

**BAYCREST AT PELICAN LANDING HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING MINUTES HELD ON APRIL 27, 2022**

Directors Present: Directors Present: Lynda Moryl, Pat Emerson, Toni Paoello, Amy Spiegel, Miki Knoche, and Jennifer Seefeld

Directors not in attendance: Laurie Rubio

Representing Gulf Breeze Management Services Inc.: Cathy Avenatti

Meeting was called to order at 10:00AM and quorum was established.

APPROVAL OF MINUTES

Miki Knoche made the motion to approve the Board of Director meeting minutes as written from March 29, 2022. All were in favor and the motion passed as written.

COMMITTEE REPORTS

Finance

Period Ending: 3/31/22

Balance Sheet:

Operating General Funds: \$108.8K

Replacement Reserve Funds: \$116.5K

AR: \$0

Total Assets: \$225.3K

Accounts Payable: \$3.5K

Unearned Income: \$36.0K

Total Liabilities: \$39.5K

Total Replacement Reserves: \$116.4K

Total Capital Improvements Reserves: \$11.1K

Operating Fund Reserves: \$58.3 K

Total Equity: \$185.8K

Total Liabilities and Equity: \$225.3K

Replacement Reserve Disbursement Summary:

Total 2022 YTD disbursements from Replacement Reserves (AC# 5190):

Irrigation Project: \$14.5K (2022)

Pool Mechanicals: \$13.6K (2022)

Total: \$28.0K

For information only:

Irrigation Project: \$58.2K (2021)

Pool Mechanicals: \$4.5K (2021)

Income Statement:

Revenues: \$24.9K

(HOA dues, late charges, interest, and app fee)

Total Expenses: \$20.1K

Income/(Loss): \$4.8K

YTD Income/(Loss): (\$3.1K)

Social Committee

Member Update:

Ginny Whiteman agreed to take minutes at the social committee meetings and provide a summary for the Board meetings. Pat resigned as co-chair and this is her last BOD minutes submitted.

Pat will continue to be a member of the committee.

Name Tags: Dorie asked for assistance to check the name tags to be sure we had name tags for all homeowners. Ginny offered to help her with this task. They will ask Jennifer for a current listing of neighbors.

Upcoming Events:

Farewell Party on April 13 at the pool. It will be happy hour with BYOB and appetizer. The social committee provided the ice cream and toppings. Over 60 neighbors attended the event. Thanks to Dorie for all her work in making this event a success and fun!

Wednesday Happy Hours/Meet your Neighbors: This will be an ongoing event starting at 5:00 p.m. at the pool. We thought it would be good to do through April for the new neighbors to have an opportunity to meet others.

The committee decided that we would continue with Wednesday happy hours through the season. Then on the first Wednesday of the month, we would have a special happy hour with a "theme". Members liked the chili cookoff and trivia ideas to do again next year.

Welcome Back Party on November 16, 2022, at the pool. Flyer to announce event will be done as the date gets closer.

Next Social Committee Meeting: Tuesday, November 1 at 10:30 a.m. at the pool house.

Pool Committee

We are closing in on beginning the work to renovate the BayCrest pool. We do not have a firm start date because we are still waiting for some materials and equipment to arrive. Our current best guess for a start date is mid-May.

The scope of the renovation includes two separate projects. The first is resurfacing the pool bottom and pool walls with a plaster-type coating mixed with small colored pebbles; replacing the rim tile around the circumference of the pool and spa and the accent tile that highlights the steps; and replacing the deck-paver coping around the pool and spa's edges.

Second, we are replacing the major components of the pool's mechanical equipment that filters, heats, and chemically treats the water to ensure it is safe to swim in. All the pool operating equipment is in the fenced enclosure at the eastern side of the pool.

Dave Robb, who has been overseeing the renovation project, is leaving for Ohio on May 10, and resident, Gary Durney, an engineer with career experience in municipal water treatment, will take over as the contact between BayCrest and the contractors during construction. Board member, Laurie Rubio, will serve as the liaison between Gary and the Board while Lynda Moryl is away for the Summer.

During construction, the entire pool area will constitute a liability hazard and, therefore, will be off limits to all residents except those who are working with the contractors once construction begins.

