

Board Of Directors Meeting Minutes

March 13, 2008

The Board of Directors of Baytowne Homeowners Association, Inc. met on March 13, 2008 at the office of Bristol Management. Directors present were: Ray Zager, Mike Cembura, Jean Grebinar, John Canning, and Robert Prout. Nadine Inglis was present representing *Bristol Management Services, Inc.*

Call to Order: The meeting was called to order at 4:00 p.m. by President, Ray Zager, who noted that a quorum was present, and that proper notice of the meeting had been previously posted.

Election of Officers: The new officers of the Association are **Ray Zager, President; John Canning Vice President; Robert Prout, Secretary; Mike Cembura, Treasurer; Jean Grebinar, Director.**

Minutes: The minutes of the January 10th, 2008 Board of Director's meeting were reviewed. John Canning made a motion to accept the minutes as written. Mike Cembura seconded the motion. Motion was approved unanimously.

Open Forum: Members present were allowed to address the Board of Directors with concerns.

Financials: Mike Cembura reviewed the January 2008 financials with the Board. In January the Association was overall \$1,084 under budget. However, Administrative Expenses and Utilities were both slightly over budget by less than \$700 each and Operational Expenses was \$2,156 under budget. He also reported the one delinquency has paid in full, therefore, there are no owners delinquent in their first quarter assessment. The financials were approved as presented.

Committee Reports:

Design Control - The Board reviewed plans from Martin Stack at 17116 Bay Street to move 2 existing pilings forward to extend the boat lift to accommodate a larger boat. A survey was included. Jean Grebinar made a motion to approve the plans as presented contingent the move is within the recorded setbacks, easements and pier limits. John Canning seconded the motion which carried unanimously.

Long Range Planning Committee (LRPC) - John Canning reported he and Ralph Lobdell met with attorney Guy Rabideau regarding the maintenance easement between the homes. The attorney suggested trying to amicably work out the problem with the owners affected through a friendly discussion rather than going to court. Three (3) letters were sent from owners at 17046, 17026 and 17066 complaining of workers using maintenance easement and invading the owner's privacy. The attorney also suggested forming an Architectural Review Committee with two (2) Board members and three (3) non Board members. The ARC would set guidelines, mail to all owners as an amendment and ask for their approval. John Canning made a motion to appoint an ARC. Robert Prout seconded the motion. The motion carried 3 - 2 with Ray Zager, Robert Prout and John Canning voted in favor, and Jean Grebinar and Mike Cembura voting against. John Canning made a motion to appoint Robert Prout as head of the ARC. Ray Zager seconded the motion. The motion carried 4 - 1 with Jean Grebinar voting against. John Canning made a motion that the Association pay attorney Guy Rabideau. Robert Prout seconded the motion which carried unanimously. John Canning said the attorney will be sending a statement of his recommendations based on the meeting with John Canning and Ralph Lobdell.

Unfinished Business

Golf Course Drainage - As a result of a letter sent by management, the golf course dug a small trench to try and correct the drainage problem behind the homes on the golf course. The Board asked that bids be obtained to check and clean out drainage lines and areas affecting Baytowne. A letter would then be sent again to Mr. Ray Carabello regarding the drainage problems and requesting they share in the cost to repair. JLPOA will also be made aware.

New Business:

Builder Requirements, Deposits - New Buildings. - The Board discussed charging a construction deposit for all large construction jobs, especially the teardowns and rebuilds. This will be addressed by the Architectural Review Committee, once formed. The ARC will also review Builder Requirements, etc.

Roadway Repairs - Robert Prout reported a walk around identifying four (4) areas of the concrete roadway which need to be repaired. Mr. Prout presented a proposal from John Wagner who does all the Town of Jupiter Water Dept.'s concrete work. Ray Zager made a motion to accept the proposal for \$10,800 to repair the four areas. No second was made. Jean Grebinar made a motion to obtain more

bids. Mike Cembura seconded the motion. Motion carried. At the recommendation of Ralph Lobdell, the Board will consider requesting coloration be added to new concrete poured to help match existing and to address expansion joints.

Other New Business - Jean Grebinar suggested the ARC also address mailboxes and street lights.

With no further business before the Board, the meeting adjourned at 5:30p.m.

Respectfully Submitted,

Nadine Inglis, Bristol Management Services, Inc.
For and on behalf of the Board of Directors