

**Summerfield at Bayside Lakes Homeowners' Association**

**BAYSIDE LAKES**

Board of Directors Meeting

January 10, 2023

5:30PM

~~Bayside Lakes Community Clubhouse~~

~~2051 Bramblewood Circle~~

**Via Zoom Session**

1. **Call to Order** – Meeting called to order by President, Robert Stise, at 5:30 PM via Zoom session. A quorum was established with four of the five Directors present. Eleven active Zoom connections were observed during the meeting, including 4 Board members, 1 ARC chairman, 5 Summerfield homeowners, and 1 from Fairway Management.
2. **Proof of Meeting Notice** – Notice was posted on the electronic message board at the exit to Summerfield according to requirements.
3. **Reading / Waive Reading of Previous Minutes** – A motion was made to waive the reading of and to approve the minutes from the December 13 meeting; motion was seconded and approved by voice vote.
4. **Management and Committee Reports**
  - a. **Financial** – Joy provided the end-of-November account balances with \$40,209.27 in the operating account and \$236,485.25 in the Reserve Account for a total of \$276,694.52. Other financial items from Joy's report were:
    - 1) The detailed Aged Accounts Receivable report is not available yet. Assessment dues are being received and the report is changing almost every day. We will have a more meaningful report available next month (after the receipts for the full month of January are recorded).
    - 2) No change in the bankruptcy issue for 996GB. No date has yet been set for the hearing.
    - 3) Joy provided info on the certificate of deposit to Robert and he acknowledged that he had not an opportunity to act on it as of yet. Still TBD.
  - b. **POA** – No report, next meeting will be January 24.
  - c. **ARC** – Tom reported that there was only one ARC request open. He reported for calendar year 2022 that 53 ARC requests were processed with an overall average turn-time of 18.38 days. Included in that data are two requests that experienced unusual delays due to lost documents and an uncharacteristically long response time for homeowner follow-up. If those two requests are removed from the population, the adjusted turn-time falls to 13.31 days, which is well within the target of 15 days. The Board congratulated Tom on the Committee's performance and thanked them for their contributions.

- d. **Variance requests granted** – Joy reported that there was no variance activity since the last meeting.
- e. **Dues payment hardship request** – Homeowners at 2073WB requested permission to pay their annual assessment dues on a monthly basis rather than the lump sum on January 31 as required. They claim it would be a hardship for them to pay the full amount to the HOA at the end of January. They are preparing to sell the property and, as such, explained they would not get the benefit associated with the full year payment and prefer the HOA collect any remaining balance from the new owner after the sale. Marie reviewed the By-Laws and Covenants and reported that neither document provides for an alternative to the annual payment requirement. Accordingly, she observed that the HOA Board does not have the authority to alter the payment terms for any individual homeowner and on that basis the homeowner request for monthly payments must be denied. She further explained that we must treat all homeowners equally, so if a hardship exception were extended to the owners at 2073WB, that hardship exception would need to be extended to all 173 homeowners in SF. Alvaro observed that no immediate hardship exists because the prepaid HOA assessment would be refunded to the seller in the closing cost reconciliation upon sale of the home, just as he experienced last year when he moved from one house to another in SF. He observed that when you sell a home, HOA dues are treated much like property taxes where any amount prepaid by the seller is refunded to the seller by the buyer at closing. Marie made a motion to deny the homeowner's request for monthly dues payment. Seconded by Alvaro; the denial passed unanimously, 4-0.

5. **Old Business**

- a. **Safety and security report** – Robert reported that we had significant turnover in residents recently, noting that about 12 houses have new inhabitants and some of them are renters. He observed that speeding has been getting to be more of a problem and described an incident which occurred which caused damage near the lift station across from 1796WB. He suggested that Marie put something in the newsletter concerning the use of the mirror at that location. He further suggested that we might consider speed bumps within SF. He will also be checking at City Hall to determine when some of the "sharp curve" improvements discussed at the December 6 City Council meeting might be implemented outside of the SF gate. He also mentioned that someone set off fireworks recently (before, on, or just after New Year's Day), some of which landed on an adjacent homeowner property.
- b. **Violations report** – Joy mentioned that three issues were on her list for 3<sup>rd</sup> letter notification and were ready for fining but two of them had recently been addressed (1896WB [weeds have been removed] and 2185WB [sidewalk repair has been done]). The remaining violation relates to weeds at 1940WB; Stephan volunteered to visit the homeowner to ask them to address the issue. If there is no suitable response from Stephan's visit, a fining letter will be issued in February.

Marie noted that there has not been a distribution of the violations report recently and asked Joy for a copy. Joy will e-mail it out to Board members later this week.

