

**BAYCREST AT PELICAN LANDING HOMEOWNERS
ASSOCIATION, INC.
BOARD MEETING MINUTES HELD ON JANUARY 20, 2016
AT THE PELICAN LANDING COMMUNITY ASSOCIATION**

Directors Present: Don Coulson, Swann Fredrickson, Marilyn Hara, Toni Paoello, Creighton Phillips, and Ralph Searce; by phone Thomas Shambeau

ACSMC Committee: Kelley Kissiah, Cheryl Nye, and Peaches Searce

Representing Gulf Breeze Management Services LLC: Aharon Weidner

Ralph Searce called the meeting to order at 7:02 P.M. and quorum was established.

Approval of Unapproved Meeting Minutes

On a motion by Swann Fredrickson, seconded by Don Coulson, and carried unanimously the December 8, 2016 Board of Directors meeting minutes were approved as presented.

Property Manager Report (attached)

Ralph Searce added that he had been working with Marilyn Hara and Greenscapes on finding a solution for the snail problem in the irrigation lines. He added that one irrigation provider which was working in Pelican Landing had provided a proposal for \$2850 to install a filter similar to some of the other communities where the filter had seemed to somewhat alleviate the problem. The current filter allows some water to bypass the filter under certain circumstances. He noted that he still had several questions and more research to do before he could make a recommendation.

The Board discussed the roof cleaning proposals. A resident suggest that the property manager should personally supervise the project since the roof cleaners often had to return to redo some roofs. It was noted that this is common and there is no charge for the roof cleaners to return. Creighton Phillips suggested that we should discuss supervision with the job foreman and also suggested that a group of residents could volunteer to supervise the job.

On a motion by Creighton Phillips, seconded by Toni Paoello, and carried unanimously the Board approved hiring McDonalds Home Care to clean the roofs subject to asking McDonalds management to more closely supervise the project..

Finance Committee

Don Coulson reported on the December 31, 2016 financials. He noted that due to tighter budgeting, the Association ended the year with a smaller surplus than in previous years, about \$14,113, and he anticipated similar results in the future.

7 Homes were sold leading to total Working Capital funds of over \$10,000. The rain sensor purchased in 2015 will come out of the working capital account reducing that balance.

Mr. Coulson noted that the major variances versus budget were: insurance was over due to the addition of an umbrella policy, pool & spa repairs were under budget, and landscape was under budget.

Social Committee

Sheila Phillips thanked Miki Knoche for helping organize the last social event, a very successful chili cookoff. They also thanked Howard Geerlings for providing seating from the boat club as chairs were in short supply. They reported that about 70 residents attended the chili cook-off held on January 14, 2016. They thanked John Oblak for helping move equipment around. They also thanked all of the other volunteers who helped with other decorating and cleanup. The committee has \$419.50 after the last event. No Association funding is used for social events.

The committee will need to discuss what to do with their funds following the annual meeting.

The Board thanked Sheila Phillips for her hard work

John Oblak suggested adding email address to the lease and sales form so that we have that information for all residents.

Pool Committee

Creighton Phillips reported that things at the pool have been going well with the exception of problems with rats. Arrow has provided bait stations for the pool which will be monitored monthly. Toni Paoello noted that the paint was peeling on the floor at the entrance of the pool. Creighton Phillips agreed to contact ELL to have them correct the problem.

It was noted that all of the noodles were stored in the women's room. Creighton Phillips suggested purchasing a Rubbermaid outdoor storage box 24"x24"x60" for \$176 to store noodles outside. It was suggested that a trash can be installed in the men's room to hold half of the noodles instead.

Lease and Sales Review Board

Two sales were approved: Frank Cardone & Brenda McCarthy sold their homes.
2 Leases: Left & Bolton leased their homes.

It was noted that John Oblak didn't have assistance on the committee. John Knoche offered to serve on the committee. Bob Paoello offered to serve as well.

It was noted that the committee was now comprised of John Oblak, John Knoche, and Bob Paoello.

The Board discussed the capital contribution amount and the possibility of raising it. Swann Fredrickson asked that the finance committee investigate the issue.

ACMSC

Peaches Searce reported that on February 2, 2016 at 4:00 PM there would be a special Baycrest landscaping information workshop for residents to be held at the Pelican Landing Community Center. There is information on the website (www.baycrestonline.org) about landscaping to help homeowners understand their responsibilities versus the Association's responsibilities.