The pool committee will have samples of the tiles at the pool when they receive them. Jennifer Seefeld will put some photos in the newsletter or send an email to residents to let them know about the updated look.

Irrigation

Dealing with the Drought - Summarized below are steps taken by Greenscapes and the Bay Crest Irrigation committee to mitigate the effects of the extended drought conditions we are experiencing.

- We have continued to provide supplemental irrigation to those areas receiving new sod and/or plants/shrubs and will continue to do so for the foreseeable future. And we have encouraged homeowners to use sprinklers and hoses particularly in the hard to reach, browned out areas. The response has been good, and the new grass is, by and large, doing well.
- Pro-active wet checks. The Irrigation technicians have stepped up their efforts to clean clogged heads. This is a constant battle since a second negative of the extended drought is the presence of more snails and protozoa in our pipelines. This is due to the fact that CDD is now pumping water from the very bottom of the irrigation ponds where debris is far more abundant.
- More direct contact with homeowners. Steve and Marco have made it a point to meet with homeowners who've requested a viewing - so that corrective action can be initiated. If homeowners are not home, Greenscapes has been asked to leave a door tag summarizing action taken or planned for a future date.

More Complete Reporting - In addition, Greenscapes has been asked to provide reports summarizing closed service requests. They will now start sending out monthly reports now that they've moved to a better reporting system. We've asked them to work on adding completion dates and corrective action taken so that the report is more informative.

Future Contact/Help - Finally, please contact service@greenscapesfl.com if you have a service request. Please state your name, address, unit number, email address phone number and nature of the request. You can also call 239-643-4471.

Kevin is working on updating the watering times for all 187 zones - which will be shared with homeowners after working through a couple of oddities in the system (what's available; delays in scheduled run time, etc). In the meantime, contact me if you want to see your sprinklers in action - I can turn them on for a one time viewing when you are available. That will allow you to pinpoint things like clogged heads, plants blocking sprinklers, or buried sprinklers for future corrective action.

Lease & Sales Review

One sale – 25461 signed contract on 3/23 with a 60 day closing.

ACMSC

Cheryl Nye has resigned from ASMSC but will stay on until Peaches returns in the fall. Thank you, Kevin, for all of your irrigation help. Hard cutting of the bushes will begin in May. Trimming of the hardwoods and palms is scheduled for July. Greenscapes has not begun to mow weekly as planned. On the weeks they don't mow, they are raking up leaves. Large pots at the entrance of the pool have been removed. Forms for landscaping approval are on the Baycrest website along with PLCA Website. It is the same DRC form that PLCA uses. Once completed please give to Peaches or Cheryl Nye.

Welcome Committee

The Welcome Committee had a quiet month with only one sale pending (25460 Galashields) reported by Bob Paoello on 3/31.

On 4/25, Swann met with the new owners, John and Julie Koegel, who will close the sale on June 1st. They reviewed the Welcome Packet information together and Swann answered questions about Baycrest, Greenscapes and Pelican Landing.

John and Julie live on Cape Cod and will be seasonal residents for the near future. They would like both of their emails added to the social committee email

Website/Newsletter Committee

The committee is looking into updating the current platform. More information will be coming out at the next meeting.

A newsletter is currently being created. The anticipated roll out each month will be one week after the board meeting. The first edition will be the emailed the first week in May.

Hardscape Safety Committee

Thank you Miki for contacting the Bonita Springs Fire Dept education officer re: CPR and AED training for Bay Crest residents. They reported if we have 20 people wishing to take the course, they arrange for onsite training. The cost of AEDs has tripled in a year. The average is about \$1500.00

A priority for the coming year will be the removal of the old and rusting Comcast units.

Pool Surround Committee

Lynda has put together a new pool surround advisory group. It consists of Miriam and Michelle Shepherd and Toni Paoello. We will be putting together approximate costs for future projects. Miriam and Michelle are working on getting estimates for new furniture, umbrellas etc. and Toni has three contractors coming to give estimates to resurface the area between the gym and social room. We will also be looking at the social room. We will be working with Pat so she can plan budgeting for these future projects over the next few years,

PLCA Board Liaison Update

PLCA Updated was given on Hotwire Refund and coming soon 24/7 call in number.

