

**BEACH VILLA OWNERS' ASSOCIATION
BOARD OF DIRECTORS' MEETING
Minutes of the Meeting of Tuesday May 19, 2026**

Call to Order: The meeting was called to order by Secretary, Gertrude McLean at 4:00 pm. Those in attendance were Susan Slaff, Allen Butts, Sharon McCann, Kim Donald, Mark Hendrickson, Gertrude McLean and General Manager, Shantell Brutus. Joni Manz was not present. Sharon McCann confirmed quorum.

Minutes of the Meetings dated April 21, 2026: A motion to approve the minutes was made by Allen Butts and seconded by Susan Slaff. Vote to approve was unanimous.

President's Report: President, Sharon McCann, updated the Board on the following –

BVOA Newsletter: Concept work continues on the BVOA Newsletter which will be distributed quarterly starting in June.

Villa Violations: There are currently six villas with active building regulation violations, including unresolved issues regarding setbacks, property encroachments, and uncompleted interior construction. Sharon McCann and Joni Manz are contacting the related villa owners individually to resolve the specific non-compliance issues.

In instances where an owner refuses to engage or fails to bring the property into compliance within the requested timeframe and regulation, the matter will be escalated to legal counsel.

The Board remains committed to resolving these violations amicably. Should litigation become necessary, the Board will evaluate the need for an assessment to fund the costs related to ongoing litigation and legal costs.

Villa updates:

- Villa 514 – Villa interior not completed – will be discussing with owner
- Villa 535 – Currently in legal due to interior and exterior not completed
- Villa 549 – Outdoor shower is on BVOA common grounds
- Villa 696 – Villa interior not completed – will be discussing with owner
- Villa 571 – Villa interior not completed – working with owner
- Villa 715 – Setback issue – will be discussing with owner

Open Building Permits, New Permits, Villas in Construction, Villas requesting permits:

- Villa 537 – Outdoor Shower – waiting approval from building committee

Villa 549 Exterior Shower on BVOA Common Grounds: The Board discussed the encroachment of Villa 549's shower stall on the BVOA common grounds and the numerous attempts to work with the family to resolve without success. The board discussed next steps, which included moving this issue to legal counsel.

On a motion by Allen Butts, seconded by Kim Donald, the Board voted unanimously to move forward with litigation on Villa 549.

Pool Solar Panels: The solar panels at the pool have been removed. The building committee is looking for options for resurfacing the area where the solar panels stood. The pump house and bathroom were also discussed as to next steps.

Community Vehicle & Parking Regulations

- **Parking:** All motorized vehicles, including cars, trucks, and golf carts, must be parked within designated parking lots. Parking on lawns or other unassigned common areas is strictly prohibited, as it has caused recurring damage to the community's sprinkler systems.
- **Vehicle Registration & Compliance:** All vehicles on BVOA property must be fully operational and properly registered. The Board is finalizing a comprehensive vehicle registration process, which will be rolled out to all owners in June.
- **Golf Cart Guidelines:** Operating or parking golf carts in landscaped areas equipped with sprinkler systems is strictly prohibited at all times.
- **Assigned Parking:** Please note that all parking spaces within the community remain unassigned. Villa owners do not have assigned parking spots in any of the BVOA parking lots.

Exterior Villa Renovations: The Building Committee is updating the official building application process and guidelines to ensure they fully align with current operational standards.

- **Pre-Approval Requirement:** All owners planning any construction, additions, or modifications extending outside the footprint of their individual villa must check in with both the BVOA Office and the Building Committee prior to commencing any work. This step is mandatory to verify that all proposed projects comply with community building regulations. This includes sidewalks, patios, decks, shower enclosures, extensions, etc.
- **Progress Inspections:** To ensure ongoing compliance, the updated procedures will introduce mandatory structural and site inspections at designated intervals throughout the construction process.
- **Contractor to assist with setbacks:** The building committee is also considering hiring an outside contractor / firm to handle measurements of building setbacks.

Trash: The building committee is discussing options for trash disposal and are working towards a solution.

Capital Improvement Planning & Cost Analysis:

- In Q3 & Q4, the Board will be initiating an investigation into pricing and material options for several major infrastructure projects, including pool area resurfacing (pavers), parking lot resurfacing, and roads. The goal is to have costs ready for the 2027 budget and for the capital reserve report.
- In light of rising crude oil prices, which directly affect asphalt and transport logistic, securing new quotes is a priority.
- In addition, updating the capital reserve report to share with the members in Q4 is also a priority. This report will reflect the capital spend needs of the organization over the next 10 years.

Welcome program Sharon McCann & Kim Donald to meet on creating a welcome program for new villa owners.

General Manager's Report:

Pool: Shantell Brutus reported that the mold issue in the pool is traced to daily heating. Given the rising temperatures this month the heater has been turned off.

Plans to drain the pool, scrub and refill will be completed

During a weekend when low occupancy on the property.

Tree roots had grown into the pool bathroom pipe. Isreal and Louben repaired and replaced the pipe. Shantell suggested renovating or expanding the pool bathroom to add a separate male and female facility or at the minimum an additional stall.

Summer Maintenance plan includes pothole patching in parking lots and roadsides, clearing 5-10 feet from property markers along Beach Road. Minor cosmetic repairs around the office and trimming hedges along sidewalks. A suggestion box has been installed in the laundry room. There was an inquiry regarding an electrical pipe that was improperly installed by Villa 681. Electrician Steven Woodside repaired and inspected a similar issue at Villa 717.

New BVOA Landscaping Truck: expected to arrive mid-August.

Financials: Are on track dues are coming in well. No outstanding bills or budget anomalies.

Suggestion Box: A suggestion box can now be found in the laundry for members to add their suggestions.

Social Committee Report:

Kim Donald proposed that the Valentine's Day event be combined with a Super Bowl party. Meet and Greet events to be held once a month. Sunday Fun Day to be tried; outcome to determine continuation. Exercise classes on the observation deck with be explored.

Finance Committee Report:

Susan Slaff reported that finances are on track with no major issues anticipated.

There will be a mid-year budget review in July. No large expenditures are currently planned before the mid-year review.

Next Meeting: Tuesday, June 23, 2026, at 4:00 pm.

Adjournment: There being no further business, a motion to adjourn was made by Sharon McCann, seconded by Kim Donald, and voted unanimously in the affirmative at 5:08 pm.

Respectfully submitted,

Gertrude D. McLean
Secretary