UOC

Karlene Dziesupek reported that Raptor Bay was in the process of being rezoned. The process is very complicated involving a number of permitting agencies. Concerns about rights to amenities were discussed. On November 17, 2015 the 4 towers were permitted by Bonita Springs. On December 15 the zoning board denied the towers because they required more information. The Bonita City Council held a meeting on the topic on January 20, 2015. Comments from the audience were not allowed at that meeting. The next meeting will be on February 3, 2016 at 5:30 PM and comments will be allowed.

SURVEY

Swann Fredrickson reported that the first resident survey had finally been sent out. She asked residents to complete the survey by February 8, 2016.

Aharon Weidner agreed to send a notice to ask owners to only submit one survey per household since some owners have multiple email addresses on file.

OTHER BUSINESS

The Board briefly discussed Pelican Landings rules on roof replacement. It was noted that a proposed new document amendment would require all the roofs in a community to be replaced at one time.

After a discussion about ways to save money on mulch, the ACMSC agreed to put together a survey on mulch.

Bob Paoello reported that the rain sensor may not be working properly because irrigation was running the day after the heavy rains. Aharon Weidner will ask Greenscapes to check the sensor.

Next Meeting

The annual meeting is scheduled for February 15, 2015 and will be followed by a catered dinner at a cost of \$5 per person. Owners should RSVP for the dinner by Feb. 8th to Miki Knoche at (239) 207-3607.

With no further business, and on a motion by Swann Fredrickson, seconded by Don Coulson, and carried unanimously the meeting was adjourned at 8:32 P.M.

Baycrest Board Meeting Minutes

January 20, 2016

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Aharon S. Weidner, CAM, Property Manager
Baycrest Homeowners' Assoc., Inc.

BAYCREST HOMEOWNERS ASSOCIATION, INC.

January 20, 2016

Manager's Report

1) Landscaping

- 1) The number of irrigation problems has decreased significantly over the past couple of months. This is most likely due to above average rainfall as well as many of the most significant irrigation problems being addressed over the past year.
- 2) You received a copy of a proposal for mulch in 2016. The landscape committee will need to review the amount of mulch and determine where less or no mulch can be used.
- 3) The Landscape Committee is working on obtaining proposals for a new irrigation filter to help alleviate the snail problems in Baycrest. There are still questions about the proposals which have been received.

2) Roof Cleaning

- 1) There are three roof cleaning proposals in the meeting package.
- 2) Advanced Roofing can't provide a warranty on their product unless the roofs are pressure washed before they perform the job so their price is significantly higher. Please note that they offer 2-year guarantee. I would recommend considering having them provide a proposal after new roofs have been installed because they wouldn't need to pressure wash in order to provide a warranty. Their total cost is \$53,190. Their two-year maintenance was quoted at \$26,595,
- 3) McDonalds Home Care has been doing the roof cleaning since prior to Gulf Breeze has managed Baycrest with the exception of the year that the buildings were painted when the roofs were cleaned in conjunction with pressure washing the buildings by the paint contractor. Their cost is \$7,280.
- 4) Trafford Pressure Cleaning proposed cleaning the roofs for \$10,886.

McDonald's Home Care & Maintenance

1709 Wavecrest Ct.

Marco Island, FL 34145-3839

239-393-6262

mcdonaldshomecare.com

Estimate

Date

11/16/15

Estimate No.

3427

Name/Address

Baycrest Association

Gulf Breeze Management Services, LLC

8910 Terrene Ct. Suite 200

Bonita Springs FL 34135

Attn: Nancy Weidner

P.O. No.

Baycrest, Pelican Landing

Contact

Phone

Email

Aharon

239-498-3311

aharon@gulfbreezemanagement.com

Description	Quantity	Cost	Total
March 7, 2016 Algae-Cide Treatment, to keep roof clean and Mold Free for one year. 25200, 25202, 25210, 25212, 25220, 25222, 25224, 25240, 25241, 25242, 25244, 25250, 25252, 25260, 25262, 25270, 25272, 25274, 25279, 25281, 25283, 25300, 25301, 25302, 25303, 25304, 25310, 25312, 25340, 25342, 25344, 25380, 25382, 25390, 25392, 25394, 25400, 25402, 25404, 25410, 25412, 25414, 25419, 25420, 25422, 25424, 25430, 25432, 25434, 25440, 25442, 25444, 25450, 25452, 25454, 25460, 25462 Galashield Circle	57	80.00	4,560.00
Annual Algae-Cide Treatment, to keep roof clean and Mold Free for one year. 25230, 25232, 25234, 25251, 25257, 25259, 25261, 25280, 25282, 25284, 25290, 25292, 25294, 25320, 25322, 25330, 25332, 25350, 25352, 25353, 25354, 25355, 25357, 25360, 25362, 25364, 25370, 25372, 25374, 25379, 25381, 25383, 25411, Galashield Circle	34	80.00	2,720.00
25370 Galashield Cir, Has many Orchids on the Lanai and around the house. Please take care regarding leaning roof. This is very important.			
Signature:			
Fax: 239-394-2130 mcdonaldshomecare@gmail.com			
Thank you for calling McDonald's Home Care		Total	\$7,280.00

