

## Bayshore COA Meeting April 25, 2018

Meeting called to order at 7:00 pm.

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

Property Managers Rachel Cooper, Seascope Property Management, was present

Homeowner attendees: M. Bragdon, M. and L. Muller, T. Zimmerman, C. Phillips, J. Dill, M. Miller, C. Morales, K. Reagan, B. Shell, S. Wittmer.

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. President Cunningham also informed those in attendance that the meeting is being recorded both by the COA Council and by M. Bragdon.

Meeting Minutes: P. Hoffman made a motion to approve the COA Council Meeting minutes from March 21, 2018; seconded by K. Cunningham; motion carried.

Financials:

P. Hoffman presented the financial information including notation that the line item for Snow Removal (6581) is already over budget for 2018. From an Accounts Receivable perspective, P. Hoffman reminded the Council that, when a member passes away, the Association has 90 days from the date of death in which to file a claim against the estate. If the Association is not informed as to the member's passing, it may put the Association at a disadvantage when it comes to recouping monies owed for the quarterly assessments. Papers have been filed with two estates, but it is recognized that the Association may only receive two quarters worth of assessment payments.

For other Accounts Receivable accounts, it was stated that legal contact has been made regarding Morrison and North, for judgements to be filed. Regarding Payne and Schmidt, both of these owners have filed for bankruptcy. As to these bankruptcies, no paperwork has been received. If not received by April 30, 2018, objections to the bankruptcies will be filed on behalf of the Association. For the Payne account, Seascope has been directed to determine if there is a mortgage and who the mortgage holder is. Communications to the mortgage holder will be made, in the hopes that the bank will not allow the property to be foreclosed due to the lack of payments on the Association Assessments. It is expected that the Association will follow this same approach, when a mortgage exists and an owner is in arrears.

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

Management Report: R. Cooper, Seascope

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- a. Pool is now uncovered and has been prepared for the 2018 season.
- b. Monies for power washing water have been issued to all homeowners who volunteered the use of their water.
- c. Request for Shore to evaluate trees and bushes on Pelican, Osprey, and Turnstone, that are either dead or dying. Estimates for replacements have been requested if these trees/bushes are dying or dead.
- d. Third bid for painting doors/trim has been *received*.
- e. Second sealcoating bid has been received.
- f. No service contract with Poore's. Note: Poore's owns the tanks that are buried underground.
- g. Waste Industries' contract has expired. To continue, a new contract is needed. Rate that has been quoted is \$17.5/month.
- h. 25867 Sandpiper: the popup that was installed recently was corrected. Two downspouts have both been merged in to the single piping that takes the discharge waters out past the patio.

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

Committee Reports:

ARC: L. Miller reported that the final updates to the ARC Guidelines had been approved by the POA Board. L. Muller will send a pdf file to Seascope for posting on the webpage. Two applications have been received. One was to install a storm door, that was already installed and is the wrong color. Follow up actions to be taken. The second was for landscaping around a townhouse patio and that was approved. 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.

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

Neighborhood Watch: H. Felinski reported on behalf of P. Buck. Team members continue to do their rounds in the community. Committee members are usually wearing bright orange vests; if driving, the flashers are usually on, on the auto. If you see something, please report the information to the council/council member, or to Seascope. P. Hoffman added a

reminder that the committee members are making note of cars that are parked illegally (grass areas, or townhome streets), noting the address. Committee members are reporting the make, model and license number of the autos in question to the POA Board.

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

Recreation: S. Wittmer provided the report. May 4 is the next Five O'Clock Somewhere happy hour at the clubhouse. The pool opens on May25, with the first of the Hot Dog sales also happening on opening day. Community Yard Sale is Saturday, June 2, from 8am to 2pm. A dumpster will be provided; Rachel to follow up to obtain the dumpster.

Additionally, S. Wittmer requested that members consider volunteering for the daily pool closing responsibilities. Each person volunteers for a week at a time. Responsibilities include closing the pool area up for the night, meaning umbrellas are folded down, chairs are in position, etc. In addition, that individual is also responsible for checking the 2 exercise rooms in the clubhouse and the bathrooms to make sure that all are secure.

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>.

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

RFP: L. Muller provided the following report: We still have work to do on the RFP document, in form and content, to ensure it meets the needs of the Bayshore community. The Committee will keep the POA Board/COA Council informed of our progress and will notify the Board of our recommendation at the appropriate time.

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

Old Business:

1. Painting doors and trim – 3<sup>rd</sup> bid has now been received; the information will be circulated to the Council members for discussion. Approval within the week is anticipated.
2. Power washing – positive comments from the community as to how much better the neighborhood looks.
3. Long Neck Road Entrance light has been repaired.
4. Homeowners are responsible for the sewer line from the house to the street. The street is considered a common asset.

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5. 32277 Pelican Court – large white van is considered a private vehicle, as licensed. As with any vehicle in a driveway, if the van is parked so that any of it is interfering with the traffic on the street, that situation should be reported to a Council or Board member.
6. Painting estimate is being pursued for the front doors and trim. Two bids have been received (\$14,600 and \$17,650). Rachel will be asked to research to identify the vendor who performed this service, in the past. Also waiting on third bid.

