

**MINUTES OF MEETING  
BAYTREE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Baytree Community Development District was held on Wednesday, **February 4, 2026** at 1:30 p.m. at Baytree National Golf Links, 8207 National Drive, Melbourne, Florida.

Present and constituting a quorum:

Melvin Mills	Chairman
Richard Brown	Vice Chairman
Richard Bosseler	Assistant Secretary
Janice Hill	Assistant Secretary
Jerry Darby	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Rob Szozda	GMS
Michael Pawelczyk	District Counsel
Rey Malavé <i>by phone</i>	District Engineer
Joey Duncan <i>by phone</i>	District Engineer
Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Mills called the meeting to order at 1:30 p.m. and all Supervisors announced themselves. All Supervisors were present. The Pledge of Allegiance was recited.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Mills: I will open the floor for public comments. Are there any public comments? If not, we'll move along.

**THIRD ORDER OF BUSINESS**

**Landscape Report**

Mr. Mills: Landscaping Report, Josh couldn't be here. He has a very important meeting, but he told me to share with everyone that he's sorry that the flowers aren't in. I said, "*Well,*

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*thank heavens they weren't, because we would have had a double bill to pay for flowers.*" He hopes they're going to be going in on the 11<sup>th</sup>. If not, it will be shortly thereafter. They're going to be trimming the Palm trees and he's also looking to see if we need to thin out some of the Oaks. I don't think we do. The Oaks look pretty decent.

Mr. Szozda: We'll keep an eye on them.

Mr. Mills: Yeah. Then right after that, he's going to do the mulching. I've asked him to give us a price on mulching because at the last meeting I mentioned about tearing out all of the shrubbery around the tennis courts and I think it's a bad idea. So, we're going to take away the mulch and put in stone. That way it won't wash onto the tennis courts, but we're going to wait until after those tennis courts are done before we do that.

Ms. Hill: So stone is better?

Mr. Mills: Than the mulch?

Ms. Hill: No, I know the mulch isn't, but stone is better than sod?

Mr. Mills: Oh, yeah, yeah.

Ms. Hill: We talked about sod last time.

Mr. Mills: Yeah.

Mr. Brown: Can we use a bigger stone?

Mr. Mills: Yes.

Mr. Brown: Only from the standpoint with all of the heavy rains.

Mr. Mills: Yes. I think it's what he quoted.

Mr. Brown: Okay.

Mr. Mills: It was \$7,500 to do the stone, which I don't think is a bad price.

Mr. Brown: Well, how much stone?

Mr. Mills: It's a lot.

Mr. Brown: Oh, okay.

Mr. Mills: You got the whole front and down one whole side.

Mr. Brown: Okay. Was it coming from California or something?

Mr. Mills: No, it's coming from Mississippi.

Mr. Bosseler: Now, on the landscaping issue, Sandy, I want you to hear this.

Resident (Sandy Schoonmaker, Berwick Way): I'm listening.

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Mr. Bosseler: A good friend of mine said, *“All of our plants that have died or are dying, don't touch them. Let the leaves fall off and they will come back.”* The freeze didn't get into the ground. It just got the top of everything.

Mr. Mills: Josh told me to tell everybody. So, Sandy, you may want to put that in your notes.

Resident (Sandy Schoonmaker, Berwick Way): I will put it in the very top. Did he say anything about watering because we heard with the freeze to the grass that we should put our irrigation back on?

Mr. Mills: Absolutely, put your irrigation back on. Yes.

Mr. Brown: Once a week.

Mr. Mills: Yeah, once a week. He said at least wait for 30 days, if not 6 weeks, before you do anything.

Mr. Brown: I'm waiting until Spring.

Mr. Mill: Alright, Engineer's Report. Rey?

Mr. Darby: No, I'm sorry before you get there, what is the status of the two-wire irrigation project? Are they working on that now?

Mr. Mills: The front is done.

Mr. Darby: Okay. They're going to go to Phase 2 this year?

Mr. Mills: Probably not.

Mr. Darby: Probably not. Okay.

Mr. Mills: I told him to give me a projected, so we can plan for that in our budgeting process for next year.

Mr. Darby: So, we'll look at Phase 2 and Phase 3?

Mr. Mills: Phase 2 and Phase 3. Yep.