Trafford Pressure Cleaning

December 3, 2015

Gulf Breeze Management Services, Inc
8910 Terrene Court
Suite 200
Bonita Springs, FL 34135

Attention: Aharon Weidner

Re: Baycrest Homeowners Association
Proposal for Roof Cleaning

Dear Aharon,

Thank you for giving us the opportunity to provide you with a quotation for roof cleaning in the Baycrest Community in Pelican Landing.

We would be pleased to return to the community and discuss our methods and proposal with you. We did notice that the roofs are starting to look dirty. We don't feel one Maintenance treatment will do the job. We would recommend two (2) maintenance treatments within three (3) months. Some roofs are not bad but many of them have mold showing. Some just look dark and will be showing mold very soon. We would guarantee our process if we perform two treatments.

Please find pricing for our soft cleaning process and maintenance option once your buildings roof is clean and mold free. This is done approximately one year following the pressure cleaning or soft cleaning process. Its best if done in the summer months. We have a system that will keep the roof looking clean year after year. The process is simple and adds value. If you value limited exposure to the roof, this will help for any concerns of tile damage. We use no high pressure and the products used are much more environmentally friendly. This process will save you money over the long term. It will also add life to your roofs.

Trafford Pressure Cleaning is a full-service pressure cleaning and painting company that was established in Naples in 1989. Trafford is a **licensed painting contractor with a roof cleaning classification**, holds liability insurance and ***we guarantee our work***. All our employees are trained, experienced and covered by Workers' Compensation insurance.

Our clients include individual homeowners, property managers and condominium associations. We value our customers and are proud of our ability to retain them.

If you have any questions about this proposal, or if I can be of help in any way please give me a call.

Sincerely



Thomas R. Krell

Trafford Pressure Cleaning

Proposal for Gulf Breeze Management Services, Inc.

Baycrest in Pelican Landing HOA

December 3, 2015

Roof - Yearly Maintenance Cleaning

Work Scope *(This does not include the exterior gutters, inside of gutters, fascias or soffits)*

- After we have a clean base to work from or on clean roofs we would treat the roof yearly between the months of February thru August. This is a algaecide that completely kills all the mold and mildew on the substrate being treated. It does not require us to walk all over the roof. We can treat the roof by ladder and coating the roof with garden hose style pressure. On buildings that are 1 and 2 story, we can do most of the treatment by ladder. If an area would require some limited exposure to foot traffic. Permission will be asked if we ever need to get on a roof. Roofs over 2 stories would have the application applied walking on the roof.
- Please note that multilevel roofs where one roofs drains onto the lower roof may require additional treatments. If there is a issue of mold buildup in these areas where water continues to drip from an upper level roofs we would have to add in an additional amount to clean these areas every six (6) months. We could also continue to treat the roofs every year and add an extra cost in for a chlorine treatment to these areas with heavy mold build up. The constant presence of water to a specific area will build mold at a much faster rate then the rest of the roof.
- This process is done using no high pressure. We simply wet the entire roof down and leave it to dry. This product works with the rain to keep the cleaning process going for several months.
- When we spray the roofs the windows and skylights could get some of the product on them. We will rinse the windows at the time of application. Normally this will remove most of the over spray. Whenever you spray a window like this it can leave behind water spots but the chemical will be removed. This product will not harm your windows. If window cleaning is required we can provide pricing for this service.
- We will clean up any debris, on the walls and ground if something should arise from our process.

Pricing for 2016

Cost per duplex building: \$238
Cost per triplex building: \$365

Total Cost for 12 buildings: \$2,856
Total Cost for 22 buildings: \$8,030

Initials
Yes____ No ____
Yes____ No ____

Pricing for 2017

Cost per duplex building: \$248
Cost per triplex building: \$389

Total Cost for 12 buildings: \$2,880
Total Cost for 22 buildings: \$8,558

Pricing for 2018

Cost per duplex building: \$248
Cost per triplex building: \$389

Total Cost for 12 buildings: \$2,880
Total Cost for 22 buildings: \$8,558

Initials
Yes____ No ____
Yes____ No ____

Pricing above is for a one (1) or three (3) year option starting in 2016. With a thirty day (30) written notice this contract can be terminated. Trafford does reserve the right to increase pricing for unforeseen market changes in the economy, such as chemical increases, gas price, labor and insurance costs. This would be sent to the above customer thirty (30) days prior to any scheduled work giving the customer the option to terminate said agreement. This contract is for a three (3) year option only. The years of 2017 and 2018 would be approved together.

