

Board Of Directors Meeting Minutes

April 16, 2009

The Board of Directors of Baytowne Homeowners Association, Inc. met on April 16, 2009 at the office of Bristol Management. Directors present were: Mike Cembura, Bob Prout, Bill Ryno, Jim Barboni, and Beth Shapiro. Nadine Inglis and Christine Di Renzo were present representing *Bristol Management Services, Inc.*

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

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

Minutes: The minutes of the March 19th, 2009 Board of Director's meeting were reviewed. It was noted there was a correction to the minutes. Bill Ryno made a motion to accept the minutes with corrections. Beth Shapiro seconded the motion which carried unanimously.

Financials: Christine Di Renzo reviewed the financials from March 31st, 2009 with the Board and reported the Total Operating Assets were in the amount of \$20,113.15 and the Reserve Assets in the amount of \$63,566.70, therefore Total Assets in the amount of \$ 83,679.85. The Association has a current net income in the amount of \$4,131.60. There is one delinquency and that property is at the attorney and a lien has been placed on the property for the amount of unpaid assessments.

Committee Reports:

ALC Committee - Bob Prout presented the final draft of the ALC Guidelines. The Board agreed to send Jay Carpenter a copy of the Guidelines and he will reply with his comments prior to the next Board Meeting to allow the Board time to review. The approved final draft will be sent to all Baytowne owners to vote upon to become a permanent part of the Baytowne documents.

Unfinished Business

Drainage Update - Bob Prout gave a brief history of the drainage easement maintenance responsibility issue behind the Baytowne homes on the golf course. Nadine Inglis read a letter submitted by Mr. John Suria regarding the drainage issue. There will be another onsite meeting with Engineer, Tony LasCasas and A-1 Pipe Cleaning to review the final report of the drainage issue. Jay Carpenter volunteered to set up a meeting with Bill Mattison from the JLPOA and the Board of Directors to discuss the drainage issue.

Street Lighting - Jim Barboni presented his findings of solar lighting options including photos. The Board will continue to research options for the lighting throughout the community.

Driveway Inspection - Christine Di Renzo reported several driveways have not been cleaned, however a majority of owners have performed the work. Christine Di Renzo will send out notices to those owners' driveways which require cleaning.

Pool Area Panic Button - Christine Di Renzo reported the JLPOA is working on a new security system for all the homes in JL and the pool areas will be addressed. As soon as JLPOA confirms the type of system they will be installing, Bill Gilbert will provide an estimate for the installation (JL will only provide the parts as an expense to the Association).

New Business:

Landscape Replacement Proposal - Christine Di Renzo confirmed with the JLPOA the irrigation is working at the entrance area and the pump is turned back on. Christine Di Renzo provided a proposal from Sago Landscape to install material on the west side of the entrance and fill in existing plants within the center entrance island. A motion was made to approve the proposal; motion was seconded which carried unanimously.

Insurance Renewal: Christine Di Renzo provided a proposal from Tequesta Agency and RV Johnson Agency. The Board reviewed and discussed the proposals. Bob Prout made a motion to approve the proposal from Tequesta Agency. Beth Shapiro seconded the motion which carried unanimously.

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Other New Business - Mike Cembura reviewed a letter submitted by Ray Zager requesting for the Board and Management to contact the JLPOA regarding keeping the Central Gate opened and increasing Security. The Board requested Management to send out a flyer with the quarterly statements requesting the homeowners to provide their e-mail addresses. Management was requested to obtain prices for replacing the wood inserts within the driveways and notifying the owners of the options.

With no further business before the Board, the meeting adjourned at 6:15p.m.

Respectfully Submitted,

Christine Di Renzo
Bristol Management Services, Inc.
For and on behalf of the Board of Directors