Motion to approve made by H. Felinski and seconded by K. Cunningham. Motion carried.

New Business:

1. Dryer vents – a reminder was offered to our members that it is prudent to have the dryer vents cleaned out. If the dryer vent is not protected by some kind of a ‘bird cage’ cover, that prevents birds from nesting in the vent, birds will nest in there. Seascape has been directed to contact Paul Smith, 302 519 6560, to see if he would be willing to provide ‘volume pricing’ if a number of residents wanted to have their vents cleared.
2. Pool passes – for 2018, Bayshore is not issuing separate pool pass cards. It has been decided that the electronic key cards provide enough identification. Members were reminded to not share their key cards. Incorrect use of a key card will result in access to the clubhouse and pool being revoked.
3. Parking in the townhouse section of the community. Members were reminded that each townhouse has 2 parking spots – in the garage, and in the driveway of the unit. There is no parking on the streets allowed in the townhouses; parking is also prohibited on the grass. K. Cunningham also reminded members that parking in the clubhouse parking lot is not allowed. Brief discussion occurred regarding past history and the use of the clubhouse parking lot, including the need for constant checks, for overnight parking. Council will follow up. If anyone sees parking issues, please note the address involved, make and model of the vehicles in question, date/time, and provide that information to a Council member or a POA Board member.
4. Seal coating – two (2) bids have been received to date; awaiting the third bid before a decision will be made.
5. Beebe swale clean up: Beebe has acknowledged ownership of the swale at the end of the townhouse on Pelican court, as you enter or leave the community via Shore Boulevard (aka Access Road). P. Hoffman had contacted Beebe and a Beebe engineer has evaluated the situation. Beebe has promised that the swale will be made fully functional and cleaned up, including the drainage, critters, and trash. K. Reagan is

now the primary point of contact for Bayshore, regarding this matter.

6. Fire pits are not allowed in the townhouses. Fire regulations require that a fire pit must be at least 12 feet from the structure, which is beyond the size of the townhouse patios. Fire pits are not allowed on the community common property.
7. Annual Membership meeting. Scheduled for August 18<sup>th</sup>. No elections for COA Council member seats for 2018 because none of the three (3) seats are open until 2019. However, members were strongly reminded that their presence is needed to achieve a quorum. Without a quorum, the meeting cannot be held. If you cannot attend the meeting in person, please ensure that you do provide your proxy beforehand. Please be thoughtful in deciding to whom you give your proxy.
8. Bragdon lawsuit 1: Members were reminded that M. Bragdon's lawsuit could have been avoided; in addition, members were reminded that M. Bragdon could have offered to volunteer for a POA Board or COA Council position, when openings were available. This lawsuit was filed in July 2017, and a very possible result is that the Bayshore owners will be adversely affected, from the financial standpoint. Although the earlier POA Boards and COA Councils made the best decisions they could make, based on knowledge and information present at the times decisions were being made, it is possible that some procedural mistakes may have been made. However, regardless of those possible procedural issues, the community was not damaged nor were any hardships *realized*, financial or otherwise. Based on the current expectations, regarding the amount of money involved, to date, for this lawsuit, Bayshore is expecting that our insurance premiums will be increased, perhaps as much as the legal fees that have been incurred. That increase in premiums will likely result in a special assessment for the entire community, including both POA and COA.

Open Discussion 7:30 pm:

1. M. Bragdon mentioned the following items:
  - a. Requested confirmation that the 2015 audit has been completed and that the 2016 audit is in progress. Confirmation given.
  - b. Asked about the change in the use of the clubhouse parking lot for overnight parking. Brief conversation, with J. Dill explaining that the clubhouse lot was allowed to be used, in the past, but vehicle owners were 'required' to move their vehicles by the time the pool was getting ready to open. Refer to the item

above.

- c. Question asked about the committee reports. Explanation is that the more people know, the better the community is. The more information is shared, the better the knowledge is in the community.
  2. J. Dill asked about the issue about feeding the cats. Reminded those in attendance that this has been an issue in the past. J. Dill also noted that there is one household in particular, in the past, that had received notices regarding the feeding of the feral cats.
  3. J. Dill also emphasized that there are now muskrats in the front ponds by Long Neck Rd. Envirotech has been notified.
  4. J. Dill asked about the tax returns and tax payments. P. Hoffman explained that one line item was mis-coded and that it should have applied to the audit. P. Hoffman also explained that in 2017, the COA had a profit of \$600, against which taxes were then owed. The COA budget did not include any projected tax expenses for 2018.
  5. J. Dill asked about having the 2017 tax return posted on the web page. Council will follow up with both the community attorney and the accountant.
  6. L. Muller – brief discussion about the sewer question and where the owner’s responsibility ends. Refer to the item above.
  7. M. Muller asked about the dog waste issue. The owner of a husky has been mentioned, via electronic communications, as a person of interest in this matter. That owner has been identified as a renter. Address will be determined. When the address is known, the matter will be referred to the POA for follow up and a violation letter.
  8. Next COA meeting is Wednesday, May 16.
- P. Hoffman motioned to adjourn; H. Felinski seconded; approved. Adjourned at 7:58 pm.