

## Bayshore COA Meeting January 17, 2018

Meeting called to order at 7:00 pm.

COA Council members present: Kevin Cunningham, Pat Hoffman, Hilary Felinski

Property Managers present: Rachel Cooper, Seascope Property Management

Homeowner attendees: R. Renfert, M. Bragdon J. Dill, L. Muller, K. Reagan, C. Phillips, M. Miller, J. Stout, P. O'Brien

Attendees were informed, after the meeting had begun, that M. Bragdon is recording the meeting.

President Kevin Cunningham reminded members in attendance that no interruptions during the presentations are permitted, with all comments and questions to be addressed during the Open Discussion period.

Announcement was made that the February 21, 2018 COA Council meeting is cancelled and the next COA Council meeting will be held on March 21, 2018.

Meeting Minutes:

Motion was made to approve the meeting minutes from November 15, 2017 meeting. M. Bragdon raised a point of order that the Budget meeting minutes should be approved by all the members. Motion made by R. Fenfert to approve the November 15, 2017 Budget meeting minutes; seconded by M. Miller. J. Dill opposed the approval and P. O'Brien abstained. Motion carried.

P. Hoffman made a motion to approve the COA Council Meeting minutes from November 15, 2017; seconded by H. Felinski; motion carried.

Financials:

P. Hoffman presented the financial information including the explanation that some members pay their full year assessments in January. Those monies are recorded as current liabilities, and will be moved to the appropriate line item entry each quarter. For the 2017 Budget vs. Actuals, attention was noted to line item 6020/Legal Fees, which were 502% over budget for 2017. Additional mention for line item 6524/Termite and Pest Control which is 155% over the 2017 budgeted amount. Regarding the Aging Accounts Receivable information, progress is being made, with one owner making payments, 2 units are where the estates are not yet settled. Another unit has declared bankruptcy, for a total of 2 units in or filed for bankruptcy. For bankruptcy unit 1, the court has ruled that Bayshore should be include in those to whom payments will be issued; to date, no monies have been received on this account. For

bankruptcy unit 2, the filing has been made, but the court's decision has not yet been issued.

H. Felinski motioned to approve the Treasurer's report; seconded by K. Cunningham. Motion carried.

Committee Reports:

ARC: L. Miller reported that the final draft of updates to the ARC Guidelines will be provided to the COA Council and POA Board in the next week or so, looking for their approvals of the updates. No new applications have been received, to date, for 2018.

Neighborhood Watch: P. Buck reported that there have been about 16 hours, to date in January, where the committee members are walking and riding through the community. P. Buck has cleaned up the drains, plastic trash, broken snow shovel. He noted more lights on the townhouses and mentioned the dusk to dawn appliance that is available (locally) as well as dawn to dusk light bulbs (no appliance needed). Combination light bulbs are also available (Amazon). Additional 'video surveillance' signage is being purchased and will be placed on the Shore Plaza Blvd (as noted on the Bayshorepoa.org map) (aka the 'Access Road'). A February 2018 meeting will be scheduled with a community wide email blast as a reminder.

Newsletter: D. Buck provides a quarterly newsletter that is distributed by email. Concern was raised as to the mention of online availability vs. email distribution. C. Phillips expressed concern that she had not received the newsletter (post meeting follow up –H. Felinski sent C. Phillips the email with the newsletter attached and requested confirmation of receipt). Post meeting updates: C. Phillips confirmed receipt of newsletter as sent to D. Phillips email address. Monday, 01/22/18, Rachel requested newsletter be posted to webpage based on request from D. Buck. Link provided here:

<http://bayshorepoa.org/documents/newsletters/Newsletter-Dec-2017.pdf>

Recreation: P. Hoffman reported on behalf of S. Witmer. A meet/greet was originally scheduled of 01/06/18, but was delayed until 01/13/18 due to the blizzard. About 25 folks enjoyed the coffee, cookies, and camaraderie. The calendar is posted on the website, but there are some dates that will be finalized as the time gets closer. Calendar:

<http://www.bayshorepoa.org/WebCal/month.php>

H. Felinski motioned to approve the committee reports; seconded by P. Hoffman; motion carried.

Management Report: R. Cooper reported that the gutters had been cleaned of the leaves (townhouses that face the woods). Regarding the blizzard, she reported that Cypress had been in the community on Friday, and then on Friday evening (until late). Power washing will

be scheduled as soon as the spigots can be opened to access the water needed. Painting estimate is being pursued for the front doors and trim.