Building Numbers: (3-unit) 25220/22/24, 25230/32/34, 25240/42/44, 25270/72/74, 25280/82/84, 25290/92/94, 25300/02/04, 25340/42/44, 25350/52/54, 25360/62/64, 25370/72/74, 25390/92/94, 25400/02/04, 25410/12/14, 25420/22/24, 25430/32/34, 25440/42/44, 25450/52/54, 25257/59/61, 25279/81/83, 25353/55/57, 25379/81/83 (2-unit) 25200/02, 25210/12, 25250/52, 25260/62, 25310/12, 25320/22, 25330/32, 25380/82, 25460/62, 25241/25419, 25251/25411, 25301/03 Galashields Circle

Trafford Pressure Cleaning
Proposal for Gulf Breeze Management Services, Inc.
Baycrest in Pelican Landing HOA
December 3, 2015

Optional Pricing

Road Gutters

Work Scope

- Pressure clean and chlorinate (mildewcide) concrete road gutters (valleys) and curbing.
- Includes all storm drains.
- Includes cleanup of all debris from the cleaning process.

Total Cost: \$595 **Initial**
Yes ____ No ____

Pressure Cleaning Community Entrance Area

Work Scope

- Pressure clean and chlorinate (mildewcide) the entrance paver area. This includes all entrance area road gutters and curbs.
- We would use a water trailer for this project. We would use community water to fill our water trailer.
- Includes cleanup of all debris from the cleaning process.

Total Cost: \$320 **Initial**
Yes ____ No ____

Pressure Clean Paver Walkways

Work Scope

- Pressure clean and chlorinate (mildewcide) paver walkways in front of pool area.
- Clean up of all debris from the ground cleaning.

Cost for pavers located at pool area: \$280 **Initial**
Yes ____ No ____

Community Pool Deck

Work Scope

- Pressure clean and chlorinate (mildewcide) paver pool deck and associated paver walks for the pool area.
- Includes clean up of any debris, from the ground, created from the cleaning.

Total cost for pool deck: \$280 **Initial**
Yes ____ No ____

Driveways and Walkways

Work Scope

- Pressure clean and chlorinate (mildewcide) concrete driveways and sidewalks of all buildings.
- Includes cleanup of all debris from the cleaning process.

Total cost per walk & driveway: \$50 **Total cost for 65 walks & driveways: \$3,250** **Initial**
Yes ____ No ____

Property Inspection

- The Supervisor and Technicians will walk the property immediately prior to cleaning and point out any problem areas. Sometimes the community is aware of these problems but often they are not. These areas are building and landscaping related. The Supervisor will also do a post inspection to ensure all work has been done and all areas are clean and free of any problems.

Trafford Pressure Cleaning

Proposal for Gulf Breeze Management Services, Inc. Baycrest in Pelican Landing HOA December 3, 2015

Plants

- Our policy with plants is that we feel we know what is required to protect them and the methods are varied depending on the type of plant. Some plants will stress or burn if covered for more than an hour or so.
- We will cover plants that we know have problems with mildewcide. We also avoid using a mildewcide near any of these plants. We do take great care in protecting your investment.
- If plants get damaged they usually lose some leaves, normally this does not kill the plant. In our experience the plants usually come back within two (2) months or less— often looking better than before.
- If plants should die then we (Trafford) will remove and replace them with the same type and similar size of plant.

Roof Service for Soft Cleaning Process

- Any issues of Property damage need to be reported within reasonable amount of time (30 days or less) after project completion. This applies to any roof work in this bid.
- We can normally do the entire roof without being on the roof. We use ladders and long extensions to treat the roof. However at times there could be an area that we can not get to and would have to have some limited access to the roof. We would only do this after talking with the property manager. Our goal is to give you peace of mind that the roof has not been accessed by any of our Technicians.
- We do our best to keep this product off the windows. If we do get some residual product on the window we will rinse it off. It will not damage the window but will leave a slight haze. We don't want to use much water when the product is still wet on the roof.
- Trafford can not be responsible for old or damaged seals on windows and skylights at times there could be water intrusion because of the age of seals or installation problems.
- Trafford can not be responsible for water intrusion through outside electrical fixtures. At times water can get into these areas and trip a breaker. Normally waiting a few hours will let it dry and the breaker can be reset. This includes outside air conditioning units (compressors) and pool pumps. Normally these things are not an issue while cleaning.

