - The office was painted over the past two weekends. New floor is scheduled to be installed this weekend. It is going to take roughly three days, the installers are working on the weekend, and the BPCA office will be closed Friday the 15th. Lee and Nancy will be available by phone and email.
 - We are working to figure out the ARC process. Stop work orders and violation process are things the office is still working on.
 - United Landscaping has been working on neglected areas near the entrances. This week they are working on the beds throughout the property. Normal service day is tuesday.
 - We are working with security to help them feel confident in our jobs.
 - We met with Bluegreen's Assistant general manager, we want a good relationship between Bay Point and Bluegreen. We asked them what their vision was for their property, with the ownership change over from Bluegreen to Hilton, they don't really have any answers. We let them know about the power problem with our reflections gate being tied to their building.
 - Upcoming projects: training security staff on Proptia, Post Office transition still waiting on certificate of occupancy, James is working inside the new building to prepare for the transition, Alee is widening the entrance for the Post Office trucks and adding employee parking, we are looking for new vendors for property signs as Gulf Glo has been unresponsive.

OLD BUSINESS

- a. Landscape Architect Proposals
 - This was on the agenda at the January meeting, we tabled this in January. Landscape will be nestled in the same day as infrastructure and finance. The committee recommends Tullo Planning Group. We believe that some of the information we asked for in the scope of work has already been done, so they believe we can negotiate a better price.
 - MOTION:** By Bob Fletcher to start contract negotiations with Tullo Planning Group with an initial not to exceed amount of \$5,000, second by Zack Seltzer and unanimously approved.
- b. Monument Signs and Flag Poles Update
 - The installation of the monument signs and flagpoles has been completed. There is a slight color discrepancy but we are working with Crow Signs to correct this.

NEW BUSINESS

- a. The Marketable Record Title Act, MRTA, Discussion
 - i. In Florida for a title search you used to have to go back all the way to Spanish land grants for tracking purposes. Chapter 720 requires the Board to review and discuss whether you have any covenants that may be on the verge of extinguishing. If you do, you can take action to preserve the covenants. If they do extinguish, you have to get the majority of the owners to vote to revitalize. Queensberry expires January 2025. It is the sub associations responsibility to do this. Catherine asked Bob and Lee to work with the Board President of Queensberry to get this taken care of.
BPCA units 1 and 1a were revitalized in 2012 so they are good until 2042.
- b. Bank Signature Resolution
Proposed signers would be Catherine Mitchell, Jamie Ferrell and Denise Hinds from the BPCA Board and Tara Wilder, Paul Shamblin, Ken Floyd and Amy Ludlam from RCAM.
MOTION: By Denise Hinds to approve the bank signature resolution as presented, second by Bob Fletcher and unanimously approved.
- c. BPCA Survey Proposal
There are various areas on property that we need surveyed so that BPCA will know where the right of ways are for infrastructure and landscaping.
MOTION: By Bob Fletcher to approve the proposal from PLS for \$9,405, second by Zack Seltzer and unanimously approved.
- d. Reserve Study Proposals
BPCA has an existing reserve study that has big elements missing. In the process of gathering quotes Lee asked for the companies to be able to send out someone out for a site visit and to work with our engineers. Timing is about 3 to 4 months. RCAM has worked prior with Reserve Advisors and BECI.
MOTION: By Denise Hinds to hire BECI for our new reserve story, second by Zack Seltzer and unanimously approved.
- e. Umbrella Insurance
Our umbrella Insurance was canceled as of 3/18/24. Lee reached out to FBBI and Hall insurance. Hall expects the quote to come in within the next two days. FBBI premium is \$20,000 and Hall expects to be around \$5,000.
MOTION: By Bob Fletcher to appoint Catherine Mitchell to be able select a new insurance policy not to exceed \$21,000 second by Denise Hinds and unanimously approved.
- f. Gate Entry Sensors
We have had issues with all of our gates in the past. The way it works right now, when you pass over it it reads the metal on the vehicle. It is not set up for motorcycles, golf carts, or boats. The proposed sensors are proximity sensors, it will recognize that something is there and it will stay open.
MOTION: By Jim Penny to accept the proposal from Gorrie Regan for motorcycle sensors \$15,146.18 second by Bob Fletcher and unanimously approved.

