



East Bay Plantation

Meeting Type: Directors Meeting
Date: February 06, 2021
Time: 09:00 am
Attendees: Philip Barry (President)
Jim Donner (Vice-president)
Jacqueline Leierer (Director)
Ramon Caruso (Director)
Gary Roth (Director)
Dena Stone (Treasurer)
Ingrid Santangelo (Secretary)
Janice Scamehorn (Media committee)
Mary Sipes (Welcome committee)

Call to order at 9:03 am

- I. Treasurer's Report – Dena Stone
 - a. HOA dues
 - i. 10 members have not paid thus far, 2 from 2020. Email reminders sent 01/31/21. Reminders will go out after 2 weeks. A \$25 late fee and 7% penalty will be assessed thereafter.
 - ii. All future checks will be written by Dena. Bills will be paid online to minimize check and stamp usage.
 - iii. One debit card will be issued under Dena's name to limit the need for personal reimbursement checks.
 - b. Bond and Audit
 - i. Dena will check into what would be more cost effective, a self-audit or CPA
 - ii. There will be a bond requirement for anyone dealing with money. The By-laws state we are required to have a security bond or the members can note to forgo the bond.
 - c. Taxes will also be addressed as to having it prepared internally or by a CPA.
 - d. Dena will review the budget for 2021 and make any necessary adjustments.
- II. Media Committee – Janice Scamehorn
 - a. Online dues payment is being considered with Chase Bank
 - b. ARC forms that can be submitted online will be explored for the future
 - c. Additionally, easy access to ARC forms will be available in the pool area
 - d. The request for a battery pack and flash drive was approved for the HOA computer.
 - e. Janice will remain in charge of website updates:
 - i. Upcoming meetings
 - ii. Agendas
 - iii. Minutes
 - iv. Facebook
 - v. Newsletter
- III. Pool/Tennis court – Gary Roth
 - a. The leak in the pool pump has been repaired
 - b. Gary Scamehorn will provide operating instructions for the security cameras
- IV. ARC Committee
 - a. Jim Cameron will no longer be assisting with the ARC
 - b. Violations – the current list gather by Gary Roth and Ray Caruso will be used
 - c. Directors will be provided a copy of the letters sent to homeowners in violation.



East Bay Plantation

- i. Serious violations will be mailed
 - ii. Minor violations will be directly discussed with the homeowner
 - iii. Liaison for the ARC will be Ray Caruso
- V. Welcome Committee – Mary Sipes
 - a. 3853 - Louis Cox
 - b. 3910 – Heather and Christopher Warner
 - c. 3939 – contingent
 - d. 3970 – contingent
 - e. A recommendation was made by the president to contact local law enforcement to create a rapport with the EBP community
 - f. An updated HOA member list will be provided to the board members
- VI. Old business – nothing to address
- VII. New Business
 - a. Trees along the south fence near power lines were trimmed by FPL.
 - b. The pool/tennis court parking lot will have to be either repaired or resurfaced. Phil will lead project.
 - c. The tennis court will have to be resurfaced and will be addressed at the general meeting.
 - d. Pool fence – the height and security of the pool fence was discussed
 - e. Subdivision entry curb will be painted in a reflective paint in order to be seen at night.
 - f. The wooden fence at the north east corner will be repaired or replaced by member volunteers.
 - g. The storm drains along the curb are in need of repair. Gary Roth will contact someone from the city to address this.
 - h. The south fence needs repair.
 - i. Phil has contacted Fox Landscaping to give us an estimate on what it would cost to upgrade the front entry.
 - j. The storage unit must be inventoried. Some, if not all files, will have to be digitized as they may need to be kept indefinitely. Backup files and accessibility are crucial
 - k. Keys will have to identified, labeled and logged by the secretary
 - l. Phil is making sure all directors are compliant with state regulations on all aspects of training and documenting.
 - m. EBP attorneys have all necessary contact information for the current BoD
 - n. Taxes will have to be filed this year.

Meeting adjourned at 10:43 am.