

BAYTOWNE WEST HOMEOWNERS ASSOCIATION

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Board Meeting - Tuesday, January 23, 2024

Held at the pool at 6:30pm

1. Call to Order - Tom Hamilton at 6:30pm.
2. Introduction of 2024 HOA Board Members/Positions
 - a. President - Tom Hamilton
 - b. Vice President - Skip Van Kleeck
 - c. Treasurer - Dave Swoboda
 - d. Secretary - Ashley Westfall
 - e. Director - Susan Werner
3. Monthly Business Reports
 - a. Annual Meeting Minutes - Susan Werner
 - i. From December 2023 - Skip motioned to accept, Dave seconded, all in favor and approved.
 - b. Financials/2023 Results - Dave Swoboda
 - i. As of December 31, 2023 - Operating Account had a balance of \$25,176. Reserves Account had a balance of \$246,277.
 - ii. Actual vs. budget for 2023 had a surplus of \$2,600, approximately 1.1%.
 - iii. Monthly maintenance fees - 2 households are three months in arrears; letters were sent to both by HOA Board.
 1. Next steps to be determined based on how they respond.
 2. Will determine if need to send to collections.
 3. Other miscellaneous homeowner shortages (late fees, etc.) total around \$1000.
 - c. Proof of Insurance Compliance - Dave Swoboda
 - i. As of January 15, 2024, 117 out of 118 compliant - better than 99% compliant.
 1. Ongoing efforts still need to be made to track down proof of insurance. Most homeowners have it, they just fail to provide it as required.
 2. Decision needs to be made to take legal action on one remaining, consistently non-compliant, homeowner.
 - d. Irrigation Update - Tom Hamilton & Dave Swoboda
 - i. We continue to make repairs to our aging irrigation system. This month we actually replaced a valve stamped 1983 (original).
 1. Due to Pinellas County imposing a water conservation moratorium, the sprinkler system has been turned off. We have

received a considerable amount of rain the last month and a half. This week our landscape workers said the ground has adequate moisture for now.

- e. Architectural Control Committee - Glenn Fish
 - i. Glenn not in attendance.
 - f. Violation & Fining Committee - Cheryl Beyett
 - i. Cheryl not in attendance.
4. New Business
- a. Kittery Court retainer wall repair.
 - i. Damage in one corner - unsure if it was hit or a natural occurrence.
 - 1. Railroad ties are 15+ years old and rotting away so they need to be replaced.
 - 2. Two proposals were received to rebuild the retaining wall - both said that railroad ties aren't used much anymore due to difficulty to obtain and work with. Both firms proposed a retaining wall using pressure-treated lumber. It is thinner than the ties that are there now, which would allow some room for expansion of the mound.
 - a. Safety Harbor Landscaping bid \$3650; CLC Landscape Services bid \$4,900.
 - b. Dave moved to approve the Safety Harbor Landscaping \$3,650 bid. Will be paid for out of Reserves Deferred Maintenance account. Skip seconded, all in favor and approved.
 - c. Safety Harbor Landscaping will come out to look at the other nearby mound that possibly needs the small retaining wall replaced as well. It may be less expensive to do that work while they are already coming for other project.
 - i. Board to discuss once that quote is received.
 - ii. Company is currently scheduled 2-3 weeks out.
 - b. Philippe Parkway fence
 - i. Neighboring community HOA (Bayshore Terrace) cut down a shrub that was ours at the south end of the Phillipe Parkway fence creating a trespassing/safety issue.
 - 1. Temporary solution is in place.
 - 2. Bids were received:
 - a. A Fence Company Near Me bid \$1,100 including permit.
 - b. Bay Area Fence Factory bid \$895 including permit.
 - i. Skip will follow up with Bayshore Terrace HOA to discuss receiving compensation for creating the issue.
 - ii. Tom motioned to approve Bay Area Fence Factory bid, Skip seconded, all in favor and approved.
5. Call for Community Comment

- a. Debbie asked about the plants/shrubs (viburnum) along the corner of Phillippe Parkway and Marshall Street that are dying.
 - i. A fence instead of shrubs, which is less expensive and requires less maintenance in the long run, will be considered.
 - 1. Quotes are necessary in order to apply for a City of Safety Harbor grant.
6. Adjournment - Tom moved to adjourn at 7:17pm, Skip seconded, all approved.