

Townhomes of Bayshore Condominium Owners Association, Inc.
Council Meeting minutes
September 9, 2023

Meeting called to order by President John Dill at 6:01 PM.

All Council members present.

Changes to the agenda under new business made by Treasurer to approve the Capital Reserve budget prior to the 2024 Budget approval. President added to include approval of the contract for the 2023 Audit review and the approval of the landscaping and lawncare contracts, Motion to accept the changes made by JB and 2nd by LF; No further discussion; Motion passed.

Proof of Notice of the meeting presented and signed by John Sciole, Secretary.

Motion to accept the Secretary minutes for April 29, 2023 council meeting made by MB and 2nd by JB; No discussion; Motion passed.

President's Self-Management Report by John Dill (see attached). Motion made by JS and 2nd by JB to accept the President's report. No further discussion; motion passed.

President gave an update on the Baywood Garden. The received final approval to start building their complex of 514 units. Everything passed by zoning, just waiting for the engineer's final proposal There will be a traffic light at our entrance.

There was a homeless colony in the woods behind us. We notified land owners and police removed the squatters. 'No Trespassing' signs have been posted on the grounds.

Beebe Labs CEO updated the President about the addition to their existing building. The entrance will be off Long Neck Rd, There will be NO helipad and will not be open 24 hours.

Financial report: Treasurer reported operating and reserve balances; has been busy with the capital reserve and the 2024 Budget. AR balance is zero. Estimate for year-end is a surplus of \$11,000 and with the carry over of \$11,000 from last year, we will be able to finish the maintenance projects.

Asst Treasurer reported that the Audit is not done, but we have a backup auditor in case our auditor doesn't deliver soon. If we don't have a progress forward from our auditor by September 30th, we will use the backup auditor ,which will cost \$3100 instead of \$2350. Motion to use the backup auditor if we don't have a progress forward from our auditor by September 30th made by JB and 2nd by LF; No further discussion; motion passed.

Motion to accept the treasurer's report made by JB and 2nd by LF; No further discussion; motion passed.

No Committee reports to present at this time.

Unfinished Business:

- Council discussed the 2023 projects left: the garage doors, the trims on Pelican and the bushes.

New Business:

- Approval of Audit review contract: Asst Treasurer presented an arrangement for audit reviews for the next 2 years with Sombar and Associates for review and taxes for \$3000. Motion made to accept the arrangement with Sombar and Associates for \$3000 for the 2023 review and tax prep by MB and 2nd by JB; No further discussion; motion passed.
- Approving the landscaping (mowing, weeding, mulching and trimming): Our contract with Customize Lawn Care ends in December. We are working on a 3 year contract; increased weeding to 2 times a month. Contract costs will be \$17,700 for 2024 and \$18,900 for 2025 and 2026. Motion to accept the landscaping contract for the 3 years made by MB and 2nd by JB; No further discussion; motion passed.
- Lawncare service: Need approval of contract to do aeration and over seeding this fall; cost is \$1980 for COA front beds only. Motion to accept the lawncare contract for this fall for aeration and over seeding made by JB and 2nd by JS; No further discussion; motion passed. Need to approve the 2024 contract, which will include the 5 treatments, the aeration, and the over seeding; cost is \$2928, which is the same price as this year. Motion to accept the lawncare contract for 2024 for the 5 treatments, aeration and over seeding made by MB and 2nd by JB; No further discussion; motion passed.
- Approval of roofs to be changed this year and next: We got bids from 7 contractors with estimates from \$42,000 to \$72,000. We got a proposal from AB&G that if we do 6 roofs by year end, he will do them for \$34,000 each, including disposal. AB&G also agreed that if we do 6 more next year, he will do them for 39,000 each. Motion to accept the AB&G contract for 6 buildings at \$34.000 each made by JB and 2nd by LH; No further discussion; motion passed.
- Review and Approval of the Capital Reserve study: An increase is needed due to price increases. We are sticking with Sussex Lumber since they have the best prices. COA dues will increase by \$25 quarterly. Motion to accept the reserve study made by MB and 2nd by JB; No further discussion; motion passed.
- Review and Approval of the 2024 Budget: Largest increases are the capital reserve and the insurance. Treasurer and Asst Treasurer presented the details of the 2024 budget, which will increase the dues to \$495 (an increase of \$25) per quarter. Motion made by JB to accept the 2024 budget, 2nd by JS; No further discussion; Motion passed.

The Special Members meeting to ratify the 2024 Budget was decided to be on October 19, 2023 at 6 PM, with a regular Council meeting to follow after around 6:30 PM.

Council also decided the first Council meeting in 2024 will be on February 8, 2024 at 10 AM

Open discussion of townhome owners.

Motion to adjourn meeting made by MB, and 2nd by JB; Motion Passed.

Meeting adjourned at 7:35 PM.

Respectively submitted
John Sciole, Secretary

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Self-Managing Report from September 9th, 2023

By the President

This report will cover where we were, where we've been and where we are in the Five-year plan. As you know when I was elected and was the president, my goal was to have a maintenance plan that would address all the maintenance that hadn't been done for over 10 years. This plan covers the following projects.

- All front and back doors to be painted.
- All shutters to be painted.
- All trim on the buildings to be painted.
- All scrubs in the front flower bed to be replaced with new scrubs.
- To work on the front lawn for Lawn care.
- We are in Phase IV in Windows and Doors Replacement when determining the problem.
- We are in phase 3 of roof replacement, determining the number of repairs.
- We have accomplished a lot in the Past 4 years, with COVID, Contractors, Workers, and most of all the cost of Material and Labor.
- This Council has worked very hard in making sure we are doing the right thing for the community.

APPROVED 10/19/2023