

Bayshore Windmill Village Association Co-op, Inc.

Clubhouse: 603 63rd Ave West, Bradenton, FL 34207

Shareholders' Annual Meeting -- Minutes

Wednesday, 31 January 2018

7pm

Open to Shareholders' only

1. Call to Order

The annual meeting was called to order at approximately 7pm.

2. Pledge of Allegiance

Lorraine Metivier led us in the pledge of allegiance.

3. Roll Call/Quorum

President	Marcella Jenkins	X
Vice President, Secretary	Lorraine Metivier	X
Treasurer	James Godfrey	X
Assistant Treasurer	Paul Vanderzon	X
Director -- Infrastructure	Bob Clausen	X
Director – Infrastructure Assistant	Duane Cottingham	X

Also in attendance was Stacy Brown, BWV manager.

Marcella Jenkins introduced/welcome Paul Vanderzon to the shareholders as the newest member joining the board a few months back.

Marcella reminded the shareholders agenda items for board meetings may be submitted to the president or secretary in writing 72 hours before a scheduled meeting. These items will be placed on future agendas for discussion.

4. Introduction of Volunteers

Marcella Jenkins introduced Liz Acker, Mike and Elenor Bohnert and Bob McKay as our election volunteers and thanked them for their service.

5. Collection of Ballots not yet cast and Close of Election

Marcella Jenkins asked for any additional ballots. The ballots were all collected and cast; election was closed at approximately 7:15PM.

Marcella asked the volunteers to begin determining if we have a quorum.

6. Certification of Proper Meeting Notice

Affidavit of mailing was signed by Stacy Brown and notarized on 12 January 2018.

7. Certification of Proxies, Determination of a Quorum

A quorum was determined and the volunteers began counting the ballots while the board proceeded with the business at hand.

The names of the 4 candidates running for the board are: Robert Clausen, Jim Godfrey, Alfonso Mazza and Jerry Sergeant.

8. Approval to waive the reading of minutes dated 25 October 2017

Approval of the minutes dated 25 October 2017

Jerry Miller made a motion to waive the reading of the meeting minutes dated 25 October 2017 and to approve the minutes dated 25 October 2017.

President	Marcella Jenkins	approve
Vice President, Secretary	Lorraine Metivier	approve
Treasurer	James Godfrey	approve
Assistant Treasurer	Paul Vanderzon	approve
Director -- Infrastructure	Bob Clausen	approve
Director – Infrastructure Assistant	Duane Cottingham	approve

9. Treasurer’s Report – Jim Godfrey

- Financials were not available at the time of the meeting, as our Accountant is reconciling the final financial statements from Associa and integrating them into our new Quick Books system for accounting. Once the financials are available and approved, we will email them to shareholders and also have them available in the office for viewing
- Final Cost for Gates: The estimated cost and budget for the gates as approved was \$137,000 and the final cost came in under budget at \$136,900.

Breakdown of costs:

- Engineering, Sketches, Permits: \$13,530
- Survey: \$2,250
- Gates and Installation: \$102,420
(Gate/installation included Change Order for Relocating Gate and change in material at Presbyterian Entrance)
- Electric: \$18,700
- **Total \$136,900**
- Arlo Security Camera System:
We recently installed a Security Camera system around the clubhouse areas. We have eight (8) cameras monitoring our library, clubhouse, office, pool, shuffleboard and laundry areas. We were able to purchase the system including a 3 TB onsite storage and weatherproof covers and mounting brackets for under \$1200 on a Black Friday Sale. The system is triggered by motion or audio and has cloud storage up to 7 days. The system has remote access for viewing from smart phone, tablet or computer. The system provides security for transactions at the office that provides a safe environment for our office staff.

10. Infrastructure Report – Bob Clausen

- Two macerating pumps at the lift station were installed.
- Relined the lift station.
- Scoped the sewer lines back side of Windmill from Holland to Q for the purpose of finding possible leaks.
- Two new AC units purchase/installed at clubhouse.
- Gates installed and operating.
- Moved the waterline behind Windmill from Holland to Q.

- **SPECIAL NOTE:** We need to replace the backflow preventers. Water will be shut off for approximately 4-6 hours. We will have advance notice of the date/time. Stacy will send date/time of repair in an email to all with email on file. The repair date/time will also be announced at coffee when known.

