

Bayport West Homeowners Association, Inc.
Board of Directors
Special Meeting
November 30, 2023

Call to Order: The meeting was called to order at 7:09 p.m.

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

Absent: None

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

Unfinished Business:

- a. Cancellation of the 60-day termination letter to Ameritech.

CM noted the urgency of rescinding the termination letter as the community would not have a management company in place effective December 1, 2023. A discussion took place regarding the relationship with Ameritech and the validity of the termination letter. CM motioned for a vote to rescind the 60-termination letter to Ameritech.

Rescind 60 Termination Letter

Motion

Adopted

A motion to rescind the 60-termination letter to Ameritech was made, seconded, and approved.

New Business:

- a. Approve and appoint Compliance Committee

HA indicated his willingness to Chair the Compliance Committee. The procedures and timeframe for processing ACR forms was outlined and agreed to.

Architectural Control Committee

Motion

Adopted

A motion to accept Henry Alvarez as Chair of the committee was made, seconded, and approved.

- b. Standard Operating Procedures – Accounting

CM explained to JB that his duties as Treasurer included reviewing and approving invoices. JB agreed to adhere to these standard operating procedures.

c. Standard Operating Procedures – Violations

CM suggested appointing Patrick Murphy and Roger Verszyla to the Violations Committee. The committee determined a full review of current violations and a thorough community inspection would take place in the next few days.

Violations Committee

Motion

Adopted

A motion to accept Patrick Murphy and Roger Verszyla as committee members was made, seconded, and approved.

Adjournment: The meeting was adjourned at 7:55 p.m.

Minutes respectfully submitted by:

Melissa Lovejoy, Secretary



Melissa Lovejoy

Reviewed and approved by Board:

Date

12/18/2024