

# BAYBRIDGE HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

Wednesday, April 13, 2016

## MINUTES

### **BOARD MEMBERS PRESENT**

Tom Belger  
Dick Baker  
Frank Rainey  
Jo Lynn Barnicoat  
Michele Harrison

### **Home Owners Present**

Debbie Belger  
Doug Caddell  
Betty Rainey  
Audrey McCarthy  
Shirley Miller  
Larry & Gayle Monserrate  
Guest: Phil Gambrell,  
Gambrell & Sturges Insurance  
Cheryl Kelley-  
Etheridge Property Mgmt.

1. **Call to Order:** Tom called the meeting to order @ 5:32 pm
2. **Guest Speaker,** Phil Gambrell, of Gambrell & Sturges Insurance Company was invited to the Board meeting to introduce his insurance company to the owners of Baybridge. Gambrell & Sturges will offer an insurance quote for the Property/Flood/Liability policies, renewing April 30<sup>th</sup>. Mr. Gambrell gave a brief introduction of services the company offers, and took questions from those present.

Mr. Gambrell requested some additional information from management in order to submit a proposal. Proposal will be send to the board of directors asap for review.

It was noted; Hiles McLeod Insurance Company (Baybridge Assoc. current agency) will also be presenting a renewal proposal. Both companies are currently shopping the Insurance Market.

### **2. Approval of Minutes:**

Dick made a motion to approve the minutes of the March 9th meeting. Frank seconded, and all in favor unanimously.

### **2. Financials:**

Cheryl presented the financials for March 2016, Detailing the Income, Revenues \$30,886.18 and Expenses \$21,683.89, Net Operating income of \$9,877.55. Cheryl also detailed breakdown of Maintenance and Special Maintenance expense. Receivables as of March 31<sup>st</sup> were discussed. Dick made a motion to approve the financials, Frank seconded, all in favor unanimously.

### **3. New Business:**

Gazebo Project, as approved in the 2016 Budget, the Gazebo at the Pool was in need of repair.

Tom addressed those present, upon improvement work on the Gazebo it was discovered that Electrical Updates were needed. Electrician, John H. Brown was contracted for the updates. \$500.00 for the Electrical update, Betterments; \$985.00 Lighting improvements, 11 overhead lights w/ dimmer.

Dick made a motion to approve the Electrical betterment & improvements. Frank seconded, all in favor unanimously.

Gazebo Bar sink will be replaced/tiles sealed.

### 3. Old Business:

- A. **Landscaping Update:** Wallace Landscaping has begun full lawn services  
Debbie stated that the ornamental grasses project is complete. Curb area updates are in progress, as well as pine straw for the beds, etc. The bare areas in the grass will be seeded.
- B. **Review of Maintenance Tracking Chart:** Cheryl went over tracking chart from walk-thru property on 4/5. #64 Common area stairwell, vinyl floor replacement, estimate from another company has been requested. Garage doors: most owners as requested have been painted and repaired garage doors, owners have contacted EPM to request contractor/painting as needed. Down spouts to boardwalk updates needed, boardwalk drain cover to be power washed.

#### C. Capital Projects Review:

Beach Steps, 2 sets as approved at last month's meeting, have been placed on the schedule with Alford & Sons, Project to begin by end of April.

Tucker #96 Garage Ceiling has been continually checked, column has been sealed, as of this week with recent heavy rains, there was no leak from column or roof. Reserve Project Columns; 1 left to complete, 8 have been completed.

Pool Gazebo repairs are underway.

### 4. Other Business:

**Bridge Project:** On March 17<sup>th</sup>, Tom & Marty met on site with Kerry Harrell, DOT Bridge Project Manager/compliance engineer. Tom gave a summary of the visit; The group looked a possible areas vulnerable to vibration during the upcoming construction of the New Bay Bridge. They reviewed brick walls, tennis court/ pier/ boardwalk, overall buildings. Tom stated that the compliance team will be on site during the construction periodically to monitor any effects to the property. Sizemograph boxes located closest to pilings will be put into place, and alarm on site at Baybridge. Upon any detection of vibration, "Arch of Radiation of Vibration" read by sizeamograph, an alarm will sound, at that point the piling drilling will be obligated to shut down, set location where alarm units will go on site.

Team will write a report about any possible damage.

Bids for the Contractor will be in July, contractor will decide method of drilling the pilings, water will be run thru drill during pounding to minimize vibration.

DOT will be coming back on site, possibly in June.

**Board is actively taking steps to address any possible damage before the project begins.**

There was no further business and the meeting adjourned at 7:32 p.m.

Respectfully submitted,

Cheryl Kelley  
Association Manager