

## Board Of Directors Meeting Minutes

November 19, 2009

The Board of Directors of Baytowne Homeowners Association, Inc. met on November 19, 2009 at the Baytowne Pool Area. Directors present were: Mike Cembura, Bob Prout, Beth Shapiro and Bill Ryno. Christine Di Renzo was 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:** Roadway repair project was discussed.

**Minutes:** The minutes of the October 8, 2009 Board of Director's meeting were reviewed. Beth Shapiro made a motion to accept the minutes as written. Bob Prout seconded the motion which carried unanimously.

**Financials:** Christine Di Renzo provided the October 31<sup>st</sup>, 2009 financial report. Operating assets in the amount of \$46,530.56. Reserve assets in the amount of \$69,064.33. Total assets in the amount of \$115,594.89. The Board discussed the 2010 Budget and the option of reducing the allocation of the \$100.00 Capital Roadway Fund to \$50.00 and reallocate the remaining \$50.00 to General Reserves therefore reducing the quarterly assessment to \$800.00. This requires a vote of the membership.

### **Committee Reports:**

**DCB Application** - 17055 Bay Street submitted an application to put a new roof on and paint the unit. The owner needed approval prior to the board meeting therefore the application was approved prior to the meeting. Bob Prout made a motion to ratify the decision to approve the DCB application. Beth Shapiro seconded the motion which carried unanimously.

### **Unfinished Business**

**Drainage Update** - Christine Di Renzo reported the JLGC Board has received a proposal from a civil engineer to correct the drainage behind Baytowne and they will review the proposal during the next JLGC Board Meeting. The JLPOA has Shenandoah on hand ready to go as soon as the JLGC approves the plan.

**Lighting** - Mike Cembura reported the solar light pole is not as successful as they hoped for and will be removed. The Board of Directors discussed the option of installing new street light poles similar to the JLPOA poles currently being installed throughout JL (black Washington base with the acorn fixture). Christine Di Renzo provided the board with a copy of the FPL lighting agreement and map of the current locations of the FPL transformers supplied by FPL. Christine Di Renzo will meet with FPL to review the previous plans submitted by the lighting committee to obtain a proposal. Christine Di Renzo will also meet with Altima Lighting who is the lighting company working with the JLPOA to obtain a proposal.

**Landscape Replacements** - Christine Di Renzo reported Sago does not recommend installing the Louisiana Red plants because they may not reach the height required to hide the pool equipment. Betty Tator and Maureen Schweitzer volunteered to serve on a landscape committee for the community to ensure the landscape continues to be uniform and consistent. The board of directors appointed the committee to provide recommendations to the board of directors for landscaping. Jim Barboni made a motion to install the Louisiana Red plants to hide the pool equipment and relocate the healthy cat palms to the west side of the island to replace the existing plumbago which is deteriorating. Bill Ryno seconded the motion which carried unanimously.

**Symbiont Pool Heater**- Christine Di Renzo reported residents have reported the pool has been cold. Christine Di Renzo reported Symbiont made some repairs and reported the heater is in working condition. There may be an issue with the ground fault.

**Holiday Decorations** - Christine Di Renzo provided a proposal from North Star Holiday Lighting in the amount of \$1,230.00 to install the holiday lights and wreath at the entrance to the community. Baytowne will own the lights and North Star Holiday Lighting will store them and check the lights annually prior to installation which includes any repairs needed. Bill Ryno made a motion to ratify the decision to accept the proposal for the holiday lighting. Bob Prout seconded the motion which carried unanimously.

**Pool Wall Repairs** - Christine Di Renzo provided a proposal from GPS to repair the wall at the pool area which appears to have been hit by a vehicle. Beth Shapiro made a motion to accept the proposal from GPS. Bill Ryno seconded the motion which passed unanimously.

**Pool Furniture Repairs** - Christine Di Renzo provided pricing from Reilly's Patio to re-strap the damaged and/or discolored pool furniture (2 chaises and 7 chairs). Beth Shapiro made a motion to accept the proposal. Bob Prout seconded the motion which carried unanimously. Christine Di Renzo will make arrangements to have the furniture repaired.

**Roadway** - Christine Di Renzo provided a proposal from LiDonni to lay asphalt over the concrete roadway. The Board of Directors reviewed and discussed the proposal. Fedan Petrides provided a presentation of the process of laying the asphalt over the roadway and key points and concerns to consider when reviewing the asphalt project. The Board requested for LiDonni to include the concrete repairs in the proposal. Christine Di Renzo will have a revised proposal for the next scheduled board meeting.

**New Business:**

**Other New Business -**

1. Mary Malooley previously submitted a letter with a report from JL Security to the Board regarding an incident with a neighbor. Christine Di Renzo submitted the reports to Gary Fields, association's attorney. The attorney stated the incident is a criminal act which is not covered under the Association's Documents and is a neighbor to neighbor dispute.

With no further business before the Board, the meeting adjourned at 6:00p.m.

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