Mr. Darby: Alright.

Mr. Brown: Do we know how much we spent on Phase 1?

Mr. Mills: \$40,000 almost. Not quite. I think it was \$37,000, wasn't it? I think I saw that.

Mr. LeBrun: It was \$37,000.

Mr. Mills: Yeah. Something like that.

Mr. LeBrun: We used a portion of the Beautification Fund and then the rest is funded through other line items.

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Mr. Mills: Yeah.

Mr. Brown: So, they didn't save any money?

Mr. Mills: Yeah, because the original quote was \$40,000.

Mr. Brown: So, they saved \$1,000?

Mr. Mills: \$3,000.

Mr. Szozda: For the boring?

Mr. Brown: Yeah.

Mr. Szozda: They cut across the road in six or seven areas. Hopefully they took advantage of the boring. I told them to pull an extra wire.

Mr. Mills: They did.

Mr. Szozda: I don't know what they did.

Mr. Brown: They saved us \$3,000.

Mr. Mills: Yes.

**FOURTH ORDER OF BUSINESS**

**Engineer's Report**

Mr. Mills: Alright. Engineer's Report. Rey?

Mr. Malavé: Yes.

Mr. Mills: Welcome to our meeting.

Mr. Malavé: Thank you. Hopefully Mr. Joey Duncan is on also. He's going to be helping you more directly than I am, but I'm still being involved to make sure that some of the things that we committed to, we will take care of and follow through for the CDD.

Mr. Mills: Thanks, Rey. I really appreciate the conversation that we had and I'm sure the Board will appreciate your getting involved.

Mr. Malavé: Yes. I'm looking forward to helping on some of these things. There are three things that we're working on. One, we provided the Board a copy of how much sidewalk we have. It's broken down both by square footage and lineal feet. We did that on a map so we didn't have to go out there. You have over 12 miles worth of sidewalk, which is a lot. The second item that we're working on is one of the lakes has some slopes that are causing issues. We're trying to put a survey together so that we can see how much depth we have. It's a special group of some of our people that can do that work and they'll give us a depth, to try to see how much is going to be in there. We'll give you a price for that before we do any work on it. It is definitely going to be

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under \$10,000. They're giving me a pencil sharpened price. Then the third item that we're working on is putting a fee together for replicating the roadway analysis, kind of like the last one we did, where we show where the urgent pieces are. As part of that, we're also looking at options that are current, that provide some material, which is kind of like a small resurfacing, but it's more liquid. We're going to look at some of those options and bring some costs as part of our work and bring that to the Board to see where we need to do any particular work and what else you might need. That's where we're at so far and I'll open it up to any questions you might have.

Mr. Duncan: Rey, this is Joe. I wanted everybody to know that I am on the line.

Mr. Mills: Okay, thanks, Joe. Rey, I had mentioned to you about recommending a coating to put on the sidewalks. Did you have a chance to get to that?

Mr. Malavé: The vendors didn't get to us. That's on my list. I'll work with Joey on following up on the vendors and provide some options. So that's on our to-do-list.

Mr. Mills: Okay, very good.

Mr. Darby: Hey, Rey, I have two questions. This is Mr. Jerry Darby. Just as a matter of clarification, thank you very much for this report on the amount of sidewalks. It's actually 13.6 miles and I'm sure Jackie walks all of them. But this is total sidewalks. This is not just what is owned by the CDD, correct?

Mr. Malavé: No, that is what's owned by the CDD. We did not take into account anything outside of the CDD.

Mr. Darby: Okay. So, the CDD owns the sidewalks in front of homes, and the homeowners are supposed to maintain them. Okay, good. The other question I had was on the reports for the lake and the roadway. When do you think you'll have those?

Mr. Malavé: Hopefully in a couple weeks, we should have it already in your hand. We want to get it out before the next Board meeting for sure.

Mr. Darby: Okay.

Mr. Malavé: So you guys can review it.

Mr. Darby: Thank you.

Mr. Mills: Are there any other questions for Rey or Joe? Okay. Thanks again, Rey, for your time and efforts.

Mr. Malavé: No problem. I look forward to working with all of you, take care.

Mr. Mills: You too. Have a great week.

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**FIFTH ORDER OF BUSINESS**

**Community Updates**

**A. Security**

Mr. Mills: Alright. Community update. Security. Rick?

