

Biscayne Pointe HOA Board of Directors Meeting Minutes for 14-April-2021

Board Attendants:

- o Fred Reich, Pres.
- o Bob Hause, Sec.
- o Neil Strom, ARC
- o Dave Brown
- o Cheryl Kelley, Etheridge
- o Kirsten Olman
- o Cindy Granfield

Absent for part of meeting: o Tamara Schultz, Treas.

Lot-Owner Attendants:

- o Mr. & Mrs. James Parrish
- o Mr. & Mrs. Chris Gist

- 1) President called meeting to order at 6:30 PM. Meeting held via Zoom (due to Covid-19).
 - a) Two officers present and three other board members (therefore quorum established). Earlier today Deb Whitley resigned; therefore Fred was promoted to President. The office of VP is now vacant.
 - b) Two BPHOA lot-owning couples also attended the meeting.
 - c) The BOD Meeting Minutes for March 2021 were approved.
- 2) Treasurer's report:
 - a) Tami not present; therefore Cheryl briefly reviewed the March Financial Report. One positive point: no assessment from previous year. Money transferred to Road Fund and Drainage Fund A/R.
 - b) This month we received a Check Register for the previous month, which includes copies of the bills. This provides the Board with needed clarification. Hopefully this will be forthcoming from Etheridge every month.
 - c) To avoid repetition, and to avoid errors, a copy of the Financial Report is attached.
- 3) Committee Reports
 - a) ARC: Two new pools will be installed. All other requests have been approved. Mr. Perkins (9320 Vandivere Drive) noted that after a rain or after lawn sprinkling water pools in the street; it is damaging the roadway and it is also a nuisance; needs examination and possible repair.
 - b) Drainage: waiting for money to be placed into account so we can get Pond #5 cleaned.
 - c) Welcome Committee: waiting on Brian and Kristen; no new developments.
 - d) Traffic Calming Committee: Table for now. Six ultra-low profile speed bumps have been installed. Need to put to full HOA vote so Deb can be reimbursed for \$2500. Possible vote at next annual meeting (Nov. 2021) or call a special meeting sooner. Bob and Kirsten want it sooner so we can order and install Speed Bump Signs and reimburse Deb as soon as possible. (Note: there is no rationale for not reimbursing Deb now; however Deb has refused reimbursement until a vote takes place.)
- 4) Old Business
 - a) Database Update: Robert Barnett would like to assist in updating lot-owner address database. As such there is a need to vote on this new committee. Cheryl: the Board's so called "corrected version" should be referred to as a "owner's roster"; i.e., the database maintained by Etheridge is not incorrect, but rather reflects addresses as maintained by county records and Etheridge is bound by Florida Statutes to maintain it as such. The "owner's roster" will be used by the Board to contact lot-owners. Vote to create this new committee: all in favor.

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- b) Gazebo repair is complete. Tami has receipts; need to be sent to Cheryl; Cheryl will reimburse Debra; approx \$1500 (this represents a savings of at least \$10,000); vote taken to reimburse; all in favor. RFQ for benches has been sent to Raymond Hummel (resident handyman); still waiting for his quote.
 - c) Rip-rap placement along culvert on Biscayne: six large truck loads dumped today. Bob has broken/moved 2 to 3 tons earlier today; he has placed request for volunteers on Facebook. Chris Gist has jack-hammers which he is willing to loan (much easier to use versus sledge hammers). (Chris owns a plumbing business and a restoration business.) Fred can loan his 1800 Watt power generator.
 - d) Quarterly Newsletter: Cindy Granfield unable to do anything; Cindy resigned from this committee. Request for volunteer to start this Quarterly Newsletter; no volunteers; issue tabled.
 - e) Dave Brown has updated the BPHOA Facebook page with regard to officers, board member list, etc. Cheryl rejected invitation to join this group (unnecessary and non-beneficial).
- 5) New Business
- a) Neighborhood Smoke-out (barbecue) 2-3 PM next Saturday.
 - b) Need new directors. Kirsten Olman volunteered to join BOD (which is permitted mid-year because we have had two resignments). Vote called and passed. Welcome Kirsten.
 - c) Chris Gist has wooden swing he would like to donate for Gazebo. One issue: liability of swing and therefore this must be considered. We could remove seat from swing to provide seating. Etheridge's attorney is on a retainer and will be queried (the attorney can answer questions like this; there is no fee for answering questions unless legal research is required; this service is included in our monthly fee to Etheridge).
- 6) Next BOD Meeting: Wednesday 12-May-2021 at 6:30 PM via Zoom.
- 7) Adjournment at 7:35 PM.



Fred Reich, President



Robert F. Hause, Secretary

Biscayne Pointe HOA
Income Statement
Compared with Budget
For the One & Three Months Ending March 31, 2021

