

# Baytowne West August Board Meeting Minutes

## Welcome

Meeting started at 6:30pm, August 25, 2020 at the BTW pool.

## Presiding Officer

President, Tom Hamilton

## Establishment of Quorum

Name	Position	In attendance? (Y/N)
Tom Hamilton	President	Y
Dave Swoboda	Vice President	Y (by phone)
Amy Crosby	Treasurer (temporary)	Y
Amy Crosby	Secretary	Y
Mike Arnold	Director	Y

## MONTHLY BUSINESS REPORTS

### Minutes

**Owner:** Amy Crosby

**Highlights:** No meeting in July so minutes are from June. Board was already sent via email to review. No comments from Board or members.

**Motion to accept by:** Mike; **Seconded by:** Dave; **Vote to accept:** all in favor.

### Financials

**Owner:** Amy Crosby

**Highlights:** Reviewed June and July financial. June Grounds Maintenance was about \$4K under budget which went toward tree trimming and irrigation repairs in July. At end of July, we are on budget. Recap below.

	June	July
<b>Total Revenues</b>	\$13,335.42 (within 2% of budget)	\$13,215.47 (within 3% of budget)
<b>Total Expenses</b>	\$10,084.06 (25% under budget)	\$17,718.43 (32% over budget but under budget .6% year to date)
<b>Year to Date Surplus</b>	\$14,727.09	\$10,183.88
<b>Operating Bank Bal.</b>		~\$25,000
<b>Replacement Funds</b>		~\$190,000

**Discussion:** Question from member—how much do we have in the bank? Added to recap above.

**Motion to accept report by:** Mike; **Seconded by:** Dave; **Vote to accept both reports:** all in favor.

### **Grounds Maintenance**

**Owner:** Tom Hamilton

**Highlights:** Work was recently done by the city of SH along the sidewalk on Phillippe Parkway. When doing the work, our irrigation control line was cut so both drip and sprinkler lines are not currently working in that area. Rainmaker has been out to assess the situation and is in the process of fixing it. Unfortunately, our lines are on the wrong side of the sidewalk so the city wasn't at fault for cutting them. However, we will try to see if they will help pay some of the cost to fix them. Also, it was noted that our lines should not have been placed in the right of way, some of our irrigation lines run under the sidewalk which may be an issue in the future.

**Discussion:** Should we fix the drip lines if we're going to put up a fence? Tom said the control lines need to be fixed regardless because they control other areas.

### **Pool**

**Owner:** Dave Swoboda

**Highlights:** Still planning to resurface the pool and spa deck this winter. Cost was estimated at ~\$48K, we've made already paid a \$4700 deposit. There is \$48K in reserves for this project which should cover vendor plus cost of permits and refilling the water.

**Discussion:** Are we getting pavers or concrete (like we have)? Dave said vendors don't do concrete any longer so the quote was for pavers. It was noted that they can get very hot.

#### **Action Item:**

- **Dave** to get more information on the options available.

### **Proof of Insurance Compliance**

**Owner:** Amy Crosby

**Highlights:** 98% compliant. One owner has been delinquent for some time and Amy is working to get the POI. The other 2 owners lapsed recently (in July).

### **Architectural Control Committee**

**Owner:** Glenn Fish

#### **Highlights:**

- Recent requests were from 1414 Cadhay for landscaping, 40 Brigdon for windows and doors, 40 Penzance for landscaping. All were approved.
- We've been having some issues with part part of the front overhang and have been providing a temporality fix. This will need to be addressed when we paint next (scheduled for 2021).
- Working on a map to document the BTW original trees. Once it's completed and approved, it will be used moving forward as the official record and posted on our website.
- Working to revise the ACC forms so they are updated and simpler to use.

**Discussion:** Are we on track to repaint next year? We currently have ~\$60K in the painting reserve, cost was ~\$55K last time so we should be able to afford a repaint next year. Glenn agreed to work on the repainting committee again when the time comes.

