

BEACH VILLA OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

JANUARY 25, 2024

1. **Call to Order:** The meeting was called to order by Chair, Steve Wainwright at 4:16 pm. Those in attendance were Steve Wainwright, Bill McLean, Bill Chew, Susan Slaff, Allen Butts, Joni Manz and Sharon McCann. General Manager, Shantell Brutus and (Building Committee Chair) John Monaghan were also present.
2. **Minutes of December 6, 2023:** A motion to approve the minutes was made by Allen Butts and seconded by Sharon McCann. Vote to approve was unanimous.
3. **General Manager's Report:** Please note that some items in this report are recorded under Committee Reports.

Shantell Brutus reported that the additional Tiki Huts are up - two on the beach and one at the pool. The parking lot extension off Cabot Road is completed; the gate to the beach is installed; and the ramp to the deck is finished. The installation of a new submersible pump has resolved the irrigation issues on Fox Lane and a Christmas palm tree/sod have been planted to beautify the green space at the end of the road. The hedge by the parking lot is on hold until Pine Woods has restocked its buttonwood plants.

The survey of the BVOA common space is pending. No date has been set given prior work commitments of the surveyors.

Seven villas have outstanding balances as of the end of 2023. Three of these owners have not paid dues for the entirety of 2023.

BPL has not removed the transformers that are sitting on pallets. BPL is seeking quotes from local vendors and plans to put the transformers on concrete slabs.

Villa 561 reported drainage issues whenever it rains. Israel will explore whether trenching and crushed stone will help the situation.

Quotes have been submitted for sidewalk repair on Fox Lane and Beach Road. Bill McLean made a motion that the board

approve the drainage project at the roundabout at the end of Fox Lane as described in the quote of Leo Pratt. Allen Butts seconded and the vote to approve was unanimous.

4. **Committee Assignments:**

Building: John Monaghan reported that the applications for Villas 715 and 549 need additional information regarding setbacks from the property line. The setbacks for Villas 645 and 509 have been reviewed and approved.

Pool/Beach: Bill McLean indicated that the Tiki Huts are up and the gate to the beach has been installed. This gate will address the issue of blowing sand that has been a real problem as the walkway acts as a wind tunnel. On windy days the gate will be closed to reduce the build up of sand. If the gate is closed, there is no access to the pool area given the type of latch that was needed due to the thickness of the gate. The alternate access/pathway to the beach along Villa 599 should be used. A notice with instructions will be posted. The committee will explore the possibility of finding an appropriate latch which allows the gate to open both ways.

The ramp to the deck has been installed and quotes for additional chaise lounge furniture are being reviewed.

Fire/Safety/Security: Bill Chew reported that the HOAs have not contributed any funding to TCESO. A motion was made by Bill McLean to approve the immediate release of \$6000 of the total \$12,000 reserved for TCESO, with the remaining \$6000 to be released in the second half of the year. Bill Chew seconded the motion and the vote to approve was unanimous.

Finance Committee: Treasurer, Sharon McCann reported that the financials are with the auditors and should be available for review by the end of February. Sharon then reviewed the end of year numbers. Capital expenditures came in higher than projected and were partially offset by Road, Sidewalk and Pool Wall Projects which came in under budget. At of December 31, 2023, the Operating Balance was \$55,380 with Retirement Reserves of \$47,000 and Capital Reserves of \$190,813.

Landscaping/Lighting: Joni Manz provided an update on the lighting options she is exploring around the pool area and the walkway to the deck. The next step will be to have an electrician look at the proposed project and obtain

quotes. Additional information will be presented at the next meeting.

5. **Annual General Meeting:** Chair, Steve Wainwright indicated that the annual meeting will likely be held at the end of March/early April. A final date will be set after receipt of the auditor's report and will comport with the thirty (30) day notice requirement.

Steve will also send out a notice that there are three board seats available. There will not be a nominating committee and anyone who has an interest can request an application.

6. **Laundry/Office Building:** Bill McLean reported that the covered space for the crew to work when there is a heavy rain is totally inadequate. There is not an enough storage space for the equipment and the office space is too small. A reconfiguration of the laundry/office building is needed. Rough sketches will be drawn up to share with the board.

7. **Parking Lots/Water Issues by Villas 691/509:** Discussed in General Manager's report above. The drainage project will proceed in the parking lot by Villa 691 and board will assess its efficacy before moving on to the lot by Villa 509.

8. **Construction in Violation of Setback Requirements:** Villa 549 has built a shower with a structure around it. John Monaghan has determined that this is not a fence but an enclosure. This would require a three (3) foot setback. The water heater needs to be enclosed. The outdoor shower and water heater were added subsequent to the approval of the original application without an amendment to the application. The owner needs to submit as built drawings to determine the property lines in relation to the structures.

All owners have the burden of filing an application and providing a survey/demonstrating that any proposed structure will be in compliance with the required setback obligations and will not be an encroachment.

9. **Other Business:** Chair, Steve Wainwright was approached by an owner inquiring whether it was permissible to hang a "For Sale" sign in their villa window and post a notice on the pool message board. Posting a notice on the message board is the only appropriate option.

Any owner who wishes to attend the Valentine Day party should RSVP so there is an accurate head count.

10. **Executive Session:**

11. **Adjournment:** There being no further business to conduct, the meeting was adjourned.

Respectfully submitted,

Susan Slaff, Secretary