Terms

- **Final payment is due within thirty (30) days of completion. A one and a half (1 ½) percent per month interest fee will be charged if payment is not received or late. All agreements are contingent upon strikes, accidents, or any delay beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered under workers compensation insurance. Owners will be responsible to supply 110 volt power and water for painting process completion.**
- This proposal may be withdrawn by Trafford if not accepted within **3 months** from the date of this proposal.
- All work will be performed within the agreed time frame - with the exception of delays due to inclement weather.
- If there is a color change to the buildings and paint samples are required, we will furnish all labor for applying samples. Cost of product will be billed to the customer.
- The prices quoted on this proposal are valid for acceptance for 90 days from the date of this proposal.

Approval Signature _____
Authorized signature for above described property

ADVANCED

ROOFING AND SHEET METAL

"Your Roofing Professionals Since 1988"

A Division of Advanced, Inc.

LIC. CCC016191

"THE TREATMENT IS THE CURE"

AUTHORIZED ROOF-A-CIDE® APPLICATORS

2320 Bruner Lane Fort Myers, FL 33912

Phone: (239) 939-4412 Fax: (239) 939-4294

MIKE@ARSMFL.COM

Customer Information

Baycrest at Pelican Landing 34 Bldgs. Plus ClubHouse

25200-25462 Galashields Circle

Bonita Springs FL 34134

Email: aharon@gulfbreezemanagement.com

Phone: 239-498-3311 Contact: Aharon

Date: 1-19-16

Estimated By: Mike C.

Referral Method:

Job Description:

A low pressure wash rinse for a concrete roof system. Then an application of Roof -A-Cide ® to control recurring mold, and fungus on the roof for a period of 2 years.

This will include a rinse off any debris dirt mold due to the cleaning process.

Existing Damage:

Inspection will be completed prior to service

Notes:

Water must be provided onsite to perform service

Additional Information Pertaining to this Estimate:

Any areas of roof that are covered by trees are subject
NOT to be covered under the Roof-A-Cide warranty.

*** TERMS OF PAYMENT ***
PAYMENT DUE UPON COMPLETION

<u>Treatment</u>	<u>Initial</u>	<u>Estimate</u>
<u>Roof Cleaning</u>		\$ 26,595.00
<u>Roof Treatment</u>		\$ 26,595.00
<u>Driveway</u>		\$ NA
<u>Sub Total</u>		\$ 53,190.00
<u>Total</u>		\$ 53,190.00
<u>2 Year Treatment Renewal Rate</u>		\$ 26,595.00

I am aware of any structural damage or defects as noted above and take responsibility for these defects and any damages caused resulting from said defects. I authorize Advanced Roofing and Sheet Metal Pressure Cleaning to provide the services noted above and agrees to payment as noted.

Work Authorization: Signature: _____ Date: _____

Printed Name: _____

Treatment Program Authorization: By signing this section we will come out and schedule you for automatic renewal. This will also ensure your warranty is up to date with Roof A Cide and no price changes.

This will occur once every (2) years from treatment to date.

Initial: _____ Date: _____

ADVANCED ROOFING AND SHEET METAL IS AN AUTHORIZED ROOF-A-CIDE® APPLICATOR
For more information on ROOF-A-CIDE®, please visit the website: <http://www.roof-a-cide.com/>

PRESSURE WASH ONE LAST TIME!

Southeast Spreading Company, LLC	
17473 A Jean Street Fort Myers, FL 33967	
Phone #	Fax #
239-332-2595	239-332-2852



**SOUTHEAST
SPREADING
COMPANY**

Estimate	
Date	Estimate #
1/19/16	1002

Customer/Client Name / Address				
Gulf Breeze Property Management (6% T 8910 Terrace Court # 200 Bonita Springs, FL 34135				
Project/Job Name/Description				
Item	Description	Qty	Rate	Total
3 CUFT Mulch - Delivered 3 CUFT Mulch - Installed	Baycrest @ Pelican Landing 3 cu ft coco brown mulch front berm & entrance - 201 bags. Pool House - 292 bags. Common Grounds - 240 bags. 12 (2 plex) @ 88 bags per - 1056 bags. 21 (3 plex) @ 93 bags per - 1953 bags.			
		3,857 3,857	2.18 2.00	8,408.26T 7,714.00
		Subtotal	\$16,122.26	
		Sales Tax (6.0%)	\$504.50	
		Total	\$16,626.76	