

# **BAYTOWNE WEST HOMEOWNERS ASSOCIATION**

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## **2024 Annual Meeting - December 11, 2024**

**Held at VFW Post, 965 Harbor Lake Crescent, Safety Harbor at 7:00 PM**

**Tom Hamilton, President**

**Skip VanKleeck, Vice President**

**Dave Swoboda, Treasurer**

**Susan Werner, Secretary**

1. CALL TO ORDER - Tom Hamilton at 7:00 PM
2. > Tom welcomed homeowners and gave thanks to:
  - a) his fellow Board members;
  - b) Debbie Hamilton & Cheryl Beyett for the work they do at the entrance to the community;
  - c) Glenn Fish for his long time service as the ACC chairperson;
  - d) Sue Brunette for serving as the Walk-About committee chairperson;
  - e) Gary Lisowy for helping record the daily readings of the pool and spa chemical levels;
  - f) Corrinne Sarvis for trimming the oleanders along the central sidewalk.
2. PROOF of NOTICE of MEETING MAILING
  - > Dave submitted an affidavit attesting that the Annual Meeting packets were dropped in the mail November 15, 2024.
3. APPROVAL OF MINUTES FROM OCTOBER BOARD MEETING - Susan
  - > Skip motioned to accept, Dave seconded, all in favor and approved.
4. MONTHLY BUSINESS REPORTS
  - > **Treasurer's Report** - Dave
    - As of December 11, 2024, the Operating Account has a balance of \$45,814.00. The Reserve Account has a balance of \$320,337.00.
    - Both of the accounts have expenses that have occurred (or will this year) that have not yet been credited. Association is in good shape financially.
    - As noted in the Annual Packet mailing, the Board has decided to keep the monthly maintenance fees for 2025 at \$175.00. In preparing next year's budget

only known costs could be entered along with some conservative projected increases for items like electricity and property insurance.

- Dave explained that maintenance fees are the Association's only source for income except for some incidentals like application fees. On a monthly basis our maintenance fee income is \$20,690.00; our "fixed" monthly expenses are around \$18,700.00, roughly 90%. This leaves only 10% of our monthly income to cover variable expenses on a monthly basis - a thin margin. Therefore, it is important that all homeowners pay their fees on time each month.
- Fortunately we were able to cover clean up costs for both Helene and Milton as Operating expenses not necessitating the use of Reserve Funds. We also power washed the fence along Phillippe Parkway in early December out of the Operating budget.
- We only had three items paid for out of Reserves in 2024:
  - 1) the rebuilding of the retaining walls on Kittery Court;
  - 2) taking down an oak tree after Milton. This tree had been on the watch list for a number of years;
  - 3) the power washing and resealing of the pool deck pavers. This had been scheduled for earlier but inclement weather pushed it out to mid December.

**> Proof of insurance** - Skip

- As of December 10th, there were 2 homeowners who have expired insurance and have not provided proof that they have a current policy. Both have been sent two "courtesy reminder" notices. We are currently about 98% compliant.
- These numbers do not include the homeowner who has failed to provide proof of insurance since March of 2021. The homeowner was fined \$1000.00, the maximum allowed. The Board had no further option than to turn this over to the Association lawyer. At this point, the homeowner has been sent a statutory offer to participate in Pre-suit Mediation. If she fails to respond, the next step will be to file suit to compel compliance (an injunction).

**> Irrigation** - Tom

- Finding companies willing to give us quotes for updating our aging system, specifically the wiring, has not been easy. No decision has been made yet on which direction the Board will go. We have the funds in Reserves to cover upgrades.
- The system has been off for the last 2 weeks due to a mainline break found during the monthly run through. The project is too big for our normal service crew to handle so they had to schedule their large project crew to repair.

**> Pool Report** - Dave

- In negotiations with Triangle for 2025 pool service, question was posed to

Triangle about possibility of buying out the leased ORB monitor for the pool. Triangle said they wanted to get out of the equipment rental business. They came back with an offer lower than was anticipated so a decision was made by the Board to buy the monitor. Now the Association owns monitoring equipment for both the pool and spa. This is beneficial should the Association choose to search for a different pool service in the future.

- The pool complex will be closed for a few days the week of December 16th for power washing and sealing of the pavers. It is important to maintain these regularly as this is Baytowne West's biggest asset.

#### 5. APPROVAL OF ELECTION INSPECTORS

- Glenn & Chris Fish were thanked for the many years they have served as the Election Inspectors and agreed to stay on in the position.
- Skip motioned to approve them as the Election Inspectors, Dave seconded, all in favor and approved.

#### 6. ELECTION RESULTS

- Glenn confirmed we did have a quorum.
- Susan Werner and David Swoboda were elected to new 3 year terms. No other homeowners have expressed interest in volunteering to serve on the Board. There still remains one open Board seat.

#### 7. NEW BUSINESS

- > Waiving of Audit results - Glenn
  - All votes were YES to provide compiled financials at year end in lieu of an audit.
- > Shrubs along west Brighton on Marshall
  - The Board is aware that a large portion of the shrubs on Marshall west of the entrance have died. Before the Board can decide what to put in their place, the aforementioned irrigation system needs to be figured out to insure adequate water to that area.

#### 8. COMMUNITY COMMENT

- > Chris Sauger asked if a new cable contract had been signed. The Board said that it has. It was discussed at a previous Board meeting and is in the Board Meeting minutes. A brief recap of the contract particulars were given.

#### 9. ADJOURNMENT

- > Tom moved to adjourn at 7:36. Skip seconded, all in favor and approved.