

Bayshore COA Meeting July18, 2018

Meeting called to order at 7:00 pm.

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

Property Manager present: Doug Nichols, Seascope Property Management

Attendees: M. Bragdon, J. Beal, J. Dill, R&K Fenfert, R. Hinkle, A. Mistretta, L. McLaughlin, M. Miller, L&M Muller, K. Reagan, C. Rutkowski, N. Ortiz, C. Phillips. B. Schell

POA Committee Chairs: S. Wittmer

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

Meeting Minutes: P. Hoffman made a motion to approve the COA Council Meeting minutes from June 20, 2018; seconded by K. Cunningham; motion carried.

Financials:

P. Hoffman presented the financial information. A clarifying email will be requested regarding Line item 1300/Suspense Account for Transfers, \$1133.01

1. Line item Unapplied Cash Payment Income represents cash received prior to being invoiced.
2. 6566/Irrigation \$200 credit is a refund from the POA.
3. 6561/Operating Improvements, the actual amount of \$19,347.00 includes a \$10,00.00 rollover, designated for this special project, from 2017. Community documents allow for this kind of a roll over for specific future project designations.

From an Accounts Receivable perspective, P. Hoffman provided the following information:

1. Polend estate - \$6973 is accountable to the estate and will not likely be collected.
2. Schmidt - Current since 9/17. COA expects to receive all monies owed.
3. Payne - Bankruptcy filed 10/2017. Debts from prior to that date have been discharged. No payments received since. Liens have been filed. A letter to the bank holding the Mortgage on the property has also been sent.
6. North - Agreed to arrangement is being followed.
7. Morrison - Payment plan is being followed, to date.

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

Management Report: D. Nichols, Seascope

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1. Following up on delinquent accounts.
2. Updated the website with meeting minutes, audit information.
3. Email to community regarding muskrat trappings.
4. Leases: 100% collected
5. Mortgage: Information has been collected
6. RFP to Landscaping committee; current contract expires at the end of 2018
7. Secured the nominating committee
8. Supplied information to facilitate completion of 2017 audit
9. Preparing mailing for annual meeting, including a more extensive explanation of Voting Certificates vs. Proxies. Explanations for completion of each will be included.
10. Paving bids - to be discussed in executive session
11. SealCoat bids
12. Pursued timer repairs for fountain timer
13. Worked with the vendor on irrigation system repairs; irrigation system is working as of 7/18/18. Brief discussion regarding current irrigation system contract vs. recommendations for new contract: off season testing to ensure that all the circuits are flowing as intended, as well as weekly maintenance cycle to ensure vs. open, close timing and adjust as needed.
14. Followed up on Landscaping repairs that were identified, including bag worms and removing trees
15. Issuance of and follow up for community violation letters
16. Issued fines for continued violations
17. Worked with council for new liens and on lawsuit(s).

P. Hoffman motioned to approve the Management report; seconded by K. Cunningham. Motion carried.

Committee Reports:

ARC: L. Muller reported that 2 applications have been received this week. 1

application is for repairing a TH patio and the other is for landscaping for a TH rear patio. L. Muller is also continuing to research the Thomas lighting fixtures for the front doors of the townhouses, since these fixtures are no longer available at Home Depot. Information will be posted on the webpage, when the research is completed. Updated cut sheets showing samples have been provided to the Board; looking for local suppliers

H. Felinski motioned to approve the ARC Committee report; seconded by K. Cunningham. Motion carried.

Neighborhood Watch: H. Felinski reported on behalf of P. Buck. Next meeting is expected to be scheduled for August. Volunteers continue to walk or drive through the community. Reminder offered about locking doors including storm doors. If you see anything of concern, please feel free to contact SeaScape or a Council member. You are always free to call the police.

K. Cunningham motioned to approve the report; seconded by P. Hoffman. Motion carried.

Recreation: S. Wittmer provided the report. 7/21 Movie Night (ET); 8/11 Hot Dog Sale; 8/18 adult swim in the evening with games, music and food. The calendar is posted on the website: <http://www.bayshorepoa.org/WebCal/month.php>.

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

Rentals: L. Muller (Chair) reported that the new committee is focusing on clarifications to be applied to the Rules of Enjoyment. Part of this means that the committee needs to evaluate to determine what can be changed. Concerns expressed regarding the appearance of some properties in the community. K. Cunningham added that this committee is an example of the community being proactive about change. If you can, offer to get involved.

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

Parking: P. Hoffman reported that the number of volunteers is small. No parking on the grass is allowed in the community. No parking in the TH streets are allowed. Need to know what cars belong to the people who live here; in other words, we may need to have residents register their vehicles. Only 46 overflow parking spots in addition to the TH garage spot and driveway spot. TH folks need to consider starting to use their garage to park. A fee for extra vehicles may be a possibility. No Commercial vehicle parking is allowed in the community. Large Black Van has been parked on Pelican. Comments indicate this may be a renter; if so, the owner has apparently not communicated the no commercial vehicle rule adequately.

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

Old Business:

1. Painting doors and trim - Pelican Court - people are not answering their doors, so Jason has not been able to paint as many as hoped. Additionally, while painting the trim on Heron, a resident who apparently was not aware of the painting work to be done, called the police on Jason. Seascope has sent out reminders, including a reminder on 7/17.
 - a. 32256 Pelican - invalid storm door was removed, but trim is now unpainted. D. Nichols to contact owner to have them resubmit the ARC request for the almond color door that they intend to install, and it will be approved.

