

BAY HOUSE CONDOMINIUMS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES Navigation District Education Center August 28, 2021

President Carol Anderson requested a motion be made to bring the meeting to order at 1:00 p.m. Said motion was made by Lawson, seconded by Dorothy, vote was taken and passed unanimously. Roll was called and a quorum was present.

Directors Present: Carol Anderson, Lizz Salmon (Zoom), Dorothy Rhoades, Howard Stridde, Gail McClanahan (phone), Becky Farnsworth (Zoom), Shaun Blackmon, Lawson McDowell, Terry Hect (phone)

Directors Absent: None

Managers: Ed Naranjo, Pam Garrett

Guests: Jeff Coleman (electrician), Jennifer Herman & Wes Appling (#1703)

Guest:

Jennifer Herman was in attendance to discuss the roof leaking and the damages that it's created and to get it fixed. Lawson gave the history of that particular roof since it was installed by Roadrunner. As of 2 days ago, it was still leaking. At this point in time, Lawson stated that we have not contacted our insurance due to the deductible and doing it ourselves to make sure it's right. Jennifer summarized what she has been going through with insurance, Bay House, etc. to find the leak(s). Lawson stated that the plan right now is to use Robert Smith's team, take down the sheetrock where it needs to come down and we'll fix the roof and the unit. Jennifer stated that ServPro has marked the walls that need to be taken down. Jennifer also stated that there is no insulation in the attic. After lengthy discussion, it was agreed to meet with Wes on Tuesday at Jennifer's.

Minutes

The minutes for July were presented for review and approval. A motion was made by Shaun to accept the minutes as written, seconded by Howard, vote was taken and passed unanimously.

Agenda

The agenda for August 28, 2021 was reviewed and no changes were made.

Treasurer's Report

Lawson presented the financials for July, 2021. As of July 31, 2021, the account balances were: Operating, \$297,081.91; Loss Assessment, \$550,281.07; Savings/Major Projects, \$231,006.21;

Insurance Proceeds, \$475,925.77, giving us a total cash balance of \$1,554,294.96. He then went through the 2 major expenses for the month and YTD. As far as the business office update, we have now converted over to Spectrum for phone and internet. Conversion to digital deposits to American bank has been done. We finished the conversion to our new registered agent, Ed Naranjo. We have had our initial meeting with Barbara Daniels and an agreement with them. We are still reviewing our need for new computers. We will be doing direct deposit for payroll and possibly some vendors. Lawson and Ed are going to make a tour around the complex flat roofs, parking lot holes, tennis court, etc. for our long term capital asset needs. Again, Lawson reminded everyone about the bulkhead note. A question and answer period followed. A motion was made to accept the Treasurer's Report by Howard, seconded by Dorothy, vote was taken and passed unanimously.

Manager's Report

Shaun reported on getting electricity to the docks on Canoe Lake as before the new bulkhead was built. Ed reported on running water out to 15 slips which will serve 2 slips (total of 30 slips) and the cost would be approximately \$855 for parts/materials. Jeff Coleman presented his proposal to accomplish getting electricity to those piers. Discussion was held regarding the meters and billing. The cost of Jeff's proposal is approximately \$5,800 - \$6,000 and does not include metering. A question and answer period followed along with a lengthy discussion. Ed and Jeff are to identify a way to get electricity to the 2700 building piers located in the canal.

Ed reported on upgrading the dumpsters. To go from a 3 yard to a 4 yard on 2 of the dumpsters, the first one will cost \$253.00 per month, the second one will be \$186.00. The cost will be increased by \$87.28 per month to what we are paying now. After a lengthy discussion, it was decided not to upgrade the dumpsters and possibly get an extra dumpster just for summer. Ed to find out the cost of a dumpster from Memorial Day through Labor Day.

Ed researched a few light fixtures for the front entrance. Electrical is already there. Ed gave out photos of samples of fixtures. Ed to get with Becky on the lighting.

Ed presented a bid from a contractor to finish caulking all the windows that we have already started. He wants to charge \$20 per window, excluding the caulk. We still need to do 1500 – 2400 (one side). It was decided that Ed and Julio to continue caulking at this point in time.

