

# Bayside Key Budget/Annual/Organizational Meeting

November 29, 2023, 6:00 p.m.

Located on Zoom and in Person at: Ameritech Community Management, Inc.

Call to Order - 6:09 p.m.

Board Members Present: James Gamble – President, Dan Davis – Vice President, Dana Mininson – Secretary, Rafio Khan – Treasurer

Also Present: Magda Hatka, Property Manager – Matthew Mercier, CBIZ – Blake Kelly, CBIZ

Quorum of the Board – Total 19 owners/including proxy

1. Vote on Excess Funds – Will not know if we have excess or not until late December 2023.
  - a. Roll Over –
    - i. First Motion to Approve Rolling Excess funds from this year to 2024 if we have any: First: Rafio Khan; Second: James Gamble m/s/c unanimous.
  - b. Membership Vote: All approve and the motion carries.
2. Vote to Waive Financial Reporting
  - a. This vote specifies that we are not hiring CPA or financial officers to review budget and financials. This saves the community \$5,000 a year. Ameritech prepares financial reports. An external audit is also done. Everyone has the right to request copies of the budget and record keeping.
    - i. Vote to waive financial reporting.
      1. Motion:
        - a. First Motion to Approve Waiving External Financial Reporting: First: James Gamble; Second: Rafio Khan m/s/c unanimous.
        - b. Motion carries
3. Board Approval of the 2024 Budget
  - a. CBIZ Insurance Agents attended this meeting. Blake Kelly and Matthew Mercier introduced themselves and the background on the new insurance company. CBIZ specializes in community and HOA associations. Matthew shared that there will be upcoming updates from Tallahassee and that he will communicate the updates as they come in. Matthew mentioned that CAI – a nonprofit org advocates for community organizations nationwide has been involved with Tallahassee and he foresees changes are coming.
  - b. Executive Summary:
    - i. Analysis of appraisal –The agents at CBIZ are encouraging Bayside Key to have an appraisal done which is recommended to be done every 36 months. This appraisal will increase the premium.
    - ii. Motion
      - a. First Motion to Approve the current budget as it was sent to homeowners at \$491/month and we will see how the appraisal, interest rate and financing to pay for the policies and expected rise of the cost of assessment: First: James Gamble; Second: Dana Mininson m/s/c unanimous.

- b. Motion Carries.
- 4. Motion to end the budget portion of the meeting.
  - a. First Motion to Approve Ending the Budget portion of the meeting: First: James Gamble; Second: Rafio Khan m/s/c unanimous.
- 5. Membership Meeting → Begins at 6:57 p.m.
  - a. Appointed Chair of the meeting is Magda Hatka. Proof of meeting has been mailed out to all owners as well as posted on mailboxes. The Quorum of the meeting has been met, 19 members/including proxy.
  - b. Waive the meeting minutes of last member's meeting.
    - i. Meeting Minutes were properly posted following the last member's meeting.
    - ii. First Motion to Waive the Meeting Minutes from the Last Member's Meeting: First: James Gamble; Second: Rafio Khan m/s/c unanimous.
    - iii. Motion Carries
  - c. Election of Director
    - i. Call for Candidate Nominations from the Floor - Board Seats, need a minimum of 3, maximum of 7. New Members from the Floor have raised their hands to join. Neal Milton and Drew Holt. No ballot is needed since there are only 5 Board Members in total.
      - 1. 5 Board Members
        - a. James Gamble, Dan Davis Rafio Khan, Neal Milton and Drew Holt.
- 6. Open Business
  - a. Accomplishments
    - i. Building Water Main Valve Replacements
    - ii. Community Yard Sale
    - iii. Documents Transcription
    - iv. Gate Repair
    - v. Governance
    - vi. Facebook Participation
    - vii. Hurricane Idalia
    - viii. Spectrum/Frontier Marketing Agreements
    - ix. New Vendors
      - 1. Insurance Agent
      - 2. Lawncare
      - 3. Pest Control
      - 4.
    - x. Quotes
      - 1. Painting
      - 2. Roofing
    - xi. Pest Control
      - 1. Ducks
      - 2. Rats
    - xii. Stucco Repairs
    - xiii. Tree Trimming

## 7. 2024 Goals

- a. Community Events
    - i. Block Party
    - ii. Cleanup Day
    - iii. Yard Sale
  - b. Gate Maintenance
    - i. Update Directory
  - c. Cameras
    - i. Pool – Gate – Trash?
  - d. Financial
    - i. Fully Fund Reserves
  - e. Insurance
    - i. Explore Programs that Reduce Risk (dryer vent cleaning, GFCI outlets, hot water heater replacement, etc.)
  - f. Online Resident Portal
  - g. Pest Control
    - i. Bug Spraying
    - ii. New Rat Bait Stations
  - h. Pool
    - i. Free Wi-Fi
    - ii. Regular Bathroom Cleaning
  - i. Tennis Court
    - i. Explore new nets, resurfacing, pickle ball lines.
  - j. Utilities
    - i. Explore individual home water metering.
    - ii. Irrigation Water for Sprinklers
  - k. Vendors
    - i. Proactively Quote
8. New Business
- a. Open Forum
    - i. Water Valve Replacement Cost – James will share vendor that has affordable prices.
    - ii. Lack of Landscaping
      - 1. Our new lawncare company may be able to help with landscaping.
    - iii. Backyard – Outside of the Patio
    - iv. Stucco – contractor has gone around every building and will work on the list that is prioritized. Big issues first.
    - v. 142 units
      - 1. Owners vs. renters
        - a. Magda can get some numbers on this based on secondary mailing addresses.
      - 2. Dumping
        - a. It has gotten better, will try to get cameras moving forward.
      - 3. What is our HOA rate?
        - a. Voted on \$491 as advertised in budget documentation. We don't have the final numbers. Better to keep it there in case we need more funds for appraisal and financing costs.

4. Parking Permits
  - a. For additional parking spots, can charge monthly parking spots and parking fees.
    - i. Magda has another community that does this and can possibly offer this as a revenue stream.
5. Roofing
6. Palm Trees
  - a. 72 Palm Trees, need to clean up and trim palm trees.
7. Landscaping Issues
  - a. New company left behind mud and damage on some units.
8. Mulching
  - a. Quote the mulch.

9. Adjournment

- a. First Motion to Adjourn the Annual Meeting: First: James Gamble; Second: Rafio Khan m/s/c unanimous.

10. Organizational Meeting → Begins at 8:17 p.m.

- a. The new Board of Directors are as following: James President (Meeting Minutes, Notes, etc.) Dan Davis -Vice President, Rafio Khan – Secretary, Drew Holt – Treasurer, Neal Milton – At large Member.
- b. First Motion to Adjourn the Organizational Meeting: First: James Gamble; Second: Rafio Khan m/s/c unanimous.
- c. 8:19 meeting adjourned.