Unfinished Business:

1. Entrance light is working; additional bad wires
2. Pond Aerators: Response: electrical problem is now with the low voltage being pushed vs. what is needed.
3. Beebe Swale: Cleanup has begun. Flora has been trimmed back and water pumped out of the swale.
4. Dog waste: email blast sent out to community. If you see anyone who is not cleaning up after their dog, or is dumping their dog waste, report to Seascope or to council. Pictures are always helpful. Council, Seascope and POA Board all need to know if this is continuing.
 - a. Brief discussion occurred regarding Apartment residents using Bayshore as a Dog walkway.
 - b. Violation letter for one dog was inadvertantly sent to the wrong address; second later sent to correct address.
5. Cat feeding: One resident reported that M. Johnson, 32258 Pelican is planning to catch the 3 cats on 7/19/18. Documents define ownership (financial responsibility) by default after 3 days of feeding the feral animals. Offer from one resident to pay for trapping and neutering. Fine to be issued.
6. Cat 2: 25839 Teal Court allows their cat to roam freely. J. Dill reported that he has seen a Ford F150 blue pickup stop and put canned cat food out, by the access road sign for Bayshore. J. Dill was unable to get a license number, but now more in the community are aware so it's possible that a picture will be snapped.
7. August 18 meeting: no COA elections; meeting starts at 9am. Need a minimum of 74 voting members for any business requiring member approval.
 - a. Voting Certificate: identifies which of multiple owners is the designated voter for the household; good until new document provided.

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- b. Proxy: only the designated voter may authorize the proxy to another community member or to the COA Council. SEND IN YOUR PROXY even if you plan to attend the meeting. valid for 11 months.
 - c. Vote in Person: If you did send your proxy in, it will be returned. Vote at the meeting!
 - d. Questions: ask Council members or Seascope.
 - e. Be smart about to whom you give your proxy - make sure that your proxy holder will actually be present for the meeting. You may choose to give your proxy to the Council. Returning your proxy before the day of the meeting helps ensure a smooth process on the day of the meeting and avoids delays while proxies are validated and folks are waiting in line. Proxies may be returned to Seascope in person, as scanned attachments to emails, via fax, via USPS/paper mail.
8. M. Bragdon new COA lawsuit: P. Hoffman explained that the newest lawsuit, against the COA, is asking that the COA Council be disbanded. M. Bragdon's thought process is that the resolution to change the compositoin of the Council from 5 members to 3 members is based on two former members' terms having expired in August 2017. The resolution was approved in October 2017, and one of the former members was present. In fact, Council members, who do not resign, are members of the Council until their successors are elected. No volunteers ran for COA Council at the October 2017 meeting. Sitting Council with 4 present approved the change.
- a. This lawsuit could not be discussed at the June meeting, due to confidentiality requirements as stated on the documents mailed to the community.
 - b. M. Bragdon did not explain to the community that he had refiled without those confidentiality statements included after his original filing was rejected. This occurred after the June COA meeting.
 - c. COA repsonse has been filed as of 7/13/18. Response from Campbell/ Bragdon due by 7/27.
 - d. Oral arguments are expected to be scheduled for August 2018.

Open Discussion 7:56pm

- 1. C. Phillips: questions about the irrigation system on Turnstone, front and back. D. Nichols to follow up.
- 2. Lawn treatments were done 7/17/18.
- 3. M. Bragdon:
 - a. How many TH units are rentals?
 - b. How many Th unit mortgage information has been obtained?

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- c. Conduit for pulling wires for pond aerator?
 - d. Voting certificates: completed as instructed by his attorney.
 - e. Lawsuit form June 2018: Vice Chancellor wanted the confidentiality statement removed, which is the reason for the rejection, as presented by M. Bragdon.
4. K. Fenfert: brief discussion about sealcoating vs. paving and earlier discussions. D. Nichols explained that the TH roadways are not in good enough shape to sealcoat and that they need to be repaved. Driveways may not need to be repaved and potentially could be resealed.
5. N. Ortiz:
- a. Tidewater insurance from house to street? That space is not covered by the community and is the owners responsibility.
 - b. 25839 Teal Court: foul language, see note above about cat; Air Conditioner in window; post meeting discussion during executive session
6. J. Dill:
- a. Other income interest earned: amounts collected against interest charged on past due accounts.
 - b. Wants to see 2017 tax return: email history explained by P. Hoffman and D. Nichols:
 - i. 5/21 email from J. Dill requesting a review of the 'taxes' and 'accounting'
 - ii. 5/21 response email from Seascope, requesting explanation as to what the 'accounting' is referring to.
 - iii. 5/22 email response again from Seascope explaining that Seascope does not have any 'accounting documents' only the tax return
 - iv. J. Dill will resend his second email where he explains why he wants to see this information.
 - v. DCOUIA process includes a requirement to explain the reason why a community member wants to see these documents.

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- c. Some folks (no names given) have contacted him about having a playset installed. Reference was made to 'where the baseball diamond was'.
- d. Signature Lawsuit - is it only POA? Yes
- e. Offered a caution to be careful about owners vs. renters.
- f. Offered a second caution about parking and owners vs. renters and multiple vehicles.
- g. Stated he has permission to park in other units' driveways.
- h. Offered a reminder that D. Phillips had proposed changes for additional parking (no time frame given on when that happened).

P. Hoffman made a motion to adjourn, seconded, K. Cunningham. Approved.

Meeting adjourned at 8:16 pm.