

**BAY FOREST HOMEOWNERS ASSOCIATION, INC.
MINUTES FOR JUNE 30, 2026 BOARD MEETING**

Call to Order: Tim Moore called the meeting to order at 10:32 AM

Present: Tim Moore – President; Don Bergeron – Vice President; Michael O’Connell (Zoom) - 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

- **Don Bergeron made a motion to approve the minutes from the previous board meeting (May 5, 2026). David Shapiro seconded the motion, and the motion passed 5-0.**

Board Member Reports

- President
 - Mentioned that the clubhouse has been re-keyed and that David Shapiro has inspected the cameras and noted that just the library camera isn’t working.
 - Mentioned that the front entry landscaping improvements have commenced and the irrigation work to ensure adequate coverage for the new plantings is scheduled for this week.

Vice President

- Had nothing to report.
- Secretary
 - Advised that quotes have been received for the patio project and that recommendations will be presented at the next board meeting in August.
- Treasurer
 - Reported that as of 3-31-26, account balances are as follows:
 - Operating: \$297,275
 - Reserves (Res): \$441,022 (\$156,165 cash & \$284,258 T-Bills)
 - Special Assessment (SA): \$1,095 cash
 - Total T-Bills \$895,873.61
 - T-Bills average return is 3.8%
- Director
 - Advised that paving quotes have been received and that he has met with and will be meeting with other contractors.
 - Advised that acoustical panel samples have been received.

General Manager’s Report

- Mentioned that the summer lends itself to maintenance projects and scheduled for this off-season are painting the clubhouse sidewalks and deck, painting the gate house, providing better irrigation for the bocce courts, cleaning up the maintenance yard, and reconstructing the garbage bin storage area gates and fence.
- Advised that the updated reserve study was received this morning and will be distributed to the board.
- Per Michael O’Connell’s request regarding the south lake, advised that drought conditions persist as rain has been sporadic and minimal. Also mentioned that our office and maintenance staff are monitoring the lake levels again since usage/recharge per resident recommendations authorized by the board resulted in May readings of 2.9 million gallons used and 7.8 million

gallons recharged. The SFWMD permit requires a 1:1 ratio. June numbers are 3.9 million gallons used and 4.6 million gallons recharged which is likely an acceptable range considering unusually dry conditions.

New Business

- Paving Bids
 - It was mentioned by Tim Moore and Jay Malamphy that there were eight bidders on the bidders list of which five withdrew and three submitted proposals. One proposal (the lowest bid) ignored the scope of work in the RFP and bid an alternate way of performing the job. The other two bids, were inconsistent with pricing, but generally quoted per the RFP. Bids ranged from approximately \$460K - \$570K.
- Allocation of Funds for Paving Project
 - Michael O'Connell explained that there are excess funds in the operating account and recommended transferring \$109K from the operating account to the reserve account paving line item bringing the amount on that line item to approximately \$225K by the time any payments are to be disbursed to the contractor. The balance of any funds would come from common surplus which are excess monies from the boardwalk funding. Since there hasn't been a contract awarded, the balance of funds coming from common surplus is TBD.
 - **Stacy Hansen made a motion to approve the transfer of \$109K from operating to reserves as described above. Michael O'Connell seconded the motion and the motion passed 5-0.**
- Part Time Event Coordinator
 - Louise Nicolazzi Shapiro discussed the role of a proposed event coordinator and provided examples of their tasks. She suggested perhaps a college student 16 hours/week in-season at \$20/hour for an annual total of \$3,800. Irene Brooks provided input regarding the hours and coordination with the management office. The board had mixed comments and agreed to discuss this item further at the August meeting.
- Gates
 - Stacy Hansen asked if there's something that could be done to enable the easy exit of bikes through the vehicle exit gates. Jay Malamphy advised that a push button could be installed but if the bike didn't clear the gate for some reason, the gate wouldn't detect them and would close on them. The board agreed to discuss this matter further at the August meeting.
 - Don Bergeron asked if anything could be done about the entry gate opening when it rains. Jay Malamphy and Ray Shaffer explained that moisture builds up on the reflector and senses an obstruction therefore the gate sets in the open position. They further explained that they tried rain-ex, installing a shield, and raising the reflector, none of which work. The gate company however, advises they have a reflector that has a drying component that they've had success with in another community. The gate company will be contacted to install this item.
- Clubhouse Entry Landscape
 - Tim Moore discussed various landscape improvements for the north end of the clubhouse to potentially include pavers that match the south end pavers, lights, a fountain, and reconstruction of the garbage bin enclosure.
 - David Shapiro suggested a pergola.
 - **Tim Moore made a motion to provide landscape enhancements at the north end of the clubhouse for a NTE amount of \$7,500. Stacy Hansen seconded the motion and the motion passed 4-1. Don Bergeron was the nay vote.**
- Fencing on Vanderbilt Drive
 - David Shapiro and Don Bergeron suggested denser landscaping in lieu of a fence.
- Speed Limit Signs

- Michael O'Connell presented the benefits of portable battery-operated speed limit signs. Speed bumps and Collier County traffic control were mentioned as other options.
- Don made a motion to have Ray get quotes for speed bumps. Stacy seconded the motion. And the motion passed 5-0. Ray Shaffer is going to get a quote for speed bumps.
- ARB
 - **Don Bergeron made a motion to approve the ARB applications for the following applicants: Courtiss/O'Connell, Rosshirt, Cooley, Hughes, and Pilon. Stacy Hansen seconded the motion and the motion passed 5-0.**

Open Forum

- Residents questioned the need for an event coordinator in lieu of volunteers, asked if there might be a shaded location for the bike rack that's near the fitness center, and inquired about pursuing bringing landscaping in-house as was previously approved. Michael asked about the progress of hiring an engineer for the South Lake. Jay responded by saying the bids for consulting on this range from \$18k - \$20K.

Adjournment

- **Don Bergeron made a motion to adjourn the meeting at 11:55 P.M. Michael O'Connell seconded the motion, and the motion passed 5-0.**