OLD BUSINESS

Roof Cleaning

Key Points Baycrest Roof Cleaning Proposal

History:

At the October 27, 2021, board meeting, Kevin Hara made a motion to have the association fund the Baycrest roof cleaning with algaecide treatment in the 2023 budget. Miki Knoche seconded the motion. All were in favor and the motion passed. It was to be added to the 2023 Budget.

Budgetary Considerations:

Since Baycrest created an operating surplus of \$19.2K in 2021, it was decided that we had operating funds to assist homeowners with the cost of cleaning the roofs in 2022. The operating surplus that was created in 2021 will also be needed to cover the additional cost of mulching side and back yards that was not included in the 2022 budget (the vendor provided a quote for front yards only) and additional insurance expense created from the updated property appraisal.

By-Laws:

Article IV, Section 1 of the Amended and Restated Declaration provides that ..."To preserve the beauty, quality, and value of the Project, the Association is also responsible for painting the exterior surfaces of the individual residence on each Lot and coordinating the periodic cleaning of the roofs."

Article V, Section 3 of the Amended and Restated Declaration provides that "the Association, by a majority vote of its Board of Directors may levy in any assessment year a special assessment against all Owners or an Owner(s) to the exclusion of the other Owners for the purpose of...(ii) the cost of work performed by the Association for the periodic cleaning of the roofs in accordance with Article IV, Section 1 hereof..."

An Owner vote for the Baycrest roof cleaning is not necessary since roof cleaning is not a "material alteration of, nor substantial additions to, the Common Open Space and recreational facilities..."

Findings:

The roof maintenance committee requested information and received proposals from six vendors that included different methods of roof cleaning. In the process, we learned the following:

- The roofs should not be power washed, as this causes pitting in the tiles and mold and mildew will go into the tiles.

- There is a biocide/algaecide treatment that is sprayed on the roofs, and it takes six months for the roofs to become clean. This treatment does not remove tree sap, dirt, pollen or ssot. It is effective with roof mold and mildew only.
- Soft wash uses a garden hose style pressure to clean the roofs.
- The costs of cleaning roofs varied greatly based on the type of cleaning method and whether a lift truck was used. We obtained quotes that ranged from \$18K to \$70K.

Decisions:

- The roof maintenance committee eliminated all vendors who only do power washing of the roofs. (The company that Baycrest used in the past, McDonald's, only power washes and stands on roofs, so we did not pursue further.)
- The roof maintenance committee requested proposals from vendors to use lifts to minimize the walking on the roofs. Several vendors could not offer this option, so we did not pursue further.
- Roofs that were identified by multiple vendors as being dirty will be cleaned in 2022. In 2023, all Baycrest roofs will be evaluated for the need for cleaning. It is most likely that the roofs that were not cleaned in 2022 will be put on the schedule for 2023. It is also possible that a roof that was cleaned in 2022 may need cleaning again in 2023 if the roof is affected by tree sap or other environmental considerations that would cause the roof to be dirty. Roofs will be evaluated for the need to be cleaned in the spring with scheduled cleaning in the fall.
- The roof maintenance committee also considered how the vendors protected and handled landscape plants during the roof cleaning.
- Cleaning the roofs in the fall was preferred since the ground will be wet from the summer rains and the plants will not absorb the cleaning chemicals as quickly as during a dry period.

Recommendation:

- The roof maintenance committee recommends Superior Pressure Cleaning located in Naples, FL using their "Soft Wash Solution" method. Homes that require cleaning were identified by them, as well as other vendors, as needing cleaning at this time. Lynda Moryl and Pat Emerson walked the neighborhood and agree with the homes that were selected.
- Superior will use ladders and their bucket truck to clean the roofs, soffits, and gutters with minimal walking on the roofs where needed. The softwash solution is a chlorine-based biocide that cleans the roofs and promotes instant and longer lasting results. The bucket truck has stabilizers to balance the truck weight on the driveways.
- Superior bags the ends of downspouts during their softwashing to protect the landscape plants. They warranty the plants in areas where there are gutters after 4-6 weeks to allow the plants to recover. Superior will replace any plants after this period if they fail to recover with a similar sized plant that is available.