11. Architectural & Beautification Report – Stacy Brown

- Stacy recognized Rick Lopez for the work he did during 2017. The architectural & Beautification position directorship is a very helpful for Stacy. She is looking forward to working with the newly appointed board member taking on this position.
- We had a standard amount of resident improvements this year. Those consisted of painting, landscaping and general upkeep improvements.
- The planned project this year for beautification was new signs. New signs were designed and placed at all entrances. This included taking down older signs and reducing the number of small miscellaneous signs. We also made new directional signs for the gates, pool rule signs, the clubhouse entrance sign and the three interior doors in the clubhouse for men’s, ladies and storage doors.
- Unplanned projects this year were numerous. With a major flood followed by a hurricane, much of our summer project time was spent on clean up and repair. We lost numerous fence panels, the shuffleboard fence and portions of the roof had to be repaired. Unfortunately we lost over 25 palms trees. Everyone might remember that this has been a topic recently on how to manage a palm replacement that is both labor intensive and costly.

12. BWV Manager’s Report – Stacy Brown

Park Owned Units			
H-10 (listed \$48,000)	J-5 (listed \$7,500)		
A-3	B-6	D-19	HA-21
HA-22	I-9	J-15	J-17
J-18	L-3	Q-11	R-16
S-12			

- 6 Additional Units at High Risk
- Outside Contractor Estimates: Siding \$8,000 – Interior Renovation \$25,000

Sales	Share	Rental	Park Owned
January	1	2	0
February	3	5	0
March	1	2	0
April	1	3	1 (share)
May	1	2	0
June	2	3	2 (1 share)
July	0	2	0
August	0	4	0
September	3	1	0
October	0	2	0
November	3	0	0
December	0	3	0
Total	15	29	3

Annual Total Sales: 47

In House Realtor 34 (72%) – Outside Realtor 6 (13%) – FSBO 7 (15%)

Champion Homes:

Core 1; 26.8 x52, 2 Bedroom, 2 Bathroom, Den, 1,386 sq. ft.	\$75,000 approx.
Set Up; Home Pad, Fill, Grading, Sod, Driveway, Carport, Gutter, Shed, Skirting, AC Unit, Electric and Plumbing hookup.	\$36,000 approx.
New Electric Pedestal	\$5,000 approx.
Shareholders Certificate	<u>\$42,000</u>
Total Estimate	\$158,000

A sketch of the model is available in the office.

- Sharon Hessenauer asked if a mirror can be installed at the Presbyterian gate. Stacy will research.
- Jerry asked if Stacy looked into purchasing a single wide rather than double wide. In today's market there is not much of a resale value for single wide homes. It would not be in the best interest to purchase a single wide.
- Bob Metivier asked if the new homes came with a 150 amp service or 200 amp service. Jim Godfrey stated the homes are 150 amp.
- We have in the budget for one new pedestal replacement this year.

13. Announcement of the newly elected Board members for 2018

Our new BWV board members serving a 2 year term are:

- Robert Clausen
- Jim Godfrey
- Jerry Sergeant

Marcella Jenkins asked all new board members to come forward at the close of the annual meeting for the organizational meeting. Shareholders were welcome to stay.

14. Next scheduled meeting

Wednesday, 21 February 2018, 3PM
Bayshore Windmill Village Clubhouse

During this meeting we should have financials that are up to date. Also on the agenda for 21 February, we will be discussing the frequency of meetings and the information that shareholders want to gain from these meetings. Please remember if you have an item that you wish to be added to the agenda, submit it in writing to the president and secretary 72 hours before the scheduled meeting.

15. Adjournment

Bill West made a motion to adjourn the annual shareholders meeting. The meeting was adjourned at approximately 8PM.

Organization Meeting of the Board of Directors Immediately Following Annual Meeting

1. Determination of Quorum

Bob Clausen	X
Duane Cottingham	X
Jim Godfrey	X
Marcella Jenkins	X
Lorraine Metivier	X
Jerry Sergeant	X
Paul Vanderzon	X

2. Election of Officers for 2018

Board members voted for President, Vice President, Treasurer, and Secretary

Announcement of the Officers for 2018

President	Marcella Jenkins
Vice President	Jerry Sergeant
Treasurer	Jim Godfrey
Secretary	Lorraine Metivier
Director Architectural/Beautification	Bob Clausen
Director Infrastructure	Jerry Sergeant
Director Assistant Infrastructure	Duane Cottingham
Director at Large	Paul Vanderzon

3. Adjournment

Marcella Jenkins made a motion to adjourn the Organizational meeting. The meeting was adjourned at approximately 8:30pm.