

Bayport West Homeowners Association, Inc.
Board of Directors Monthly Meeting
December 16, 2024

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

Present: Claire Matthews (CM), Carl Esselmeyer (CE), Melissa Lovejoy (ML), Michelle Zieziula (MZ), Roger Verszyla (RV), and Magda Hatka (MH) - Ameritech Manager.

Welcome: CM welcomed everyone to the meeting.

Proof of Notice of Meeting / Determination of Quorum: CM noted that the meeting notice was posted 2 weeks in advance. Quorum was determined.

Approval of Meeting Minutes November 18, 2024: CM called for a motion to accept the meeting minutes as written. MZ made a motion to waive reading, RV seconded. Motion adopted.

Acceptance of Minutes

Motion

Adopted

A motion to approve the draft minutes of the November 18, 2024, meeting as written was made, seconded and approved.

Officer and Committee Reports:

Financial Report: RV presented the November financials. He also noted that upon reviewing past financials there were discrepancies in the coding of invoices. This is discussed under New Business – Budget.

Feral Cat Committee: Dave Matthews had nothing to report.

Off-Duty Police Report: RV shared the list of violations and tickets from November - December 18th.

Violation Committee Report: RV distributed the current violations list. He noted that the Violations Committee would be adding an additional three (3) days cure time to the violation letters to allow for transit time in mailing. The Board accepted the modification to the violation letter cure time.

Additionally, RV recommended that since there were inconsistencies in the color of the gate attachments or gate backing that the Board should consider allowing the color for gate backing to be expanded to one of the three (3) approved Bayport West colors. CM made a motion for gate backing to be one of three BPW approved colors. CE Seconded. Motion adopted. The Board also agreed that per the prior Board’s decision, any existing gate attachments such as tan vinyl lattice or artificial greenery is also approved.

Approval of Gate Backing Color

Motion

Adopted

A motion to approve that the color of the gate backing and/or gate attachments to be one of the three (3) Bayport West approved colors was made, seconded and approved.

Homeowner Questions/Comments Regarding Agenda Items: The floor was open to the homeowner’s comments. No comments or questions were put forward.

Unfinished Business: No unfinished business was brought forward.

New Business:

Landscaping on Frontage Wall: CM noted that American Irrigation did not receive our maintenance agreement that was signed in January 2024, therefore no maintenance on the irrigation system has been performed for a year. The sprinklers along the front wall have not been working for several months resulting in our hedges dying. CM requested an emergency maintenance appointment, and the system has been fixed and is working. CM also noted that we would be signing a new maintenance contract for 2025 and will confirm that it has been received.

2025 Meeting Dates: A discussion took place regarding the cadence of the upcoming meetings for 2025. RV suggested that the Board alternate between open and closed meetings for 2025. This would save money on meeting space. The Board agreed to this recommendation and the meeting schedule will be posted in the newsletter. The agenda for the Closed Meeting will be noted as such. CM made a motion to alternate open and closed monthly meetings to reduce the cost of renting the church. ML seconded. Motion adopted.

Approval of Meeting Schedule for 2025

Motion

Adopted

A motion to approve alternating between open and closed meetings for 2025 was made, seconded and approved.

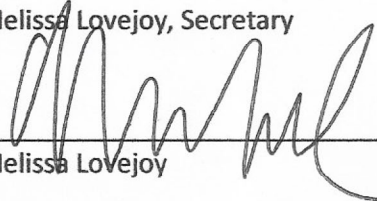
Discussion of Newsletter items: RV suggested including a reminder to repaint mailbox flags. The Board agreed to include the date for the community Garage Sale. CM noted that the newsletter would be distributed in January.

Budget: RV shared the Operating funds summary and mentioned that some administrative charges were coded incorrectly. MH explained the bills are coded by assistants, and she does not have authorization to review the invoices before they are sent to the HOA for approval and payment. Her recommendation was to add her to our account as a first level approver so that she can review the coding on the invoices. RV will be added as the second level approver. RV and CM noted that there were concerns and questions about account servicing, fees and re-negotiation of our contract. CM will be requesting a meeting with Ameri-Tech management in January.

Adjournment: With no further business, the meeting was adjourned at 8:18 p.m.

Minutes respectfully submitted by:

Melissa Lovejoy, Secretary



Melissa Lovejoy

Reviewed and approved by Board:

1/20/2025
Date