

Baytree Community Association Inc.
C/o Fairway Management,
1331 Bedford Dr., Suite 103
Melbourne, FL 32940
(321)777-7575

Board of Directors Meeting Minutes
July 1, 2024 at 1pm
Golf Clubhouse

1. **Called to Order-** Meeting was called to order by the President, Jackie Curley, at 1:00pm.
2. **Pledge of Allegiance**
3. **Roll Call-** Quorum of Directors Present: Jackie Curley, Tom Harrison, and Arthur Hudson were present. Chas White and Nick Williams were absent. Mary Wathen and Paula Matthes present from Fairway Management.
4. **Proof of Meeting Notice-** Posted at Community gate 48 hours in advance of the meeting.
5. **Approval of Minutes-** Tom motioned to approve the May 10, 2024, meeting minutes, second by Art. Motion carried unanimously.
6. **Reports of Officers:**
 - a. President – Jackie commented that Baytree has seen an increase in properties for sale. Currently 9 in BCA and 2 in Isles of Baytree. New President for Isles of Baytree, Greg Cunningham. She suggests homeowners send any violations witnessed to Fairway Management with a date stamped photo.
 - b. Vice President –No report.
 - c. Treasurer – Art presented the attached Treasurer’s report. Jerry suggested the Board look into current money markets at 5% interest.
 - d. Secretary – Not present.
 - e. Director – Not present.
7. **CDD Update** – Mel Mills stated the well up front dried out and is scheduled to be re-drilled. New flowers will be planted on 7/3. All wells in Baytree are artesian wells. Sinkholes in Balmoral repaired. Speeding and disregarding stop signs are still issues. Yard waste must be cleaned from street gutters during hurricane season here. The roads will flood if not cleared. Dog bags are being left on CDD property. Pool deck has been resurfaced. Thinning trees in front will be trimmed and other areas will be done bit by bit as found needed.
8. **VM Reports –**
 - a. Arundel – Absent.
 - b. Balmoral – Absent.
 - c. Chatsworth – Absent.
 - d. Hamlet – Absent.
 - e. Kingswood – Sandy Schoonmaker/VM present. No report.
 - f. Saddleworth – Absent.
 - g. Turnberry – Absent.
 - h. Windsor – Absent.

9. Committee Reports –

- a. **ARC** – Rick Brown had no report.
- b. **Social Events** – Not present.
- c. **Newsletter** – Not present. Discussion had on newsletter content.
- d. **Due Process (DPC)** – Orion Vanderlinde volunteered for the DPC to replace Sidney Crouch. Tom motioned to appoint Orion, Jackie second. Motion carried unanimously.

10. Unfinished Business – None.

11. New Business -

- a. Proposed update to B-PARCs/ARC applications. Additional wording regarding the ARC fees to be placed per attorney opinion to either Section 3.5 (C) or General Section F (a), “The Pre-approval ARC application fee is currently \$25.00, unless waived. The ARC application fee for any exterior project that is started or completed without prior ARC approval is currently \$250.00.”. To go into effect on October 1, 2024, after announced in the next newsletter. Wording to be added to both ARC forms as well. Tom motioned to accept, second by Art. Motion carried unanimously.
- b. Mary reviewed items from the new House Bill 1203. Board will need to establish method and policy for all newly required official records. A link will be required on the Baytree website to link homeowners to Fairway’s website with homeowner login. Specifics tabled until next meeting.
- c. Due Process – None.

12. Items from the Floor – None.

13. Adjournment- Being no other business before the Board, meeting was adjourned at 2:18pm.

Minutes Prepared by:
Paula Matthes, LCAM
Fairway Management

BAYTREE COMMUNITY ASSOCIATION, INC.
BOARD MEETING JULY 1, 2024
TREASURER'S FINANCIAL REPORT

This financial report is based on the five-month period ending May 31, 2024.

• **Profit and Loss/Budget Performance**

- Income for the period totaled \$50,101.12 compared to a budget of \$45,386.65 resulting in a favorable variance of \$4,714.47. Favorable variances in resident violation fines and late fees of \$3,985.00 and \$700.00 respectively are the major contributing factors to this favorable variance.
- Expenses for the period totaled \$13,666.54 compared to a budget of \$15,252.80 resulting in an underrun of \$1,586.26 for the period. Overruns in postage and newsletter were offset by underruns in legal, social events, board discretionary and office expenses resulting in the underrun for the period.
- Net income for the period totaled \$36,434.58 compared to a budget of \$30,133.85 resulting in a favorable variance of \$6,300.73. This favorable variance is the total effect of the favorable variance in Income combined with the underrun in expenses.

• **Balance Sheet**

- Cash Accounts ended the period with balances as follows: Operating Account = \$54,910.60 and Money Market Account = \$32,622.53 totaling \$87,533.13.
- Accounts Receivable-Homeowner at May 31st stands at \$2,880.00. This amount reflects violation fines and late payment assessments and fees associated with seven residents, one of which is current (less than 30 days aged). Of the remaining six residents three have settled their accounts in June totaling \$360.00, leaving a balance of \$2,360.00 over 30 days aged and are all at the attorney for collection.
- Accounts Receivable-Prepaid Expense represents payments made to vendors/suppliers for social events to be held in December 2024. This amount will be expensed to the profit and loss statement at that time.
- Current Liabilities reflects a balance of \$35.00. This amount will clear in June.
- The BCA continues to have discretionary/reserve funds available as follows:

Discretionary/reserve cash analysis:	
Total Cash @ May 31, 2024:	\$ 87,533.13
Plus: Accounts Receivable-Homeowner:	2,880.00
Pre-Paid Expense:	684.68
Less: Minimum Cash Balance:	-20,000.00
Current Liabilities:	- 35.00
Remaining Expense Budget:	-33,528.46
Discretionary/reserve funds at May 31,2024:	<u>\$ 37,534.35</u>

In summary the BCA continues to maintain a strong balance sheet and a solid cash position.

This report was presented to the Baytree Community Association, Inc. Board of Directors at its regularly scheduled meeting held on July 1, 2024.