P. Hoffman motioned to approve the management report; seconded by H. Felinski; motion carried.

Old Business:

1. What are the line items in the Reserve? The details are posted on the <http://bayshorepoa.org/> web page.
2. How often is money moved from operating account to reserve account? Each December
3. Reconciliation of Legal Fees for 2017: report was available for review at the end of the meeting; members in attendance were instructed to not take any pictures, and that the document could not leave the room, due to privacy issues.
4. Why is Seascape charging \$12.50 per unit? Contract for the management job is based on a per unit per month basis, multiplied by the number of units. Mention was made that in earlier years, the cost was \$15.37/month/unit where the current rate is \$12.50/month/unit. The rate per month per unit is based on manhours that have been incurred based on experience.
5. Liability Insurance policy has been posted on the <http://bayshorepoa.org/> web page.
6. What happens to leftover cash from 2017 budget? These monies were allocated to a specific 2018 task – powerwashing – which will occur in the early spring of 2018.
7. What happens to unpaid assessments? How are they made up? Special Assessment? Refer to Sections 5.1.3 and 5.1.4 in the Townhome Code of Regulations document, available on the <http://bayshorepoa.org/> web page.
8. Painting for doors/trim – refer to the Management Report, above.

New Business:

1. Written Collection Policy – COA Council has voluntarily composed a documented collection policy that provides a step by step outline of what occurs when monies are owed to the community. Council is reviewing the draft and expectations are that this will be approved at the March 2018 meeting.
2. Mortgage information: COA documents require that mortgagee information

## Bayshore COA Meeting January 17, 2018

(mortgagee, account number) be maintained. Updates are requested annually, with the 2018 communication requesting same to be mailed out by 01/26/18. This issue was discussed in both the October and November COA council meetings.

3. Landlords and Leases: POA Rules for Use and Enjoyment require that landlords provide a copy of the lease for each unit. (Refer to Article IV, Section 4.1; Article VII, Section 7.8; Article XI, Section 11.1). As discussed in November 2017 meeting, fines will be issued as \$100/day/unit (first notification) and \$150/day/unit (subsequent notifications).
4. Request for Proposal (RFP) committee: Members who are interested in participating in the RFP Committee should email any or all of the current COA Council Members. Discussion included noting that the POA and COA have separate contracts for property management, but are required to be managed by the same company. Board approval for all committee membership continues.
5. Document Update committee: not discussed

### Open Discussion 7:30 pm:

1. M. Bragdon mentioned the following items:
  - a. Unauthorized Inspections: His perspective is that we are all authorized to inspect 'common elements', which include the outside of the units, and that we have a responsibility assist. Expressed concern over references to 'trespassing'.
  - b. Reserve Account: Offered to explain his position that the reserve fund is underfunded to council, referenced several pages on the most recent reserve fund study (on web page) and expressed his concern that the underfunding will 'catch up' to the community.
    - i. P. Hoffman expressed concern about making changes to the reserve funds until the audits are completed and all of the information can be assessed.
  - c. Seascape charges per unit: expressed concern that members need to understand that townhouse owners are paying the COA charge (\$12.50 discussed above) as well as the POA charge/unit (\$7.00). Mention was made of another community where there is a mix of property types, but all are condominiums, and the rate/unit is lower.

Bayshore COA Meeting January 17, 2018

2. C. Phillips asked about replacement windows, and whether those costs, specifically for windows that are not working properly, are covered under the reserve, or are the individual owner's responsibility.
3. C. Phillips also inquired as to how much money will be spent to recover monies owed based on the amount owed? Specific inquiry about a \$500 amount; \$35 filing fee is the cost that has been incurred to date.
4. R. Renfert asked about the billing information, citing several conversations with Seascope.
5. R. Renfert also inquired about the clean up of leaves on the ground (not gutters). Seascope will follow up with Shore landscaping.
6. Snow Removal issues. Several members expressed concerns regarding how and how soon the snow was removed from the January 2018 blizzard.
  - a. From the POA meeting: A updated snow plan/snow policy will be developed.
  - b. Concern was expressed regarding residents with health concerns and emergency access.
  - c. J. Dill referenced the existing snow removal policy
7. L. Miller inquired about a \$25 thousand dollar disbursement, for grading, that is accounted for in the Reserve account, but is not likely to be used. What will happen to those monies?
8. Members present expressed their thanks for Cindy and Dick Phillips for their efforts in patrolling the community for trash and other waste.
9. P. O'Brien inquired as to how long it may take to receive results from the audit process? It could take a few more months for the entire process to be complete.
10. J. Dill inquired about the CDs – have they been rolled? Whose signatures are valid for the CDs?
11. J. Dill requested a copy of the line items for the legal feels. It was explained that the information is here for review, but that it had not been redacted and cannot be copied or shared outside of the meeting.
12. Mortgage information, Voting certificates – as discussed in the November meeting, Seascope will be mailing a packet to owners, requesting the required mortgage

Bayshore COA Meeting January 17, 2018

information and voting certificates.

13. J. Dill had inquired as to the rate for the snow removal – per hour vs. per unit: per hour.

P. Hoffman motioned to adjourn; H. Felinski seconded; approved. Adjourned at 8:04 pm.