Mr. Brown: Nope, nothing has come up that I can think of. The only thing, Jeremy, if you have a chance to reach out to Valerie, we have a lot of new people that are living in Baytree now. I don't know whether we need another training on how to use the Visitor Management System.

Mr. LeBrun: I can see if maybe they have a one-page document.

Mr. Brown: A template or something that we can pass out to everybody. Yeah.

Ms. Hill: Or you can just send it out in an email to all residents.

Mr. Brown: We could.

Ms. Hill: I think some that's even been here for a while still don't get the message.

Mr. Brown: Yeah, but there are a lot of new people, too.

Resident (Sandy Schoonmaker, Berwick Way): Did you hear any comments back from the gift cards and stuff we gave the guards?

Mr. Brown: Yeah, I reported at the last meeting, that every one of the guards that received the bonus were very appreciative, not only from the Board, but they also expressed their appreciation to the entire community. A lot of individual members gave them cookies, donuts, credit cards or cash cards, which is great. They thoroughly appreciated it.

Resident (Sandy Schoonmaker, Berwick Way): Yeah, I did get one handwritten thank you.

Mr. Brown: I did, too.

Mr. Mills: Matt said it was the largest financial gift they've ever received.

Mr. Darby: Oh, wow.

Mr. Mills: So that's nice.

Mr. Darby: That is.

Mr. Brown: That's really good.

Mr. Mills: On security, the only thing that we need to address, Sandy I guess put this in your notes, that we still have some residents that are being rude to the guards. That has got to stop. They're doing their job. They're not only doing their job to protect us, but they're doing their job, so we know who's coming into the community.

Resident: We know it's residents, not the golf course people?

Mr. Mills: It's definitely the residents.

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Resident: Okay.

Resident (Maureen Ksiez, Balmoral Way): Do you want me to put something in the newsletter?

Mr. Mills: Please.

Mr. Brown: I am trying to get the guards to provide more detailed information about which resident so we could send them the poison pen letter.

Mr. Szozda: Can I jump in here for a second? One of the issues, which I get a couple of times, is that their transponder is not working and they're yelling back at the guard to open up the gate. Get a new transponder. People are transferring their transponders from old cars to new cars and then they're not working as well. This happened to me twice last week. People came up, saying that they tried and it works great at the front gate. Now I'm making them drive through the front gate to make sure it works there, versus the back gate. So, I don't know if it's worth changing locations.

Resident (Maureen Ksiez, Balmoral Way): We can add that to the newsletter.

Mr. Szozda: Consider getting a new transponder.

Resident (Maureen Ksiez, Balmoral Way): What does it cost?

Mr. Szozda: \$25.

Resident (Maureen Ksiez, Balmoral Way): Do they do it via the CDD website?

Mr. Mills: No, every Monday.

Mr. Szozda: Mr. Fox lives nearby. He called me, I met him at 12:50 p.m. and put a sticker on his car. I'm flexible to people.

Mr. Mills: There are a number of residents who still do not have transponders and will not get transponders. I can't believe it.

Resident (Maureen Ksiez, Balmoral Way): Is that \$25 cash or check?

Mr. Mills: Yes. Cash or check. No credit card.

Resident (Maureen Ksiez, Balmoral Way): Made out to?

Mr. Mills: The Baytree CDD.

Mr. Szozda: They need to provide their license and registration and pay \$25.

Resident: License and registration?

Mr. Mills: Yep. If they're tenants, they need a copy of their rental agreement.

Resident (Jackie Curley, Kingswood Way): For you and for Fairway.

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Mr. Brown: Yeah, Fairway should have it.

Mr. Mills: Fairway should have it.

Resident (Jackie Curley, Kingswood Way): They don't.

Mr. Brown: No, they don't.

Mr. Mills: Okay.

**B. BCA**

Mr. Mills: BCA. Jackie?

