

# BAYBRIDGE HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting  
Tuesday, February 3, 2015

## MINUTES

### BOARD MEMBERS PRESENT

Tom Belger  
Clay Jennings  
Doug Cadell  
Dick Baker  
  
Basil Burks  
Becky Echsner  
Sue Crain

Gale Larkin

### HOMEOWNERS PRESENT

Debbie Belger  
Charles Kahn  
Sandra George

Ray Etheridge-Etheridge Property Mgmt.  
Cheryl Kelley-Etheridge Property Mgmt.

### **Call to Order:**

Tom Belger, called the meeting to order at 5:30 p.m.

### **Election of Officers:**

Dick Baker made a motion to elect Tom Belger- President. Gale Larkin seconded, 6 in favor, 2 abstained from voting. Tom Belger made a motion to elect Clay Jennings -Vice President, Gale Larking seconded, 6 favor, 2 abstained from voting. Tom made a motion to elect Dick Baker- Secretary, Doug Caddell seconded, and 5 in favor, 3 abstained from voting. Dick Baker stated that he is extremely busy with his job at this time, and has decided not to run for treasurer. Doug Caddell stated that Dick has been extremely helpful and knowledgeable as to the Baybridge Financials, expressed appreciation for all that Dick has done for the Association over his many years of service as the Baybridge Treasurer. Tom stated how extremely involved Dick has been over the years especially regarding the preparation on the Budget and how valuable it is to have someone that knows the history is immeasurable. Becky suggested co-position possibility and reaching out to others owners to see if someone would like to volunteer for the position. Dick offered to help in the interim until a new Treasurer is found and said he would be happy to help the new treasurer get familiarized in the position.

### **Approval of Minutes:**

Dick Baker made a motion to approve the minutes of the December 10, 2014 meeting. Tom seconded, and the motion passed unanimously.

### **Financials- January 2015**

Dick handed out the attached summary of financials for January and stated it was typically a quiet month. We had some higher expenditures dealing with some leaks/asphalt repairs at the south end and replacement of an irrigation pump

There was a discussion in follow-up to that at the annual meeting about repairs to railings and it was decided to seek clarification from a lawyer as to the relative owner and association responsibilities.

At the annual meeting Dick said he would review and report back to Ms. Juneau and the board as to the total spending to date in our litigation with Paramount over the flat garage roofs, and through 2014 our costs for legal and, more significantly repairs, totaled \$219,811.

There was a large receivable beyond statutorily collectible amounts from the foreclosing bank with the unit 126 completed foreclosure, and Dick stated he will discuss this further with the association's attorney.

Chuck Kahn said there continued to be confusion among some owners regarding the association debt to the Small Business Administration. Dick said that there was also a completed audit that confirmed that all owners who elected to finance the special assessments paid their full amounts with the exception of two foreclosed units, and that all amounts paid by electing owners were placed into association accounts. Our records of indebtedness to the SBA matched its records, and the SBA declined to discount the indebtedness to them for early payment. Dick motioned, seconded by Doug and the financials were approved without dissenting votes.

Becky asked the procedure for sending late notices/statements for outstanding assessments. Ray stated that statements are mailed to owners that have an outstanding balance by the 15<sup>th</sup> of every month. A "Notice of Lien" is sent after 30 days delinquent. As per Florida Statute; "No lien may be filed by the association against a condominium owner until 30 days after the date on which the Notice of Intent to file a Lien has been sent to the owner by registered or certified mail".

## **OLD BUSINESS:**

### **Maintenance Tracking Form:**

Cheryl Kelley, EPM presented the maintenance tracking form for the walk-thru on 01/26/15.

Basil suggested that all owners should call Etheridge Property Management to report maintenance request.

There was discussion that it would be better for recording the Maintenance being performed by Marty.

Tom stated that owners should call the EPM office to report maintenance.

Pool: Aqua Pool has begun the Cantilever Concrete Cap. New cap will be painted as well as sealing of the pool deck, directly after the work is completed by Aqua Pool.

**Landscaping:** There was discussion regarding the C&E Landscaping Contract, and the need to entertain new bids from other Landscaping Contractors. Charles Kahn and Becky Echsner both gave Cheryl landscaper companies to contact for bids. There was further discussion regarding the Baybridge property needs for better landscaping and improvements. Sue Crain stated that the grass behind #46 is being cut too short, and she has concerns during heavy rain & drainage in that area.

Cheryl stated that she spoken with Marty regarding cutting the grass, he has addressed it with his grass cutter.

Cheryl will contact other landscape companies to obtain proposals for the board to review.

### **Capital Projects Review:**

#96 Tucker- Mr. Tucker has stated that due to past garage roof leak he did not want his sheetrock in the garage repaired until he was assured that he did not have moisture in the walls. Therefore, Air Sample Test was performed on 1/28/15. Samples test returned showing normal, Report stated "the counts indoors and also the un-conditioned garage would be considered Low/Normal as compared to the outside. These counts are low to normal in each individual type of spore found, the mold counts are NOT elevated to the point of requiring additional testing or remediation activities".

#106 Rainey- There has been a leak from #110 above, due to the dining room window that showed no signs of leaking from the inside of #110, but drained down into walls in #106. Upon the discovery of mold under carpet and on interior of walls in the master bedroom, an Air sample test has been ordered (2/3/15) for #106 to determine the extent needed for repairs, etc. Board will be update as to the results asap.

## **NEW BUSINESS:**

**New Board Members-** New board members have been provided information to familiarize themselves with Covenant and restrictions, bylaws, articles of incorporation and current written policies. The Certification form has been provided.

### **Notice of Semi- Annual Unit Inspections:**

Semi- Annual inspections will be performed in May 2015. Becky and Sue volunteered to help with the inspections.

The goal is to inspect all units two times per year, in order to have a better understanding and knowledge of the unit needs as they obtain to the Associations responsibility

**Other Business:**

Ray Etheridge has contacted Stephen Lowery of Coastal Law Group, and provided Mr. Lowery the Baybridge Declaration. Ray is requesting Mr. Lowery to review the document and give the Board his opinion as to who (owner or Association) is responsible for the deck board and railings on patios and balconies. The Board will be notified when EPM receives the response.

Tom presented a letter from Larry Tate #48, regarding the Baybridge documents in relation to the Florida Statutes, etc. Tom asks the board to read Mr. Tate's letter to be discussed at a later date.

There was no further business and the meeting adjourned at 7:55pm.

Respectfully submitted,

Cheryl Kelley  
Association Manager