

# BAYBRIDGE HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting  
Wednesday, May 11, 2016

## MINUTES

### **BOARD MEMBERS PRESENT**

Tom Belger  
Dick Baker  
Frank Rainey  
Gale Larkin  
Jo Lynn Barnicoat  
Michele Harrison

### **Homeowners Present**

Audrey McCarthey  
Debbie Belger  
Larry & Gayle Monserrate  
Doug Caddell  
  
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 April 13th meeting. Frank seconded, and the motion passed unanimously.

### **Financials- April 2016:**

Cheryl Kelley of Etheridge Property Management presented the income statement for April 2016. Income for April, \$35,035.95 & total expenses of \$19,866.29, Special Maintenance Projects paid \$10,700.00 Gazebo, column repair & Beach Steps, for a total Net income of 5,036.66, Receivables-several owners that have paid in advance with credit balances as of \$-4,206.66. Dick made a motion to accept the financials, Frank seconded, all in favor unanimously.

### **OLD BUSINESS:**

#### **LANDSCAPING:**

Debbie stated that Wallace Company has started as the New Landscaping Company for Baybridge, everything is going fine. There is a hold up on the pine straw delivery, and she is expecting delivery by end of May.

As stated at the last meeting, many ongoing projects regarding upgrades for landscaping/Improvements for the grounds are being addressed with the Landscaping Committee.

Debbie has a meeting tomorrow, with Ken, with Wallace Landscaping.

There is a proposal for Tree removal for the dead Pear tree, \$485.00. EPM has requested City of Gulf Breeze trim the other Pear trees that are growing over brick fence onto hwy. Dick made a motion to approve tree removal, Frank seconded, all in favor unanimously. Cheryl will follow up with City for tree trimming.

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

Cheryl Kelley, EPM presented the maintenance tracking form for the walk-thru on 4/5/16.

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

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

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 avert future expenses for the Association and Owners. Cheryl stated that Annual inspections schedule is being worked on, owners will be notified as soon as dates are set.

**Capital Projects Review:**

Steps Painting; outdoor wood steps to units

Gazebo Project is complete

Beach Steps completed, one post in ground & one step needs to be replaced, Cheryl will call Alford Marine to come back and make those corrections, otherwise the owners/board are very pleased with the new beach steps.

One column left to complete #52

Column Caps, working on costs for the Caps

Gazebo, Marty to repair trim on Gazebo

Cheryl noted that 5 units have recently sold, a positive development for Baybridge.

**NEW BUSINESS:**

**Insurance Renewal:**

The Property Insurance Renewal is complete, renewed on April 30<sup>th</sup>. Property Package (Wind & Fire), Liability, D&O Policies are now managed by agent, Phil Gambrell, with Gambrell & Sturges Insurance. The Flood Policy (renews 7/2016) will remain with Jason Broxson with Hiles McLeod Insurance.

Owners requesting insurance Declaration pages/information may contact EPM or the respective insurance companies.

**Other Business:**

Litigation update: Dick Baker stated that Roof USA is not calling any new witnesses, October trial date to be set.

Tom stated that board would like to "Thank, Michelle Harrison" for her service to the Board, the Harrison's unit has recently sold, therefore Michelle will no longer serve on the Board of Directors.

There was no further business and the meeting adjourned at 7:45 pm.

Respectfully submitted,

Cheryl Kelley  
Association Manager