

BAY FOREST HOMEOWNERS ASSOCIATION, INC.
MINUTES FOR MAY 5, 2026 BOARD MEETING

Call to Order: Tim Moore called the meeting to order at 10:28 AM

Present: Tim Moore – President (Zoom); Don Bergeron – Vice President (Zoom); Michael O’Connell - Treasurer; David Shapiro – Director, Stacy Hansen - Secretary

Also Attending: Irene Brooks - Assistant General Manager; Jay Malamphy - General Manager; Ray Shaffer – Maintenance Manager

Approval of Previous Board Minutes

- **Tim Moore made a motion to approve the minutes from the previous board meeting (April 7, 2026). Michael O’Connell seconded the motion, and the motion passed 5-0.**

Board Member Reports

- President
 - Mentioned the following additions to the Carlson room: new and brighter ceiling lights, and a new and improved sound system consisting of speakers, a sound bar, and microphones.
 - Discussed upgrading sub-association (particularly BB II) and clubhouse landscaping for better aesthetics, and suggested perhaps the need to hire someone part time to oversee landscaping.
 - Advised that any correspondence with service providers should be coordinated with the management office.
 - Mentioned that upgrading the landscaping at the clubhouse entrances should be a priority.
- Vice President
 - Talked about the cut crew and that the cost for them is about \$10,000 (Collier County debris pick-up and maintenance staff labor). Also mentioned that there is additional money in the budget for landscape improvements.
- Secretary
 - Used Bermuda Bay I and Sea Pines II as an example of communities who are consistently upgrading their landscaping and replacing plants as needed.
- Treasurer
 - Reported that as of 3-31-26, account balances are as follows:
 - Operating: \$406,276
 - Reserves (Res): \$260,225
 - Special Assessment (SA): \$1,397
 - T-Bills (SA account): \$621,000
 - T-Bills (Res account): \$289,000
 - Money Market: \$127,750
 - T-Bills average return is 3.7%
 - MM return is 3.4%.
 - Reported total investment income YTD of \$70,000
 - Also reported that the 2024 audit is scheduled to be complete in about a week
- Director
 - Advised will have paving bids in two weeks
 - Advised that acoustical panel bids are in process and expected in about two weeks
 - Mentioned that the North and South sides of Bay Forest property along Vanderbilt Dr need to be secured better to keep trespassers out.
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General Manager's Report

- Mentioned that the reserve study is currently being updated, and explained that the intent of the study is to avoid special assessments. Used roof replacement as an example as to how the study works. Open items of significance discussed with the reserve company last Friday included adding excess special assessment monies (\$550K), reviewing the clubhouse window and door replacement amount (\$381K), adding irrigation rewiring (\$50K+), and using an actual paving cost rather than a projected amount for an asphalt overlay (\$181K). The only remaining open item is the paving quote which has not been received yet. Once the study is finalized it was recommended that there be some strategic planning.
- As a follow-up to last meetings comment regarding speeding, spoke with the County Sheriff's office regarding entering into a service agreement. Minimum is 2x/week and 4hrs at \$75.23/hr. Tim Moore suggested a digital sign. Michael O'Connell will research the costs for digital signs.
- Advised that there was a six-foot alligator going between the north and south lakes however it's not been seen since last Thursday. Mentioned that if removed the alligator is not relocated but is euthanized and that the trapper prefers talking to someone who can describe the alligator's location and movement pattern.
- Mentioned that the entry gate was hit three times over the past month and a half. Damage for two of the incidents has been reimbursed. However, expressed not as optimistic of being reimbursed for the third incident as the driver advised they work for door dash and earn \$14/hr. Waiting to get the repair cost from the gate company and will proceed accordingly. Tim Moore suggested offering the third offender a pay plan.
- The gate needs to be realigned and repainted. Jay mentioned that he has been working on options to get this done.
- Reiterated near term recommendations relative to the drought conditions – extend intake pipes to deeper water, water at the bare minimum needed to keep vegetation alive.
- Advised that water use is regulated by the SWFMD permit, but after speaking with them, the management office has determined to increase the recharge volume and recharge over a staggered two-day period in lieu of one day.
- Mentioned that sub-associations were requested to clean their drain pipes so when it rains, the run-off will drain into the lakes.
- Advised that two proposals are anticipated this week regarding the overall long-term health of the lakes. Long term improvements might include lining the lake, dredging, connecting the north and south lakes via a transfer pump, adding a water storage tank, tying into reclaimed water if it becomes available, or have individual wells. Also mentioned that most of these improvements are likely not feasible.

Old Business

- Paving Bids
 - Tom Sofyanos advised that the RFP has been finalized and will be sent to Tim Moore for review. Per Tom the pathway asphalt will be removed, a base will be provided, and two inches of asphalt will be installed. In addition, the RFP will include 10 areas totaling 2,000sf along the roadway to be patched, and seal coating the roads (optional).
- Outdoor Entertainment Area
 - Stacy Hansen explained the plan to add a patio off the rear clubhouse deck and that the anticipated cost will be under \$40K.
- Lakes
 - Glenn Rogers and Michael Roesch volunteered to coordinate synching lake water usage and recharge and providing a water usage allocation for each sub-association. They indicated this is simple.

- The board requested that the lake recharge schedule be provided to the sub-association presidents.
- Bar/Café Access
 - Tim Moore discussed a fob system versus a key sign-out arrangement, and explained for now that a key sign-out system should be implemented. Stacy Hansen requested that fob access be further considered which Tim agreed.
 - Tim also suggested re-keying the clubhouse and adding cameras.
 - **Michael O'Connell made a motion to approve re-keying the clubhouse and signing out keys for bar access use the clubhouse. Stacy Hansen seconded the motion and the motion passed 5-0.**
 - **David Shapiro made a motion to install new cameras or and either reactivate or upgrade the existing cameras in the clubhouse. Stacy Hansen seconded the motion and the motion passed 5-0.**
 - Hiring a seasonal employee or having Happy Hour volunteers to oversee the bar area was discussed.

Open Forum

- Residents expressed concern about wanting to know the watering/recharge schedule and requested to be instructed as to what days sub-associations should be irrigating, commented on the bar use, asked about adding solar panels to heat the Pool Commons II pool, and asked about obtaining sod from the clubhouse area when the patio is installed.

Adjournment

- **Don Bergeron made a motion to adjourn the meeting at 12:14 P.M. Michael O'Connell seconded the motion, and the motion passed 5-0.**