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**Bayport West Homeowners Association, Inc.**  
**Board of Directors**  
**Monthly Meeting**  
**December 18, 2023**

**Call to Order:** The meeting was called to order at 7:00 p.m.

**Present:** Claire Matthews (CM), Carl Esselmeyer (CE), Jason Bradford (JB), Henry Alvarez (HA), and Magda Hatka (MH), Ameritech Manager.

**Absent:** Melissa Lovejoy (ML).

**Proof of Notice of Meeting / Determination of Quorum:** CM noted that the meeting notice was posted 48 hours in advance. Quorum was determined.

**Approval of Meeting Minutes from November 20<sup>th</sup>, 2023 – Organizational Meeting and Special Meeting:** CM called for a motion to accept the meeting minutes as written.

**Acceptance of Minutes**

**Motion** **Adopted**

A motion to approve the draft minutes of the two November 20, 2023, meetings as written was made, seconded, and approved.

**Officer and Committee Reports:** JB gave the Fiscal report. HA noted that there were no Architectural Requests at this time. CM stated there were no updates for the Feral Cat Committee. CE presented the Traffic Violation report.

**Violation Committee Report:** Roger Verszyla presented a summary of the current violations. He noted that all past violations had been reviewed with the attorney and cleared, and the current report was started anew. HA asked for an update on one outstanding violation. CM noted that she would review with the attorney and follow up with the Board. Roger asked Sherry Trojello to send him copies of the Request for Home Improvement forms for garage door replacements from 2023 to which Sherry agreed to provide.

**Unfinished Business:**

**Landscaping Project:** CM is working with Green Thumb nursery to obtain a quote on upgrading the landscaping along Hillsborough Avenue. The palm trees also need to be trimmed.

**Committee Assignments:** ML indicated that she would serve on both the Newsletter and Welcome Committees. CE volunteered to serve on the Social Activities Committee on an as-needed basis.

**New Business:**

January 2024 Newsletter: CM noted that a newsletter would be scheduled for release in January.

Communications Policy: CM shared a draft of a Communications Policy that Board members could use to address homeowner's issues by directing them to contact the Management Company to add their concerns to the Board Meeting agenda.

Dates of 2024 BOD Meetings: The calendar of 2024 Board meeting dates was shared. Copies were also provided to the homeowners at the sign in desk. The dates will be updated on the website.

**Homeowner Questions/Comments Regarding Agenda Items:**

The floor was open to the homeowner's comments which included alternative options for traffic calming devices, suggestions for social activities for children, setting up access to a donation bin and a designated area for providing a "Little Free Library" book exchange bin, and potential newsletter articles.

**Adjournment:** With no further business, the meeting was adjourned at 7:55 p.m.

**Minutes respectfully submitted by:**

Melissa Lovejoy, Secretary

  
Melissa Lovejoy

1/15/24

**Reviewed and approved by Board:**

1-15-2024  
Date