Resident (Jackie Curley, Kingswood Way): Like you, we received our contract to use this facility from the country club. We crossed through all of the stuff that doesn't pertain to us and they have not gotten back to me, telling me they approved that contract. But anyway, Turnberry was very smooth after the first of the year, turning over all of the financials, all of the assessment now for lawn service and BCA. There were no complaints. Fairway says it's running very smooth, and Artie is in the middle of combining our two financials. So that's working well. I'm working on the website, now that Turnberry's behind me and Sandy and Rick have been instrumental in working with me on the behind the scene things that are going on. So, I'll continue to work with them. Mr. Tom Harrison was working with me, but he's a little preoccupied these days with other stuff. Violations still haunt us, unfortunately. We have several very large violations going on. They're in the attorney's hands. Ultimately, we want them to be compliant. We have three or four that are just way above the threshold for us. Any articles that you guys have for the newsletter, get them to Maureen by the 1<sup>st</sup> of March.

Mr. Mills: Sooner if possible.

Resident (Jackie Curley, Kingswood Way): Sooner is always better. The Isles of Baytree haven't attended any of our meetings. I see that they are not attending your meetings. The little that I know, they're not running very well. It's not really a functional Board, but there's nothing that we can do. We're just being good neighbors and that's it.

Mr. Mills: Any questions?

Mr. Brown: Nope.

Mr. Mills: Thank you, Jackie.

Ms. Hill: How are you doing with people responding to their dues for the year?

Resident (Jackie Curley, Kingswood Way): Their dues? Dues did not change.

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Ms. Hill: No, I know they didn't change, but did we get a good response?

Resident (Jackie Curley, Kingswood Way): The same ones that have the violations, aren't paying their dues either. It's the same three or four people. Everyone else seems to pay. One of them is four years behind.

Mr. Mills: Wow.

Mr. Darby: Do you have liens on the property now?

Resident (Jackie Curley, Kingswood Way): We are in the middle of potentially doing a foreclosure, but we don't want to be in that kind of business. That's not the business we want. They all were notified. We have to notify them first of mediation. They've all had mediation appointments. It's really in the lawyer's hands. We leave it there. I even told Fairway Management, *"It's in the lawyer's hands. Let's not make any decision as a Board or as a management company. It's in the lawyer's hands. Let's leave it to the experts."*

Mr. Mills: What's the total amount that all of them owe?

Resident (Jackie Curley, Kingswood Way): You can ask Artie. It's around \$20,000.

Mr. Brown: That's a lot of holiday lights.

Resident (Jackie Curley, Kingswood Way): That's a lot of holiday lights. But guess what? That's half of our budget.

Mr. Brown: Wow.

Mr. Darby: I think that I know the answer to this question, but the attorney's fees that you're incurring, once you settle, that will be part of the settlement. Right? That will not be an out of pocket for the BCA.

Resident (Jackie Curley, Kingswood Way): Obviously, it's our hope, unless we go to court. We cannot say, *"Okay, you owe us this much for legal fees."* But what we can say is, *"We will reduce your fee if you come into compliance."* But obviously I want to cover my legal fees.

Mr. Darby: Sure.

Mr. Brown: The one case that did go to trial, the judge decided in favor of the BCA and made the resident pay attorney's fees.

Mr. Darby: Good.

Resident (Jackie Curley, Kingswood Way): I rely on Fairway Management, but I have a direct conversation with the attorney so that I'm relaying the right message to the Board.

Ms. Hill: Are these long-term residents?

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Mr. Brown: Four years is a long time.

Resident (Jackie Curley, Kingswood Way): No, they're homeowners.

Mr. Brown: The ones that are four years behind, are they still living here?

Resident (Jackie Curley, Kingswood Way): Yes.

Mr. Brown: If we had their address, could we find out whether they have transponders or not and if they do, turn them off so they couldn't come in the back gate or through the front gate?

Mr. Pawelczyk: You can't. A rule would have to be in place to allow us to.

Mr. Brown: Okay. I just thought we could help you out.

Mr. Darby: You think the guard's getting abused now?

Mr. Mills: Oh, yeah.

Resident (Jackie Curley, Kingswood Way): We're just staying on top of it as best as we can.

Mr. Darby: That's incredible.

Mr. Mills: Is there anything that we can put in the newsletter that basically would not, of course, mention names and/or addresses that there are those people who are in violation who have not settled?

Resident (Jackie Curley, Kingswood Way): I would be really careful since it's in the attorney's hands.

Mr. Pawelczyk: Let the lawyer handle it.

Mr. Mills: Okay.

