



Bayridge Subdivision Homeowners Association  
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## Annual Homeowners Board Meeting Minutes January 7, 2023, 10:00AM EST

### Zoom Platform

<https://us06web.zoom.us/j/79392888616?pwd=F82645BOI0EK8ZnpXyOnzf4pOW3AaS.1>

Meeting ID: 793 9288 8616 Passcode: uR0Qa8

1. Welcome
  - a. President Dawn Gannon called the meeting to order at 10:01am EST.
2. Call of the Roll – Board Members Present
  - a. Dawn Gannon-President
  - b. Jessika Craven-Vice President
  - c. Brian Wilson- Member at Large
  - d. Bill Healy- Member at Large
  - e. David Rankin-Member at Large
3. Proof of due notice of meeting – An email notification was provided via email on 17 Dec 2022, 28 Dec 2022, and 05 Jan 2022. The announcement was also posted to the bulletin board (located at the front of the subdivision, next to the mailboxes), and hand delivered to those whom addresses were not provided to the board (at the time of delivery email addresses were obtained for those missing).
4. Appointments to the Board - A motion was made, seconded, and unanimously passed to appoint the below members, with zero opposition or abstention.
  - a. Cathy Rouwhorst
  - b. Kashara Jackson
5. Approval of Minutes from the Dec. 10th Meeting (Attachment 1) – A motion was made, seconded, and unanimously approved to accept the December 10<sup>th</sup> minutes with zero opposition or abstention.
6. Board Organization/Roles – The 2023 Board of Directors will be organized as follows:
  - a. President- Brian Wilson
  - b. Vice President-Bill Healy
  - c. Secretary- Jessika Craven
  - d. Treasurer- Dawn Gannon
  - e. Members-at-Large -David Rankin, Cathy Rouwhorst, Kashara Jackson
7. Annual Dues
  - a. Distribution – The Board will send out 2023 annual invoices by February 15<sup>th</sup> via the

following methods:

- i. Email for those for whom we have email addresses
    - ii. USPS for those we do not have email
  - b. Payment options – Members of the community are permitted to pay their annual HOA dues with the following payment options.
    - i. Online (fee) – There will be a small service fee associated with paying online. The homeowner will be responsible for this fee.
    - ii. Check
    - iii. EFT/ACH – There may be a small service fee associated with EFT/ACH payments. The homeowner will be responsible for this fee.
    - iv. Monthly/Quarterly/Semi-Annually/Annually - Annual HOA dues will be \$477. Should a homeowner experience financial hardship and require additional arrangements please reach out to the Bayridge HOA email.
  - c. Late Fees begin March 1 -Per Frank Dischner, the bylaws require a late fee of \$50.
8. Next Meeting TBA – The board tentatively agreed to meet again in the last two weeks of February 2023. The Board will follow up after the meeting to determine an exact date.
9. Open Discussion
- a. Will meetings be in person?  
Meeting locations will be dependent on the availability of a venue. The HOA will always provide a video/call conference alternative to official meetings. Additional discussions will be made to meet in person.
  - b. When will the ants be treated by the landscape company?  
We will follow up and provide an update when available.
  - c. We previously discussed the need for seal coating and provided photos of cracks in the road. Will the board address the need for seal coating?  
Seal coating is likely not a solution to roadway breakdown as sealcoating does not repair asphalt cracks. Bill suggests concrete patch work to resolve. Frank has provided 3 articles on the benefits of seal coating, and states it will help. Brian states he will follow up with RFPs from local seal coating companies. Frank states the previous board already obtained an estimate for \$16k.
  - d. Maria provided an update on the HOA website – [www.BayridgeCommunity.com](http://www.BayridgeCommunity.com). The hosting company has blocked the site to update its security. The site is in progress, and expected to be launched prior to the due date for HOA dues.
  - e. How can members become involved with the board?  
Brian listed the following committees: Infrastructure and Ground, Events, Communications, Finance, and a plan to create a Welcome and Inclusion Committee. Jessika adds there are 2 additional member at large positions. Formal request for either can be submitted to the HOA email.

- f. Mail issues - Per Dawn, the mailboxes are getting re-keyed by the USPS in an effort to help resolve the mail delivery issues.
- g. Will notices continue to be sent for members not adhering to bylaws?  
Brian – The board will reach out to members not in compliance and try to work with them in regards to understanding the bylaws of the community. Ultimately, notices will be sent to members who continue to operate outside of the bylaws.
- h. Will the board walk around and look for violations?  
Dawn - Infrastructure and grounds will resume inspections in February. Brian- Additionally if anyone wishes to file or apprise the board of violations they will be reviewed and addressed.
- i. Brian encourages everyone to seek volunteer opportunities and to complete the survey monkey provided via email.
- j. Margie provided an update on the fire hydrant - the broken hydrant has been repaired and the remaining hydrants were checked as well.
- k. Margie provided an update on the front lights - Lights will take 6-7 months delivery and installation.

10. Adjournment - Motion to adjourn passed with no opposition or abstention. Meeting was concluded at 10:35am

Respectfully submitted,

*Jessika Craven*

Jessika Craven

Secretary

*Brian Thomas Wilson*

Brian Wilson

President