

## Board Of Directors Meeting Minutes

April 10, 2008

The Board of Directors of Baytowne Homeowners Association met on April 10, 2008 at the office of Bristol Management. Directors present were: Ray Zager, John Canning, Bob Prout, Mike Cembura, and Jean Grebinar. Christine Di Renzo and Nadine Inglis representing Bristol Management Services, Inc.

**Call to Order:** The meeting was called to order at 4:10p.m. by President, Ray Zager, who noted a quorum, was present and proper notice has been provided.

**President's Opening Remarks:** President Ray Zager addressed the Board of Directors and those members present with remarks regarding the current environment with Baytowne.

**Minutes:** The minutes of the March 13, 2008 Board of Director's meeting were reviewed and corrections noted. Robert Prout made a motion to accept the minutes with corrections. John Canning seconded the motion. Motion was adopted.

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

**Treasurer's Report:** Treasurer, Mike Cembura reported the Association has funded the deficit in the amount of \$3,800.00 as of February 29<sup>th</sup>. Mike Cembura reported there is not much wiggle room with respect to the operating budget. The total operating assets are \$4,430.00; total reserve assets are \$72,824.09 which is \$77, 254.35 in total assets. No delinquencies to report. Robert Prout made a motion to accept the financial report. John Canning seconded the motion. The financials were accepted as presented.

### **Committee Reports**

**DCB:** President Ray Zager presented a DCB application submitted by 17274 Bay Street to install a boat lift. Robert Prout made a motion to approve the application upon approval of the JLPOA Design Control Board. Motion seconded by John Canning. Motion adopted to approve the DCB application for 17274 Bay Street.

**LRPC:** John Canning reported he and Ralph Lobdell met with attorney Ray Rabideau to discuss the creation of a Landscape & Architectural Committee. A letter written by attorney Ray Rabideau has been provided. A set of Landscape & Architectural guidelines written by Ralph Lobdell has been submitted for discussion purposes. Robert Prout reported the members of the committee are as follows; Robert Prout, John Canning, Betty Tator, Mary Malooley, and Ralph Lobdell. Robert Prout made a motion to accept two additional volunteers for the committee. John Canning seconded the motion. Motion accepted. A letter will be mailed to all members informing them of the opportunity to volunteer for the Landscape & Architectural committee.

### **Unfinished Business**

**Roadway Repairs:** President Ray Zager introduced engineer, Tony LasCasas who has been asked to look at the current condition of the roadway and provide a recommendation on how to proceed with repairs. Tony LasCasas provided a proposal in the amount of \$750.00 to complete an evaluation of the roadway according to his scope of work submitted. John Canning made a motion to approve the proposal submitted by Tony LasCasas in the amount of \$750.00. Motion seconded by Robert Prout. Motion adopted.

**Golf Course Drainage:** The Board discussed the existing drainage system within Baytowne and options to resolve the current drainage problems the Association is experiencing. John Canning made a motion to request that Tony LasCasas submit a proposal to walk the property and evaluate the drainage system. Motion seconded by Robert Prout. Motion was adopted.

**New Business**

***Tree Trimming:*** Christine Di Renzo provided a proposal from Only Trees to trim the oak trees for \$80.00 per tree. Jean Grebinar made a motion to accept the proposal submitted by Only Trees. Motion seconded by John Canning. Motion adopted.

***Insurance Renewal:*** Ray Zager made a motion to accept the insurance proposal from Tequesta Insurance Agency including the umbrella policy. Motion seconded by John Canning. Motion adopted.

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

Respectfully Submitted,

Christine Di Renzo, LCAM  
Bristol Management Services, Inc.