Mr. Pawelczyk: If I was the lawyer, I would want to take care of it. If I'm the lawyer of an association, I want to settle the case. I don't want to go to trial because it can cost too much money.

Mr. Mills: Yeah.

Mr. Pawelczyk: Too much time. If there's \$20,000 for four, that's \$5,000 each. It is just not a lot of money. But this is the only way the Statute allows them to obviously go after them and collect it. So, I would let him or her try to handle it. Sometimes you have to file a lawsuit to wake people up.

Mr. Mills: Yep. Okay.

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Resident (Jackie Curley, Kingswood Way): I could be wrong. I'm not a lawyer. I don't even play one on TV. But when you go into foreclosure for \$5,000 or whatever it is, there are probably other things those people are doing wrong and we will be the last ones to be paid.

Mr. Pawelczyk: If there's someone ahead of you, like a mortgage company, the only way I can foreclose, is if I pay off the mortgage, basically.

Resident (Jackie Curley, Kingswood Way): Yeah, they're protected.

Ms. Hill: But if they want to sell their property...

Mr. Pawelczyk: And if they're homesteading too.

Ms. Hill: It puts a cloud on their title.

Mr. Pawelczyk: It does. The lien still exists and when I go to sell, you get paid on it once you pay the lien.

Mr. Mills: Yeah.

Resident (Jackie Curley, Kingswood Way): You're paying through your taxes.

Mr. Brown: But when these people signed their Purchase and Sale Agreement, they agreed to abide by the covenants. That's a contract, isn't it?

Resident (Jackie Curley, Kingswood Way): Right.

Mr. Brown: So, can't we instead of foreclosing, sue them for breach of contract?

Mr. Pawelczyk: You have to talk to an HOA lawyer.

Resident (Jackie Curley, Kingswood Way): That is definitely not on my pay scale.

Mr. Brown: But I mean, rather than go to foreclosure wouldn't that move it up?

Mr. Pawelczyk: I know the Statute has a means by which to collect past due fees. I just don't know what it says.

Mr. Brown: Okay.

Mr. Pawelczyk: I don't practice in that area. That's a good question to ask. I think the Statute is set up in a way to number one, protect homeowners. Because the Statute thinks that all homeowners are like us in this room. It doesn't contemplate those that are just not going to do anything.

Mr. Mills: That makes sense.

Resident (Jackie Curley, Kingswood Way): Unfortunately, the State of Florida is not being really very nice to HOAs.

Mr. Mills: Not now. Okay. Anything else, Jackie?

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Resident (Jackie Curley, Kingswood Way): No, that's it.

Mr. Mills: Okay, thank you.

Resident (Jackie Curley, Kingswood Way): Are there any questions for me? Okay, thank you.

**SIXTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Approval of Minutes of the December 17, 2025 Board of Supervisors Meeting**

Mr. Mills: All right, moving along. We need approval of the minutes. Were there any additions or corrections that you want to make here?

Mr. LeBrun: I received two corrections prior to the meeting. Very small.

Mr. Mills: Okay. Do I have a motion to approve?

On MOTION by Mr. Brown seconded by Mr. Darby with all in favor the Minutes of the December 17, 2025 Board of Supervisors Meeting were approved as amended.

**SEVENTH ORDER OF BUSINESS**

**Agenda**

**A. Consideration of Lake Bank Restoration Agreement with American Shoreline Restoration Inc.**

Mr. Mills: Alright, next we have the consideration of the Lake Bank Restoration Agreement. I assume that you reviewed both of these, Mike and have your blessings.

Mr. Pawelczyk: I prepared both of them and sent them to staff for review. I think that's where we're at on both of them.

Mr. LeBrun: So, I sent it over to the vendor, they reviewed it. I just received their signed copy yesterday. So, they're good with it.

Mr. Brown: This is the one we discussed at the workshop.

Mr. Mills: Yes.

Mr. Pawelczyk: Jason contacted me ahead of time to move it quicker.

On MOTION by Mr. Brown seconded by Mr. Bosseler with all in favor the Lake Bank Restoration Agreement with American Shoreline Restoration Inc. was approved.

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**B. Consideration of Pool Resurfacing Agreement with Bevard Pools, Inc.**

Mr. Mills: Alright, we'll go on to the pool resurfacing.

