

BAYTOWNE WEST HOMEOWNERS ASSOCIATION

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2025 ANNUAL MEETING MINUTES

Held at Safety Harbor VFW, December 3, 2025

Tom Hamilton, President

Skip VanKleek, Vice President

Dave Swoboda, Treasurer

Susan Werner, Secretary

1) CALL TO ORDER - Tom Hamilton

- > Tom called the meeting to order at 7:00 PM
- > Certified quorum: Glenn confirmed we had more than the necessary 30% of homeowners present (or via returned proxies) to conduct business.
- > Proof of Notice of Meeting: Dave presented affidavit that Annual Meeting packets were mailed November 13, 2025.
- > Announced that per state statute, no election was necessary because only one person was running for two open Board positions. Tom Hamilton affirmed for another three year term.
- > Asked for nominations from the floor for volunteer to fill the other open seat. Patsy Roy nominated herself for the position and will begin her three year term January 1, 2026.

2) MONTHLY BUSINESS REPORTS

> October Meeting Minutes - Susan

- Skip motioned to accept, Dave seconded , all in favor and approved.

> Financials - Dave

- As of December 3, 2025, the Operating Account balance is **\$35,226.00** and the Reserves balance is **\$357,993.00**. Interest earned on Reserves as of 11/28/26 is **\$7751.00.00**.
- November Financials were not available at the time of the meeting. Projecting out from where the budget stood at the end of October using known expenditures for November, we are running at budget.

- Coupon books for 2026 should've arrived by now. If anybody did not receive their book, please contact the Board and we'll get you one. Please note the monthly maintenance fee for 2026 is \$180.00, an increase of \$5.00. This represents an increase of less than 3% from where it's been the last two years as there was no increase in 2025.
- Preparing the 2026 budget, we received increases of 2½ - 3½% for our contracted services:
 - cable
 - lawn care
 - pool & spa service & facility cleaning
 - fertilization and bug spraying
- These known increases represent the bulk of the \$5.00 increase. It didn't allow us to increase our Reserves contribution as much as we'd have liked but because we are getting interest on our Reserves now, it helps cover that desired contribution. With interest rates headed down, this will need to be monitored.

> Proof of insurance compliance - Skip

- Still have one long term homeowner who has not provided proof of insurance and this is in the hands of our attorney. We have three homeowners whose insurance has expired recently and they have been sent emails reminding them of the requirement to provide proof of insurance.
- We are 96% compliant.

> Irrigation system update - Tom/Dave

- The major project completed in 2025 was rewiring the system to eliminate all battery timers and doublers. This was done in three phases for under \$20,000.00 which now allows all zones to be controlled from the pump house as designed and to be checked more efficiently (and more cost effectively) on a monthly basis. We are in the final negotiating stage with two vendors and hope to sign a monthly maintenance contract starting in January.

> ACC Report - Glenn

- We had 20 applications in 2025; the majority for roof and window replacements.

> Volunteer acknowledgements - Glenn/Dave

- Sue Brunette - a member of the ACC who does the walkabout citing homeowners for minor violations. She also recently repainted the front entrance sign and put up Christmas signs.
- Debbie Hamilton was recognized for the work she does keeping the front

- entrance and pool area plants looking great and seasonal.
- Glenn Fish for his service as the ACC chairman for many years.
 - Richie Ingram was thanked for staining the retaining walls twice on Kittery Court as well as touch-up painting he has done on building exteriors and on the pool building. Richie also locks the pool gate every night at dusk.
 - Skip VanKleek for opening the pool gate every weekday morning.
 - Gary Lisowy for helping record pool reading on non-serviced days.
- Services provided by volunteers saves the Association money that would otherwise be spent on outside vendors and helps keep our fees low.

3. ELECTION RESULTS

- Directors: no election necessary because there were more open seats than interested people. Tom Hamilton and Patsy Roy are Board members for 2026.
- Audit decision: the vote was unanimous to waive an audit of the budget. State statutes only require compiled financials for an association with a budget of our size. Budgets of \$500,000.00 or more require an audit; we are Far from that amount.

4. NEW BUSINESS

>Sidewalk repairs - Dave

- The Association has contracted to have approximately 1550 square feet of cracked common sidewalks torn out and repaired. We are not repairing every cracked sidewalk throughout the community; only those that present the greatest trip hazard. Work is scheduled to be done between now and the beginning of the year.

5. CALL FOR COMMUNITY COMMENT

- > A homeowner asked if it would be possible to have a bush in her backyard trimmed or removed. Dave said he would contact the lawn service to get a quote.
- > A homeowner asked about adding car ports. According to the bylaws, they are not allowed.

6. ADJOURNMENT

- > Tom called for adjournment at 7:48 PM.

