

Biscayne Pointe/Pine Ranch HOA General Membership Board Meeting Minutes

13 November 2017

The meeting was called to order at 1832

Board Members Present:

Mr. Ty Gibson (President)

* Mr. Bobby Jarsky (Vice President)

* Mr. Frank Scandone (Treasurer)

* Mr. Sean Medsker (Secretary)

* Mr. Mike Klickovich (Board Member/ARC Chair)

* Mr. Brian Jenner (Board Member/ARC Co-Chair)

Mr. Tyler Tracy, Board Member

Mr. John Anderson, Board Member

* Mr. Dave Brown, Board Member

Mr. Bryan Lucas, ARC

* Mr. Bob Cinato, ARC

* Mrs. Anne Medsker, Welcoming Committee

* Denotes person was in attendance

The first order of business was to determine if enough members were represented to have a quorum. In accordance with Florida Statute 720.306(1), voting interests required to have a quorum is 30%. As well, this is explained in the Biscayne Pointe HOA By Laws, Section 8.06.

32 HOA members/residents were in attendance. As well, 19 HOA members/residents were represented via proxy. This afforded a total of 51 voting interests. Thus, 48 of 159 members present (30% of 159 = 47.7%) allowed for amending action to occur as voted upon.

Mr. Bobby Jarskey (Vice President) started the meeting by welcoming all attendees and introducing himself and the other board members.

Mr. Bobby Jarsky then discussed the years (2017) major neighborhood accomplishments which included refurbishing of the front entryway and the culvert project on Biscayne Blvd.

The Front Entrance Project was required because the electrical lighting system was in disrepair and not working properly. The irrigation system was spreading water onto the island curb and road causing rust staining. As well, there was a requirement to remove earth from the island due to years of build-up that was allowing water to flow out onto the road. Lastly, the existing vegetation was in poor condition. Thus, the irrigation system was replaced with soaker lines,

night lighting was replaced with industrial quality lightning assemblies, and vegetation was replaced with low maintenance materials. Lastly, the ground cover was replaced with pine straw (a cheaper product) that can be easily added to. Costs of this project was \$3900.

The culvert project was required because of the serious structure compromise and there was a serious threat that the road above could collapse and become impassable. This could have deemed the homes past the culvert as not legal domiciles due to the inability of emergency/fire response vehicles inability to pass. Furthermore, the culvert project contract was signed in July 16; work started February 17 and was finished April 17. It was discussed how many actions were taken to truly discern the seriousness of structure damage and the repairs needed as to not perform maintenance that was not required. The overall costs of this project were \$136K.

Mr. Mike Klickovich (ARC Chair) covered trends associated with the HOA ARC. This included towable items being illegally parked in driveways (boats, trailers & RVs), parking on grass, and parking on the roads for extended periods. Trash cans being left out for extended periods on the road, after trash pick-up has gone, was also discussed. Mr. Klickovich then covered the specifics of what home/property modifications do and do not require ARC action/approval. He also covered how complaints can be handled via the ARC.

Biscayne Pointe HOA By Laws, Section 11.05 provides guidance that home owners must seek ARC approval for structural modifications. Likewise, Articles III and IV of the Declaration of Covenants, Conditions, and Restrictions spell out lot and dwelling directives.

Mr. Bobby Jarsky then discussed the 2017 Treasurer Report with Mr. Frank Scandone (Treasurer) providing supporting data. Budget items for 1 January 2017 to 31 October 2017 are:

<u>Disbursements</u>	<u>Budgeted</u>	<u>Spent</u>
Holly Navarre Water	\$50.00	\$48.27
Gulf Power	\$5,320.00	\$3,679.34
Admin Items	\$1,200.00	\$683.33
Web Costs	\$300.00	\$203.99
Grass Cutting	\$4,400.00	\$4,320.00
Front Entrance Upkeep	\$7,000.00	\$5,962.36
Liability Insurance	\$1,200.00	\$1,168.73
Pond Maintenance	\$3,500.00	\$2,201.86
Legal Assistance	\$1,500.00	\$1,181.95
Common Areas Maintenance	\$5,000.00	\$61.00
Bridge/Water Culvert Repair	\$129,625.06	\$136,821.00
Total Disbursements	\$159,095.06	\$156,331.83