General Construction Update

Carol reported that Roadrunner did come back and do the insulation and structural tiles in the attics. We are still waiting on a few wind certifications for windows and sliding doors and some window screens. We will be ready to write a check once those items are done and we come to an agreement on what we need to remove from the contract. Carol, Lizz and Lawson will work with Mathis to get these items done in order to bring both contracts to a close. Lawson is working on finishing units that Roadrunner abandoned and roof leaks. Discussion was held regarding the flat roof leaks. Lawson gave a run down on the units still being worked on.

Signage Update

Becky reported that the way finder sign has been built and the proposed lettering/plaque portion will be sent out to the Board. The cost for this sign is \$300.

Landscape Committee

Dorothy reported that there are still 3 buildings left that Native Dave needs to provide drawings. Bonnie is going to write up something to go along with the master plan to be presented at the annual meeting. Carol feels this plan needs to be voted on by the owners due to the change in appearance of common elements. After the presentation, then we hand out ballots. We could also put the vote on Survey Monkey for those attending by Zoom. This vote is only for approval of the master plan, no money involved. Discussion was held regarding concrete bids for sidewalks that Ed presented. Discussion was held about landscaping the entry way before the annual meeting.

Deck Committee

Carol thanked Shaun and Dorothy for meeting with Guy, along with Ed and Harvey McBee. Shaun reported that the railings will be built according to City code which is 36". Guy is supposed to start sometime after September 15th. Construction will begin at the 1500 and 1600 buildings with the 1600 foundation being leveled at the time. Staging areas will be located in front of buildings where decks are being built. Some materials will be stored next to office building and in boat/trailer parking area. Shaun and Dorothy will work on a letter to all owners to inform them everything we know to date. The letter will state that it is the owner's responsibility to move their belongings off of their decks. Also included in the letter will be payment information and if payments are not made on time, they will be charged 10% interest and \$25 admin fee which will begin 10 days after payment due date. Carol stated that we have a request from Cathey Meyer (#1912) to extend her patio 2 feet so her concrete matches what her deck is going to be. A motion was made to accept the 2 foot extension by Howard, seconded by Lawson, vote was taken and passed unanimously.

Rental Committee Update

Shaun reported that there's basically 4 things that renters grossly abuse: Pool and the rules at the pool; dogs, along with owners not picking up after their dogs; dogs in the pool area; boat and/or trailer parking. We need to bring those issues to the forefront of the owners with possible fines. Most of these things happen on the weekends. We need to figure out how to enforce these rules. Shaun will present these infractions at the annual meeting.

Another problem is renters and owners do not turn off the water when they leave. The valves are hard to distinguish which one belongs to which unit. After discussion, a motion was made to have Ed purchase brass tags and stamp the unit number and attach them to the valve by Howard, seconded by Dorothy, vote was taken and passed unanimously.

Old Business

No Old Business.

New Business

Annual Meeting: Carol went over the agenda and who will be responsible for presentations for the HOA Annual Meeting on 9/25/21. It was decided to put the meeting packet on the website for those attending by Zoom or those who are not able to attend.

Facebook page: Lizz is going to create an official Facebook page and only Board members will be in the group for about a month to test it. This page will be for announcements and information to share and can direct owners to our website for any questions or comments.

Collections

Lawson presented a spreadsheet that will be used for the deck assessments. He also presented the spreadsheet for the Association Loss Assessment and the delinquencies. Lawson explained what has been done to attempt collection of these delinquencies. We will now have Barbara Daniels, CPA, create the invoices to include interest and administration fee. The invoices will be e-mailed from Bay House with a cover letter signed by the BOD. Lawson to write letter. A motion was made to charge 10% interest late fee per month and a \$25 administration fee per month on the delinquent accounts until paid by Howard, seconded by Lizz, vote was taken and passed unanimously. After lengthy discussion, a motion was made that 60 days after their letter about delinquency goes out, their water will be turned off until it's paid by Dorothy, seconded by Lizz, vote was taken and passed unanimously. Discussion was held regarding deck assessments and late payments. Lawson has been directed by the Board to make a plan for the deck assessments and delinquencies to pass by the Board.

There being no further business, a motion to adjourn was made by Shaun, seconded by Dorothy, vote was taken and passed unanimously.

Respectfully submitted,

Pam Garrett
Secretary