Mr. LeBrun: Counsel prepared this agreement as well and Rob and Richard were working through it. I sent it over to the vendor. I believe they sent back saying that they're reviewing it. They might have a couple of small revisions.

Mr. Szozda: Yeah, that's it. He said he'll send it in a couple days. We'll review it.

Mr. Pawelczyk: If we're looking for approval, a motion to approve in substantially final form would be the motion.

Ms. Hill: I have a question.

Mr. Mills: Yes.

Ms. Hill: In our notes at the last meeting, we had a lengthy discussion on how we would procure warranties on that work. If you just reference whatever the current warranties are for that product, years down the road, you don't know whether that is legitimate or applicable at the time. You were saying, Mike, that you would like to see in the contract it actually stipulate how thick the coating would be applied and certain specifics, so if you had to sue them, you would have that.

Mr. Pawelczyk: Yeah, that was our thought. As to the warranty, Rob provided me with the information, so he could, I guess upgrade the warranty provision, just to make sure that the information is there, so he knows where the warranty information is. It's referenced in the contract. It is not specified but referenced. On the top of Page 2, it says a Premix Marblette classic gold three stone finish would be used to refresh resurface the pool. It shall be no less than 3/8 inches thick, when applied in all locations within the pool, per manufacturer specifications. Manufacturer specifications recommend thickness between 3/8 and a half inch.

Mr. Brown: Good, I missed that. Thank you.

Mr. Darby: The only question I have about that, is how are we going to verify that?

Mr. Pawelczyk: You hope you never have to verify it. When I did my pool, I reminded the crew to make sure that it was per the manufacturer specifications, kind of implying that I was going to check on it. I think they did a good job. But this was seven years ago and now I'm starting to see spots where there's no way it was 3/8 inch or half inch thick. The reason we want to put that in, is in case we did have to honor it or go after them. You would have an expert hired to look at it.

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Mr. Darby: Well, alternatively, we could ask them or require them to provide us evidence that it is in fact 3/8 inches thick, but how would they measure it?

Mr. Pawelczyk: I don't know.

Mr. Mills: Probably like they measure the paint on a car.

Mr. Pawelczyk: You could ask that. If on a large commercial project, you're doing a \$300,000 pool, someone like Rob or a District Engineer, is going to be sitting out there watching them do the work.

Mr. Darby: Right.

Mr. Pawelczyk: But we don't have that.

Mr. Szozda: What we can do is some heavy oversight of them. Talk to Keith. He seems very reputable. All of his references came through solidly. Regarding the warranty, there's a five-year commercial warranty. One of the people offered a 10-year warranty, but when I called them back, they said, *"It's not 10 years, it's five."* So, the warranty issue only comes to play, if something fails before five years, they have to fix it.

Mr. Darby: Yeah, I'm not questioning their integrity. I'm just questioning the fact that we put a specification in there with no process to verify that the specifications were met. We'll obviously leave it like that but that's what we should be thinking about.

Mr. Mills: I'm sure there's probably equipment that can gauge the thickness, because if you have it for a car, you can put it up to the car and it will tell you how thick the paint is.

Ms. Hill: Oh really?

Mr. Mills: Oh, yeah.

Mr. Pawelczyk: Interesting.

Mr. LeBrun: Maybe we can ask them to send a photo of them measuring it.

Mr. Darby: Yeah. They must be able to do this with other jobs. It's just a simple request to verify.

Mr. Szozda: Let me talk to Keith. Then when we get into the agreement, we can say, *"Okay, how are you going to verify this?"*

Mr. Mills: Exactly.

Mr. Darby: Exactly.

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Ms. Hill: The other question that I have is, I thought we were worried about how much it was going to cost. It says \$65,000 on Page 3. We know that we had \$68,000 and we were thinking that we had to come up with another \$7,000.

Mr. Brown: That was determined based on a different finish. We didn't decide to do that, did we?

Mr. Szozda: Two things happened. We had them replacing ladders and then we had the marble finish. We took the ladders out and the price came down. It may have been touching \$70,000.

Mr. Brown: Correct.

Mr. Mills: Yes.

Mr. Szozda: We revalidated the price based on what we decided we wanted.

Mr. Brown: So, we got the finish that we wanted. They just didn't do the ladders.