Annual Dues: 159 x \$330.00 = Owed: \$52,470 Collected: \$49,170

<u>Special Funds</u>	<u>Balance</u>
Water Drainage Fund	\$6,000.00
Road Fund	\$103,970.03

Mr. Bobby Jarsky then turned to new business, first discussing the need to vote in new board members. Mr. Frank Scandone has been the HOA Treasurer for 18 years. He is finally stepping down. As well, Mr. Bobby Jarsky was interested in stepping down if another member could be identified to take on the vice president position.

One new board member was elected onto the board: Mr. Samuel De La Rosa.

Mr. Bobby Jarsky then petitioned volunteers for installing Christmas decorations in the front entryway of the neighborhood. While no one volunteered, it was decided that the time/date for this event would be 2 December at 1000. Members participating should bring ladders if able.

Mr. Bobby Jarsky then made the proposal for the HOA to hire a property management company. He went on to explain that the HOA board members had identified two candidates:

- Option #1: Total Professional Association Mgmt
 - \$300 per month / based in Talahassee FL / performs majority of administrative functions / collection of funds
- Option #2: Ethridge Property Mgmt
 - \$650 per month /based in Pensacola FL / performs majority of admin functions / collection of funds / inspections

Mr. Bobby Jarsky also explained that the board had compared the two and decided that option 2 was the better of the two options. While the 2nd option is more money, the company is a closer proximity and seems to do more for the price. Option 1 does have a better price, but their services are limited, and it costs more as other services are provided and the thought process of the board was that other services would be needed.

Mr. Bobby Jarsky then proposed the HOA Budget for 2018. It was discussed how the annual dues needed to be raised if the HOA was going to be able to hire a management company. As well, the increase in dues could help fund the drainage fund and allow for a buffer in case funds are needed for unforeseen expenses (for example, if a storm/hurricane damages or destroys neighborhood common areas). As well, it was noted that the process of a special assessment to gain funds after the fact as is very time consuming and not efficient when dealing with issues. Members were presented with three options to increase the HOA Dues: 10%/15%/20%. It was explained that the 20% increase was recommended by the board and members were reminded that there had been no HOA due increases for the last two years.

The increase options were discussed, and a vote was conducted with the outcome to raise the dues by 20%. This will raise the annual dues from \$330.00 to 396.00. furthermore, this will allow for an income of \$62,964.00 (159 x \$396).

A vote for the hiring of a management company was voted upon and Option #2, Ethridge Property Management, was selected.

The rest of the 2018 budget was presented as:

Water service	\$100.00
Power	\$5,350.00
Admn / Management	\$8,600.00
Web	\$300.00
Grass and Weeds	\$5,000.00
Entrance Upkeep	\$3,000.00
Liability Insurance	\$1,600.00
Pond Maintenance	\$3,500.00
Legal	\$1,500.00
Common Area Maintenance	\$10,000.00
Drainage Fund	\$4,000.00
Road Fund	\$20,000.00
	\$62,950.00

The meeting then turned to future neighborhood improvements and Mr. Brian Jenner Board (ARC Co-Chair and Drainage Committee Lead) provided a 4-Phase plan to improve the water drainage within the neighborhood. He explained/identified the areas that were the worst when heavy rains occurred and explained how his plan could alleviate the flooding issues. He also explained that the research he had done thus far showed that the costs to accomplish all the phases would be costly. Thus, the best course of action would be to start with the sections that could help the most and possible, eventually make all needed improvements. The main actions would be to recreate swells alongside Biscayne Blvd, clean vegetation and earth form existing swells, and increase the depth/size of retention ponds.

Mr. Dave Brown (Board Member) solicited members that were present to let him know if there are any projects that they desire to be accomplish. For example, the option of a shower by the beach area was recommended.

The meeting was adjourned at 2030.