

Baypointe Villas Condominium Association

Board of Directors

Minutes of Regular Board Meeting

September 12th, 2018

1. CALL TO ORDER

President Jill Foutz called the meeting to order at 6:02 p.m. at Unit 7.

2. Quorum Established

A. Board Members

Jill Foutz, Carol Buehrle, Steve Finkle and Phil Colettis of Ameri-Tech.

B. Others Present

Larry and Kim Fineout, Floyd Jackson and Mario Calandrino

4. APPROVAL OF MINUTES

The minutes of the July 17th meeting were approved and certified as submitted.

5. MANAGEMENT COMPANY REPORT

A. Attached via separate written report.

7. OLD BUSINESS

- New lawn service awarded to Bay Area Grounds @ \$850.00 per month. The proprietor is a licensed arborist and is licensed to apply fertilizers. We have the option to add a fertilization schedule for \$150.00 per month. This will be considered in the 2019 budget. This company comes with great credentials, is extremely ethical and being an arborist, will be able to monitor and make recommendations for our property.
- The roofing project for unit #23 and the four attached garages has been awarded to Dean Roofing of Largo @ \$12,950. These funds will be allocated from the roofing reserves. Project date TBA. Dean roofing will coordinate with the owners of unit #16 to submit a proposal to repair the leak in their roof. As of this report, they have been out of town.
- Concrete lift safety hazard repair in the driveway of unit #23, has been awarded to Sam Swinton Sr. @ \$1650.00. Work is scheduled to commence on September 17th, 2018.
- Triangle Pool Service has been awarded contract to maintain our pool @ \$295.00 per month. They are replacing the current vendor who has been operating under a proposal only since 2016 under Shadowlakes. The previous management company never awarded a contract. Triangle will investigate the water level in our pool. It appears that the water level is dropping faster

than expected with normal summer evaporation. It's possible we have an undetected plumbing leak. If so, we will request a proposal to make the necessary repairs.

- Social Media website for Bay Pointe is still under development. Steve will meet with the IT department at Ameri-Tech in the near future to finalize the website. Launch date TBA. After discussing the pros and cons of adding Cync at a cost of 100.00 per month, Phil convinced the Board this addition to the website is not cost effective for our small community.
- Pol furniture has been repaired and returned.
- The gutters have been cleaned at a cost of 320.00. Storm water runoff from the roofs is much more efficient, with little or no spill over. This was proposed to Shadowlakes multiple times and deemed unnecessary.
- Pool deck pressure washed and cracks sealed at a cost of 160.00. Pool deck painting will occur at a later date. Hopefully during the cooler months. Paint proposals deferred.
- Efforts continue to recover \$200.00 from Shadowlakes Property Management, who billed us for half of the month of June. Shadowlakes notified us in April that they would be terminating our business relationship effective on May 31st, 2018. The Board did not authorize this payment and the Board believes we were billed improperly. If Shadowlakes does not reimburse us we will consider filing a formal complaint to the Florida Department of Business and Professional Regulations.
- The pool pump failed in August. Emergency repairs authorized and pump replaced.
- The photocell for the exterior lighting on building #2 failed. Emergency repairs authorized.

8. NEW BUSINESS

- We will place on the ballot for the annual owners meeting, a proposal to reestablish a paving reserve. A previous Board voted to eliminate this reserve in favor of a pool reserve, by Shadowlakes Property Management. The Board will also propose the establishment of a Deferred Maintenance Reserve Fund for miscellaneous expenditures. After evaluating the pool reserves, we may propose moving some of these funds to prime these new reserves.
- A proposal to cut the cord with Spectrum and release owners to seek cable or streaming services on their own, has been tabled.
- Ameri-Tech has been talking with Duke Energy about exterior lighting. Duke would install and charge us rent for the necessary equipment and utilities. His idea has been deferred to a later date

Meeting adjourned at 2030.

NEXT MEETING DATE. The next monthly Board meeting TBA

SECRETARY'S CERTIFICATE I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors. _____

BAYPOINT VILLAS CONDOMINIUM ASSOCIATION, INC.

MANAGEMENT REPORT PRESENTED BY AMERI-TECH

For the September 12, 2018 Board Meeting @ 6:30 p.m.

FINANCIAL/ADMINISTRATIVE:

- Financials – Financials were sent to the board via email on Tuesday, September 11th.
- Collections -.
 - o Nothing currently in collection with an attorney.
- Sales/Leases
 - o No applications.
- Correspondence
 - o Sent out email telling owner of white truck not to park on the apron. Owner has been told only to park this vehicle on the street.
 - o Juilde in unit 13 has complained of smoke in her unit.

MEETING MINUTES:

- o Board Minutes – The July 27, 2018 Board Meeting Minutes are attached for your review and approval.

MANAGEMENT REPORT:

- o Bids/Proposals
 - o Proposal for Sam Swinton is attached. Sam told me verbally that just to grind would be approximately \$850.00. However, he says you will have issues again in about six months if you go that route.
 - o Aticom proposal for grinding.
 - o Green Minority, Albright, Dean and Drew Roofing proposals for reroof attached.
 - o Asset Lawn Care, It's All Good (invoice with details, he never provided a proposal), Bay Area Grounds proposals included.
 - o Prestar proposal for updated appraisal is attached.

- o Also, although the pool service is not on the agenda, I have included the proposals for Triangle Pool, ClearTech Pool and Simpsons Pool.
- o Maintenance Requests:
- o Maintenance Professionals has completed the gutter cleaning.
- o Maintenance Professionals should have completed the pool pressure washing and sealing today.
- o The pool furniture has been re-strapped and returned to the pool deck.
- o The light outside of unit 9 has been repaired. The receptacles outside this unit are not working. Consolidated Electric quoted a price of \$210.00 to repair.
- o The exterior lights along Marina way went out on August 20th. D'Andrea Electric was out on August 21st to get the light repair done. We have not yet gotten an invoice for this repair.
- o Steve O'Dell has been cleaning the restrooms.
- o Contacted Duke Energy about getting information on lighting at the community. They suggested I go to the city about the lack of lighting. The city sent me to the county, and the county sent me back to Duke Energy. Duke said they cannot add the smaller light poles like there is at Catalina Cove because they cannot drive on the easement to install the lighting. They could add lights to the power poles along Marina Way. Another option would be to get an electrician to come out and install lighting along the walkways of the property.
- o Roof leaks – I was told when the roofers came out to do estimates that 23 was not actively leaking and the ceiling where the leak had happened was painted and not showing any active damage. Unit 16 has an active leak with ceiling spots.
- o It has reported by the pool company that there is a leak in the pool. The pool company said
- o Violations
- o Unit 22 had a letter sent by the attorney about an unauthorized occupant from the attorney. The unit owner has requested an application and it has been sent to him.
- o Unit 6 had a letter sent about the condition of her entry way and vehicle.
- o Other Issues
- o Ann Amato contacted me about the insurance appraisal being out of date. I got a quote of \$695.00 to update the current appraisal. Does the board want me to get additional proposals for the appraisal?

FUTURE PLANNING:

- Need to schedule budget workshop.
- Monthly walk throughs have not been able to be completed for the last two months. Please let me know if we need to pick another day and/or time for these to be more convenient.