	Current Actual	Current Budget	Current Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Assessments	\$ 3,977.95	\$ 5,300.00	(1,322.05)	\$ 57,578.03	\$ 15,900.00	41,678.03
Late Fees	52.00	0.00	52.00	78.00	0.00	78.00
Interest Income	7.69	0.00	7.69	21.74	0.00	21.74
Total Revenues	<u>4,037.64</u>	<u>5,300.00</u>	<u>(1,262.36)</u>	<u>57,677.77</u>	<u>15,900.00</u>	<u>41,777.77</u>
Expenses						
Insurance	0.00	133.33	(133.33)	1,301.00	400.03	900.97
Legal Fees	0.00	131.25	(131.25)	(301.30)	393.75	(695.05)
Web Cost	0.00	18.75	(18.75)	203.99	56.25	147.74
Postage & Printing	112.17	50.00	62.17	312.17	150.00	162.17
Office Expense	0.00	33.33	(33.33)	0.00	100.03	(100.03)
Management & Acctg Fees	650.00	650.00	0.00	1,950.00	1,950.00	0.00
Lawn Maintenance	600.00	650.00	(50.00)	1,200.00	1,950.00	(750.00)
Lake Maintenance	0.00	291.67	(291.67)	0.00	874.97	(874.97)
Common Area Maintenance	116.32	625.00	(508.68)	116.32	1,875.00	(1,758.68)
Road Repairs	0.00	208.33	(208.33)	0.00	625.03	(625.03)
Water Drainage Fund Accou	0.00	416.67	(416.67)	0.00	1,249.97	(1,249.97)
Road Fund Account	0.00	1,666.67	(1,666.67)	0.00	4,999.97	(4,999.97)
Electricity	403.12	416.67	(13.55)	1,175.08	1,249.97	(74.89)
Water	4.99	8.33	(3.34)	14.39	25.03	(10.64)
Total Expenses	<u>1,886.60</u>	<u>5,300.00</u>	<u>(3,413.40)</u>	<u>5,971.65</u>	<u>15,900.00</u>	<u>(9,928.35)</u>
Net Operating Income	<u>2,151.04</u>	<u>0.00</u>	<u>2,151.04</u>	<u>51,706.12</u>	<u>0.00</u>	<u>51,706.12</u>
Other Expenses						
Net Income	<u>\$ 2,151.04</u>	<u>\$ 0.00</u>	<u>2,151.04</u>	<u>\$ 51,706.12</u>	<u>\$ 0.00</u>	<u>51,706.12</u>

Biscayne Pointe HOA
Balance Sheet
March 31, 2021

ASSETS

Current Assets		
Cash - Operating	\$	114,583.34
Reserve - Roads		140,107.80
Reserve - Drainage		5,251.56
		259,942.70
Total Current Assets		
Property and Equipment		
		0.00
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	259,942.70

LIABILITIES AND CAPITAL

Current Liabilities		
		0.00
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
		0.00
Total Liabilities		
Capital		
Retained Earnings	\$	208,236.58
Net Income		51,706.12
		259,942.70
Total Capital		
		259,942.70
Total Liabilities & Capital		
	\$	259,942.70

**Biscayne Pointe HOA
General Ledger**

For the Period From Mar 1, 2021 to Mar 31, 2021

Filter Criteria includes: 1) IDs from 50100 to 86000. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
58300 Insurance	3/1/21			Beginning Balance			1,301.00
	3/31/21			Ending Balance			1,301.00
61100 Legal Fees	3/1/21			Beginning Balance			-301.30
	3/31/21			Ending Balance			-301.30
61400 Web Cost	3/1/21			Beginning Balance			203.99
	3/31/21			Ending Balance			203.99
61500 Postage & Printing	3/1/21			Beginning Balance			200.00
	3/12/21	1195	CDJ	EPM - Postage & P	112.17		112.17
	3/31/21			Current Period Cha	112.17		312.17
				Ending Balance			312.17
62500 Management & Acctg	3/1/21			Beginning Balance			1,300.00
	3/1/21	1192	CDJ	Etheridge Property	650.00		650.00
	3/31/21			Current Period Cha	650.00		1,950.00
				Ending Balance			1,950.00
63200 Lawn Maintenance	3/1/21			Beginning Balance			600.00
	3/2/21	1193	CDJ	Emerald Coast La	600.00		600.00
	3/31/21			Current Period Cha	600.00		1,200.00
				Ending Balance			1,200.00
63500 Common Area Mainte	3/1/21			Beginning Balance			
	3/19/21	1196	CDJ	EPM Maintenance	116.32		116.32
	3/31/21			Current Period Cha	116.32		116.32
				Ending Balance			116.32
67000 Electricity	3/1/21			Beginning Balance			771.96
	3/3/21	1194	CDJ	Gulf Power - Electri	403.12		403.12
	3/31/21			Current Period Cha	403.12		1,175.08
				Ending Balance			1,175.08
67100 Water	3/1/21			Beginning Balance			9.40
	3/3/21	auto ach 3.	CDJ	Holley-Navarre Wa	4.99		4.99
	3/31/21			Current Period Cha	4.99		4.99
				Ending Balance			14.39

Biscayne Pointe HOA

Aged Receivables

As of Mar 31, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

Customer ID	Customer	0-30	31-60	61-90	Over 90	Amount Due
B-07	Hutchson, John & Shelly		400.00			400.00
D-06	Hernandez, Nora Martinez		400.00			400.00
D-12	Niehus, Grant & Granfield, Cynthia		400.00			400.00
E-07	Breiz, Omar & Angela		400.00			400.00
E-11	Shawaryn, Deja & Jeff		400.00			400.00
E-15	Warriner, Daniel & Michelle		400.00			400.00
F-02	Lukasiewicz, Ashley		400.00			400.00
G-05	Espinoza, Oscar & Carolyn		400.00			400.00
H-12	Burt, Brian A.		400.00			400.00
H-15	Sevy, Dana & Jacob		400.00			400.00
H-41	Graves, Collin & Logan		400.00			400.00
PRB-07	Maloney, Elvin & Mary		400.00			400.00
PRB-15	Minot, Bradley & Amy		400.00			400.00
PRB-17	Aaberg, Tamare		-0.08			-0.08
PRB-18	Russ, George & Leanne		400.00			400.00
PRB-27/PP	Huston, Joshua & Tiffany		52.00			52.00
PRB-31	Brancato, Edda		400.00			400.00
PRC-03	Nunez-Carmona, Luis & Nunez, Ivette		-6.90			-6.90
Report Total			6,045.02			6,045.02

◦ Interest add - late notices - sent