- c. **Wi-Fi at the gate** – This item was previously discussed in the December Board meeting and was introduced for a vote at this January meeting. Alvaro earlier proposed that we switch to a hard-wired Wi-Fi connection at the gate for both the Electronic Message Board and the High-Def security cameras. The monthly Wi-Fi cost with Spectrum is now up to \$77 per month but AT&T might begin to service in that part of SF at some time, which would lower the cost to \$55 per month. Alvaro recommended we go for the Spectrum solution on a month-to-month basis until the AT&T service is available. Stephan recommended we increase approval to \$87 per month to cover any modest cost increase in the rate and he made a motion as such. Seconded by Alvaro and approved unanimously 4-0. Joy will call Spectrum to place the order; once Wi-Fi is installed, we will meet with East Coast Alarms to train on how to get security camera videos.
- d. **Dog clean-up station** – Stephan proposed the addition of dog clean-up stations inside SF. He provided some alternatives with a non-recurring cost of about \$200. The Board discussed and questioned who would empty the station, how much would replenishment of the bags cost, and if this could be accommodated given our tight 2023 budgets. A few Board members noted that just a few irresponsible dog owners can make it difficult for everyone, but the addition of a clean-up station would not necessarily cause the offenders to use it. Alvaro noted that we are a “linear” community, so multiple stations would be required and it’s not clear who would want one in front of their property. There was little support for making the pursuing the project, and the item was withdrawn from consideration without a vote.
- e. **Entrance gate operator repair** – This item was the subject of an e-mail message to Board members in December. The gate operator on the entrance side is badly corroded and is in danger of failure. Multiple quotes were received, and Joy favors the proposal submitted by Gate Technologies. It was included as an operating expense item in the last round of the 2023 budget at \$5,660. Robert believes we need to be proactive and take care of it before it fails. He made a motion to approve the expenditure and award the contract to Gate Technologies; seconded by Stephan, approved unanimously 4-0.
- f. **Irrigation pump repair** – This item was also the subject of an e-mail message to Board members in December. The item requires repair at \$1,000, and quotes have been secured. We expected this to be charged off to reserves as it was not included in the 2023 expense budget. Stephan made a motion to approve the \$1,000 expenditure and award the contract to ASI. Seconded by Marie, and approved unanimously 4-0.
- g. **Fencing project update** – Tom Trist provided a report to Robert suggesting that A&B Fence will start on January 19 to work on the fence behind 2167WB.
- h. **Peppertree removal volunteer project** – At the December Board meeting, Homeowner Christie Klein volunteered to contact the St John’s Water District to see if we would be allowed to clean up invasive Peppertrees and dead trees

behind her home in the SF Preserve. Christie advises that the St John's Water District is in control of those preserve areas and prohibits us from touching anything in that area. Robert wants to go back and see if we can at least secure permission to remove the Peppertrees.

- i. **Lamp post and sign post remediation volunteer project** – During the summer, Robert asked that this item be deferred to the (cooler) wintertime for consideration. The green sign posts and lamp posts are badly corroded and we don't have the funds available for a contractor to address them. We are not sure if there is paint available and what methods would be used to sand and strip off the old paint. There is also a concern about SF's potential liability if we have volunteers working on ladders. Robert proposed more study is needed before we decided to tackle this project. He will talk to Melanie at the POA and the Public Works people at City Hall to see if he can come up with ideas.
  - j. **Holiday recap** – Lisa and Robert worked with Meg Malone and some of Meg's family to decorate the exit and entrance gates. They encountered a few challenges and had to make a few more well-negotiated purchases to complete the decorations. Thankfully, all of their hard work paid off, the decorations were hung, and the gates really looked sharp. Meg also assembled the items necessary for the annual Luminara display. She worked with her family to procure the items and to assemble and distribute the kits. It was another nice Christmas Eve display and we thank Meg and her family for all of their efforts to make is special for everyone in the community.
  - k. **Newsletter update** – Marie is gathering info for the first newsletter of 2023. We continue to press for new advertisers and Marie welcomes articles and other input that can be used in upcoming publications.
6. **New Business**
- a. **Reminders on electronic messaging board** – Robert and Joy are trying to cut down on the number of violation notices required by posting reminders on the e-board. The latest message is a reminder to homeowners to pressure wash sidewalks and driveways. Marie congratulated the team for making better selections of screen colors and message fonts. She said it has a much nicer look and is much easier to read.

7. **Open Homeowner Discussion**

- a. None

8. **Next Meeting – Tuesday February 14 at 5:30PM** (Happy Valentine's Day)

To join Zoom meeting (AS OF 5/10/2022):

<https://us06web.zoom.us/j/86249587190?pwd=cjJHV05tMWlpOXdEMzhuckFtR2cxZz09>

Meeting ID: 862 4958 7190      Passcode: 057508  
Audio: (301) 715-8592      (Washington DC)

9. **Adjourn:** Being no further business before the Board, the meeting was adjourned at 6:26PM.