g. Fiber Communications

Bob Fletcher was approached by a company working with tmobile that wants to come give a presentation about fiber. They are willing to put in the fiber at their company cost. Lee spoke to people he knows that are in the fiber installation world that he has sent them the proposal. The board agreed to set a day and have multiple presentations.

h. Patronis Property Hotel Development

There is a proposal for the new hotel complex that will back up to Wahoo Road. Representatives from BPCA, Martinique and Finisterre are meeting with commissioner Carroll on Wednesday 3/20/24 to discuss issues of noise, privacy, and lights. Paul Shamblin with RCAM is the one who spearheaded this meeting. Currently the proposed development included a Town Place hotel that will be 4 stories and an Element hotel that will be 5 stories as well as a water park type feature in between the two for their guests.

i. Security Building (Old Firehouse) Window Replacement

Bob Fletcher has been updating the security building. In doing this he found out that all of the windows need to be replaced. They got multiple quotes and are presenting the best option to the board for approval.

MOTION: By Bob Fletcher to accept the proposal from Viwinco Dealer Quote for \$6758.06, second by Zack Seltzer and unanimously approved.

j. Delwood Gate Plumbing

There are root issues that cause major backup of the pipes in the residents gate bathroom. There is separation in the pipe of two and a half feet. Zeb with Mad Craftsman checked the problem out for us. The Board presented it to Panhandle to get a quote through the push button as well to compare prices.

MOTION: By Bob Fletcher to accept the proposal from Mad Craftsman Group for \$12,352 contingent on approval from Panhandles, second by Denise Hindes and unanimously approved.

k. Proptia Policies & Procedures

Bob Fletcher drafted a resolution for Proptia. The Board needs to set the boundaries for the community. This policy can include what passes will exist, who will have access to let people into the community, and the process for vendors to be registered under Proptia. This needs to be sent through legal to make sure that everything is worded correctly.

l. Panhandle Engineering CCTV WO#3

Proposal from Panhandle using our push button task program, these issues have been reported since the approval of Work Order 2, which has been approved by the board, but the work hasn't started yet. This work needs to be done to see if any of these new areas are higher priority than the ones the

MOTION: By Zack to approve Panhandle Engineering task order 2 work order 3 for \$10,230.33, second by Bob Fletcher and unanimously approved.

FINES & SUSPENSIONS

There are three owners, who started projects without ARC approval.

363 Wahoo - Landscaping project started without approval

MOTION: By Denise Hides that they are not fined because the current rules are not clear, second by Zack Seltzer, and approved by Catherine Mitchell, Terry Nadeau, Zack Seltzer, Justin Gorman, Denise Hides, Jamie Ferrell, Kevin Lynn, Jen Shook, Doug Arent, denied by Jim Penny, and Bob Fletcher abstained from voting.

363 Wahoo - Started swim spa project without approval

MOTION: By Zack Seltzer to fine 363 Wahoo \$150 for starting a project without prior approval and \$20 per day for 15 days from January 9th to January 24 for a total of \$450 second by Denise Hides and approved by Catherine Mitchell, Terry Nadeau, Zack Seltzer, Justin Gorman, Denise Hides, Jamie Ferrell, Kevin Lynn, Jen Shook, Doug Arent, Jim Penny, Bob Fletcher abstained from voting.

1617 Wahoo Lane - Replaced driveway without approval

MOTION: Denise Hides to fine 1617 Wahoo \$150 for replacing their driveway without approval and they must submit a request, second by Zack Seltzer and unanimously approved.

1407 Trout - Installed fence without approval

MOTION: By Denise Hides to fine 1407 Trout \$150 for installing their fence without approval and must submit a request, Zack Seltzer and unanimously approved.

MOTION: By Bob Fletcher for RCAM be delegated on behalf of the board to issue fine notices in accordance with our published rules regulations and fine schedule second by Zack Seltzer and unanimously approved.

ADJOURNMENT:

MOTION: By Bob Fletcher to adjourn the meeting at 9:01pm, second by Zack Seltzer and unanimously approved.

Respectively Submitted by,

Nancy Culp

Meeting Minutes were approved by a unanimous vote on the 8th day of April, 2024.