**Action Items:**

- **Glenn** to bring original tree map to future Board meeting for approval.
- **Amy** to post new ACC forms once they are revised and approved.

**Violation & Fining Committees**

**Owner:** Peggy Vankleeck

**Highlights:** All violations for July were addressed and there were no violations so far in August.

**Discussion:** Christine Fish (from committee) said there have not been as many Fining committee meetings as usual and that she thinks some infractions have not been tagged. Board asked how violations noticed by members can be addressed since Bob doesn't use email and the Board is not allowed to get involved with Fining issues? Members who note an infraction can send an email to the BTW address, and the Board will forward these emails to Peggy and Skip to discuss with Bob and the rest of the committee.

**Action Item:**

- **Tom** and **Christine** to follow up with Bob.

**Neighborhood Watch Committee**

**Owner:** Tom Malames

**Highlights:** Nothing to report this month.

**UNFINISHED BOARD BUSINESS**

**Topic: Repairs at #30**

**Owner:** Tom Hamilton

**Highlights:** The recent irrigation repairs costs were to reroute lines that ran under lanais behind units along Brigdon. A break at #22 had starting leaking into the unit. The Board approved a solution (via email) which included a contribution of \$550 from the owner toward the repairs.

**Topic: Spring Tree Trimming**

**Owner:** Tom Hamilton

**Highlights:** In preparation for hurricane season, we solicited tree trimming quotes from Danny's Tree Service and Swingle. Both quotes came in the same, we chose Swingle. We received positive feedback from several owners, five even sent emails saying they thought Swingle did a great job. We heard from only one owner who was unhappy.

**Topic: Fixing Sidewalks**

**Owner:** Tom Hamilton

**Highlights:** We have some sidewalk issues that need to be fixed due to HOA trees, plus the swill on Cadhay. We can't afford to fix every uneven sidewalk so are focussing on dangerous ones. It's been difficult to find a vendor but Rock Hard came out today to assess the job and will send us a quote. They are backlogged 1-2 month but at least seem willing to work with us (we are a small job).

**Discussion:** Member noted that since we are aware of these issues, we should mark them with neon paint.

**Action Item:**

- **Tom** to mark sidewalks to be repaired with paint.

**Topic: Request from 1404 Wickford (#66)**

**Owner:** Skip VanKleek

**Highlights:** Skip looked into a request from a resident regarding an overhanging tree branch. He feels it should be addresses.

**Discussion:** Board asked the resident if this addresses her concerns. She noted that in addition to trimming the tree, the sidewalk is also in need of fixing.

**Action Items:**

- **Tom** to contact arborist to get confirmation that tree should be pruned.
- **Tom** also to add to list of sidewalk repairs.
- **Glenn** to determine if the tree is original tree meaning maintenance is HOA responsibility.

**NEW BOARD BUSINESS**

**Topic: Open Board Positions**

**Owner:** Tom Hamilton

**Highlights:** Annette Leger resigned after the Board meeting in June. Amy will take on Secretary duties. We are looking for a 5th Board member. Please let Tom know of any volunteers.

**Added Topic: Trustees Serving on Board**

**Owner:** Amy Crosby

**Highlights:** John Strauss (who couldn't attend tonight but asked that his question be addressed) sent a note to the Board asking if owners whose property is in a trust can legally serve on the Board. We contacted our attorney of record as well as a second lawyer (who's a member) and both said that the BTW Bylaws as well as Florida law allow for Trustees to serve as members of an HOA Board. We responded to Mr. Strauss via email.

**CALL FOR TOPICS FROM COMMUNITY:**

**Tom Malames:** Do we need the speed bumps and why are they so high? Discussion followed which brought up that the parking spot numbers and the paint on the fire hydrants are fading.

**Action Items:**

- **Glenn** to check warrantee from vendor responsible for painting.
- **Skip** to check with City about getting hydrants repainted.

**ADJOURNMENT**

**Motion to adjourn by:** Mike; **Seconded by:** Amy; **Vote to adjourn:** all in favor

**Time of meeting adjournment:** 8:35pm

