

# BAYBRIDGE HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting  
Wednesday, March 11, 2015

## MINUTES

### BOARD MEMBERS PRESENT

Tom Belger  
Clay Jennings  
Doug Caddell

Dick Baker  
Gale Larkin  
Basil Burks  
Becky Echsner  
Sue Crain

### Homeowners Present

Debbie Belger  
Charles Kahn  
Sandra George  
Dave Shirley  
Gayle & Larry Monserrate

Norma Juneau  
Sandra Wilkins  
Frank & Betty Rainey  
George & Margaret McCormick  
Cheryl Kelley- Etheridge Property Mgmt.

### **Call to Order:**

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

### **Approval of Minutes:**

Dick Baker made a motion to approve the minutes of the February 3, 2014 meeting. Clay seconded, and the motion passed unanimously.

### **Financials- February 2015**

Cheryl Kelley of Etheridge Property Management went over the income statement for February. Income for February \$37,877 and total expenses of 15,805, Reserve transfers were made, for a total Net income of \$23,939

Receivables-several owners that have paid in advance with credit balances as of 2/28/15. There was discussion regarding the budget and how the yearly expenses are broken down as monthly budgeted items. Cheryl stated that she would ask the bookkeeper to change the yearly expenses and how they are categorized on the statements, change them to show yearly.

Dick made a motion to accept the financials, Doug seconded, Tom, Clay, Gale, Basil & Sue approved, and Becky abstained.

### **Treasurer Election**

Basil Burks, Sue Crain and Becky Echsner have expressed interest to take the position of treasurer as a team.

There was discussion among the board members regarding the operational aspect of the treasurer position and the role Etheridge Property Management has for the distribution of the finances. Cheryl stated that for most of the properties she manages the treasurers are not as active in the position as Dick has been. It depends on the person who has that position as to how involved they choose to be. Cheryl presents the financials at the meetings for most of the properties she manages. Owners present asked the experience the board members to be elected had with regards to finances.

There was more discussion.

Dick Baker made a motion to accept elect, Basil, Sue and Becky as co-treasurers, Clay seconded the motion, Board members voted 5 for, 2 no, 2 abstained. Therefore, Basil, Sue and Becky will be the new treasurers as a team.

### **OLD BUSINESS:**

#### **Maintenance Tracking Form:**

Cheryl Kelley, EPM presented the maintenance tracking form for the walk-thru on 3/5/15.

Tom stated that owners should call the EPM office to report association maintenance problems or issues.

**LANDSCAPING:** As stated in the tracking report, many ongoing projects are regarding upgrades for landscaping. Improvements for the grounds are being addressed with the Landscaping Committee, the board, and new landscaping company contracts are currently being attained.

### **Capital Projects Review:**

#### **Pool:**

Aqua Pool has begun the Cantilever Concrete Cap replacement work. New cap will be painted directly after the work is completed by Aqua Pool. After the cap work is completed, the pool area will be power washed and the pool deck will be painted with a new seal coat.

Proposal has been obtained from Aqua Pool for two new 20" magna gate latches. There was discussion among the board and owners as to the safety and convenience of the new latches. After discussion, Dick made a motion to approve the installation of the latches (2) at the cost of \$500 at both pool gate entrances, Basil seconded. All in favor.

**#106** Rainey- Update; Cheryl provided the board and owners present with an update from the leak repairs in #106. Harrison's #110 have replaced the dining room window. The Rainey's have returned to their home after being in a hotel for almost 2 weeks. The Rainey's have filed their claim to their homeowners insurance for costs they have incurred. Baybridge Association did not file insurance due to the fact that mold remediation was not covered by insurance and the policy has a \$5,000 deductible. Approx. cost incurred- The cost for mold remediation \$5,350. Ceiling and Wall drywall repairs expense \$4,000, stucco \$1,500. The Rainey's have had 9 separate leaks for a variety of reasons into their condo in the past several years. The Rainey's are requesting reimbursement for their deductible of \$1,000 & patio door replacement (Windows Plus) cost of 1,030. There was discussion among the board and owners present.

Doug stated that this will be noted as a very special situation with extenuating circumstances.

Dick made a motion to reimburse the Rainey's \$1,000 & \$1,030 Window Plus, stating this as a very special situation, not to set a precedent; Clay seconded, all board members who voted were in favor, except for Gale who abstained from voting.

**#96** Tucker- Mr. Tucker has stated that due to past garage roof leak he did not want his sheetrock in the garage repaired until Air Sample Test, therefore an Air Sample test was performed on 1/28/15. Samples test returned showing normal. Mr. Tucker also requested a second opinion on his garage roof repair. Therefore, Bucco Construction was asked to look at the repairs. Mr. Bucco stated verbally & in person to Cheryl Kelley, Ray Etheridge of EPM & Tom Belger, Baybridge Board president that the roof repairs were sufficient. Mr. Tucker requested a statement from Mr. Bucco in writing. Cheryl requested a written statement from Bucco. Mr. Bucco responded to Cheryl by email that due to the fact that he did not perform the repairs on the roof he would not give Mr. Tucker a written statement. Tom Belger read the email sent by Mr. Bucco to those present.

**#80** Mr. McCormick stated that he continues to have a leak into dining room window & some repairs are still needed from past leaks into Unit #80. It was noted that there have been leaks into #80 from Adams unit upstairs #78. The Adams unit is currently being completely refurbished and extensive repairs are being done, i.e. new shut off valves, bathrooms fixtures are all being replaced, new floors, etc. Cheryl stated that she will meet Mr. & Mrs. McCormick at their condo ASAP to look at the repairs that are needed.

### **Semi-Annual Inspection Clarification:**

#### **EPM office has received many calls and emails regarding questions about the unit inspections.**

Tom explained that the inspections will be performed by Marty and Cheryl (EPM) only, and the inspections are strictly for the purpose of preventative maintenance for the upkeep of the property and to avert future expenses for the Association and Owners.

### **NEW BUSINESS:**

#### **Management Contract:**

Etheridge Property Management Contract renewal for 4/1/15. Tom stated that he would like to poll the board, in order to get a sense of the direction the board would like to take regarding bidding out to other companies for Property

Management. Cheryl stated that at any time if the board is not pleased with the property management a 30 day notice may be given to cancel the contract.

There was discussion among the board and owners. Cheryl Kelley was not present for the discussion.

After discussion, Dick made a motion stating " at this time the Association will not acquire other proposals and therefore Baybridge HOA shall enter into contract with Etheridge Property Management beginning April 1, 2015 thru March 31, 2016" Clay 2<sup>nd</sup> the motion. 6 in favor; Tom, Clay, Dick, Doug, Gale, Michele, 3 opposed; Becky, Sue, Basil. Motion passed.

**Time for use of the library has ended/closes @7 p.m., therefore it was decided to continue with meeting on March 19<sup>th</sup> to finish agenda items; Landscape Contract, C& E Contract, Deck/Railing Clarification, Semi Annual Inspections.**

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Cheryl Kelley  
Association Manager