

**Bayview Condominium Clearwater Association, Inc.**  
**Board of Directors Meeting Minutes**

Date: Friday, December 16, 2022

Time: 7:00 p.m.

Place: Social Room

**CALL TO ORDER BUDGET MEETING**

- a. Meeting was called to order at 5:08 p.m. by the by the President, Fred Dykstra.

**1. Establish Quorum**

- a. A quorum was established with all three (3) members present (Fred Dykstra, Chris Brzezinski, and Kent Larsson).
- b. Property manager, Chris Stancil reported a quorum of the homeownership of 16 owners present or by proxy.

**2. Proof of Notice of the Meeting**

- a. Chris Stancil reported as of December 1<sup>st</sup>, notice of this meeting was mailed to every homeowner and posted on property.

**3. Vote to Waive the Reporting Requirements**

- a. Eighteen (18) owners all vote yes unanimously to waive the reporting requirements.

**4. Open Forum**

- a. Fred Dykstra introduces the 2023 budget. Total operating expense increase of about 10% due to inflation. The total reserves will go directly into the pool reserves, and that number was pulled from the last reserve study performed on the property. This allows for a fully funded budget which is being recommended due to the anticipation that the state will not allow for partial funding next year in 2024.

**5. Board Approval of 2023 Annual Budget**

- a. Fred Dykstra made a motion to approve the 2023 budget, Chris Brzezinski seconded, all in favor. The Board approves the 2023 budget unanimously.

**6. BUDGET MEETING ADJOURNED 5:23 p.m.**

**CALL TO ORDER BOARD MEETING**

- a. Meeting was called to order by Fred Dykstra at 5:23 p.m.

**1. Approval of last two Meeting Minutes**

- a. September 13<sup>th</sup>, 2022 and October 26<sup>th</sup>, 2022 meeting minutes to be approved. Kent Larsson made a motion to approve both meetings' minutes, seconded by Chris Brzezinski, all in favor. The Board approves both meetings' minutes unanimously.

**2. President's Report**

- a. Fred Dykstra introduces Chris Stancil as the new Property Manager from Ameri-Tech Community Management.
- b. Sheila Schafer is back cleaning the property and Rich Schafer is doing the maintenance. Ameri-Tech also maintains a list of preferred vendors to go over next year (2023).

**3. Financial Report**

- a. Kent Larsson reports there is roughly \$200,000 in reserves which will go to the pool project in the future.

**4. Property Manager's Report**

- a. Chris Stancil introduces himself as the new Property Manager from Ameri-Tech Community Management. He reports the transition is going well.
- b. Coupon books will be sent out based on the approval of the 2023 approved budget. January late fees are waived.

**5. Old Business**

- a. Fred Dykstra reports there is an HVAC unit on the 6<sup>th</sup> floor that is not working, obtain alternative proposal for repair.
- b. Obtain alternative proposal for replacement of domestic water supply tank.
- c. Roof was inspected, will receive report from James Roofing.
- d. IT department at Ameri-Tech has started the process for new entry codes for homeowners; to be changed quarterly.
- e. Schedule Spectrum to investigate poor signal in building.

**6. New Business**

- a. Annual meeting to be set for February 21<sup>st</sup> at 5 p.m. Notice to be sent out 60 days prior.
- b. Send email blast to residents reminding them to break down cardboard boxes and put in recyclable bins located in trash room and not to dispose of in trash chute. Also, restrict use of bathroom "flushables".
- c. Bayview website to be set up by Ameri-Tech.

**7. BOARD MEETING ADJOURNED 6:19 p.m.**

**Respectfully submitted by Karisa Schnatterer  
Ameri-Tech Community Management**