- Superior will water and washdown plants both prior and after the roof cleaning to prevent leaf burn. If possible, homeowners are encouraged to do the same.
- Superior's references were checked and were outstanding. They carry the proper insurance and provided Baycrest with certificates of insurance.
- Superior will inspect the roofs prior to cleaning and notify the homeowner and Lynda Moryl of any tile damage with pictures. Superior has never had an issue with tiles breaking; however, in the event there is a broken tile(s) created from Superior's cleaning of the homeowner's roof, Superior will repair.
- Superior uses their own water for the entire project eliminating the need to use homeowner's water.

Cost of the Project:

Superior's cost for the cleaning the roofs using their bucket truck was the most reasonable of all the estimates obtained. The summary costing below includes softwash of the roofs, soffits, and gutters.

Total Project cost: \$30,900

Cost per homeowner: \$400

Total doors: 51

Total received from homeowners: \$20,500

Baycrest will pay: \$10,400

Pool Roof: \$250

Total cost to Baycrest: \$10,750

Communication Letter to Homeowners:

All homeowners will receive a letter from the Board describing the project and identifying the homes selected for cleaning in 2022. The roof cleaning project will take several days to complete, and we are planning for it to begin in the September/October timeframe. All homeowners will be notified of the cleaning dates. The homeowners' roofs that do not need cleaning at this time can expect that their roof will be cleaned in 2023. Baycrest will subsidize the expense of roof cleaning in future years and will budget for it accordingly.

Homeowners will be advised to remove all furniture and personal items from their lanais, including pets, close all windows and doors and remove vehicles from the driveway.

Homeowners will be advised that any plans to do window washing should occur after the roof cleaning is completed.

New Roofs

If a homeowner's roof has been identified to be cleaned and the cleaning process would void their new roof warranty, they should notify Gulf Breeze Management Services of SW FL, Inc. immediately upon receiving their letter of notification. The homeowner should provide documentation of their roof contract and warranty to support their request to be removed from the cleaning schedule.

MOTION: Pat Emerson made the motion to accept the Superior Pressure Washing proposal in the amount of \$31,150 to softwash the Baycrest roofs along with soffits/gutters for the following building addresses: 25400/402/404; 25390/392/394; 25370/372/374; 25354/352/350; 25344/342/340; 25232/230/234; 25222/220/224; 25300/302/304; 25432/430/434; 25422/420/424; 25412/410/414; 25281/279/283; 25353/355/357; 25332/330; 25380/382; 25210/212; 25200/202; 25411/251; 25301/303. Pool House Roof. Toni Paoello seconded the motion. All were in favor and the motion passed.

MOTION: Pat Emerson made a motion to special assess the following homeowners who will be having their roofs soft washed in the amount of \$400: 25400/402/404; 25390/392/394; 25370/372/374; 25354/352/350; 25344/342/340; 25232/230/234; 25222/220/224; 25300/302/304; 25432/430/434; 25422/420/424; 25412/410/414; 25281/279/283; 25353/355/357; 25332/330; 25380/382; 25210/212; 25200/202; 25411/251; 25301/303. The special assessment will be added to the July (Q3) Invoice. Toni Paoello seconded the motion. All were in favor and the motion passed.

NEW BUSINESS

Treadmill

The Nordic Track treadmill is not working and unrepairable. The vendor came out and said that it is not a commercial grade tread mill, and he cannot repair due to liability insurance. He also said that home use gym equipment is not recommended for association gym due to liability concerns and if replaced should be a commercial grade. Old treadmill be removed.

OPEN DISCUSSION

All dirty driveways have been cleaned.

Next Meeting

Board of Directors Meeting – Wednesday, May 25, 2022, 10:00 via webex.

Future Board Meetings – Fourth Wednesday, 10am via webex.

With no further business, the meeting was adjourned at 11:11 AM with a motion by Miki Knoche and seconded by Pat Emerson. Meeting was adjourned.

Respectfully submitted by

Cathy Avenatti, CAM, Property Manager
Baycrest Homeowners' Assoc., Inc.