Ms. Hill: You determined the ladders were sufficient?

Mr. Szozda: He told us that they were. Richard and I looked at them and said, "*Clean them up and put them back in.*"

Ms. Hill: Okay.

Mr. Mills: There's only one that doesn't meet code and that was off an inch and a half. He's going to correct that.

Ms. Hill: Okay. I was just checking.

Mr. Bosseler: Mel, one more thing. He indicated that the finish that we picked, we're probably going to get 15 years.

Mr. Mills: Yes.

Mr. Bosseler: He wouldn't put it in writing.

Mr. Mills: I remember that conversation.

Mr. Darby: Jeremy, a question for you. We have an outstanding insurance settlement of around \$18,000. To get that, do we have to prove or show evidence that we in fact have taken care of the pools?

Mr. LeBrun: This was a while ago. The person that I was dealing with is no longer there, but I have all of the emails. There is a form that they will send me. I'll fill it out and then we'll put the proposal with it to show them that we're repairing it. Then they're supposed to send us that reimbursement.

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Mr. Darby: Okay.

Mr. Brown: When do they think they're going to start?

Mr. Bosseler: April 6<sup>th</sup>.

Resident (Sandy Schoonmaker, Berwick Way): Do we know how long the pool will be closed for?

Mr. Mill: Three weeks.

Mr. Bosseler: Three weeks.

Resident (Sandy Schoonmaker, Berwick Way): I'll put that in the newsletter.

Mr. Bosseler: That is the contractors drop dead date.

Mr. Szozda: Yeah, we said start on April 6<sup>th</sup>, not to exceed May 18th. We would keep making sure it was open for Memorial Day weekend.

Resident (Sandy Schoonmaker, Berwick Way): I'm going to put that date in the newsletter instead of saying three weeks.

Mr. Mills: It is estimated to take three weeks.

Mr. Pawelczyk: It's all weather permitting too.

Mr. Brown: But finish by Memorial Day.

Mr. Mills: Weather permitting.

Mr. Brown: Do you need a motion?

Mr. LeBrun: In final substantial form.

Mr. Pawelczyk: The motion is to approve the Small Project Agreement with Brevard Pools in substantially final form.

On MOTION by Mr. Brown seconded by Ms. Hill with all in favor the Small Project Agreement with Bevard Pools, Inc. in final substantial form was approved.
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Ms. Hill: What color did you choose?

Mr. Szozda: I think it's light bluish. There are only so many palettes the county would approve.

Mr. Mills: Yeah. I asked about the dark colors and he said the Health Department wouldn't pass it.

Mr. Darby: Really?

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Mr. Mills: It's got to be this particular color, if you're doing this particular coating.

Mr. Brown: What does the Health Department have to do with picking a color?

Mr. Mills: I have no clue.

Resident (Jackie Curley, Kingswood Way): They have to see the bottom of the pool.

Mr. Brown: It doesn't say that in their regulations. Remember when we had the issue about the pool? Well, I read those regulations and there are only two issues about the regulations. One, that the pool is safe and sanitary. It doesn't say anything about the color of any tile or anything else. This is State regulations.

Resident (Sandy Schoonmaker, Berwick Way): The mold would not show on dark colors probably. She's right, it's visual. Did we heat the pool during the cold weather and if so, what was the temperature? Because they weren't using it, obviously.

Mr. Szozda: It's heated at 85 degrees.

Resident (Sandy Schoonmaker, Berwick Way): You kept it at 85 degrees through the entire cold snap?

Mr. Szozda: I was never told to turn it down.

Mr. Mills: You can tell by the gas bill.

Mr. Brown: It has a thermostat.

Resident (Sandy Schoonmaker, Berwick Way): Some of the aerobics ladies asked me that question because they were concerned about the cost.

Mr. Mills: Anything else? If not, let's move along.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Mills: Attorney's Report. Mike?

Mr. Pawelczyk: I don't have anything further other than the two agreements that we mentioned, unless there are any questions for me.

Mr. Darby: Rick, do you want to bring up the 17-18 bridge over troubled water?

Mr. Brown: Yeah, the bridge over troubled waters. The one concern that I have. They never signed the agreement.

Mr. Pawelczyk: They wouldn't sign it.

Mr. Brown: They wouldn't sign it. But it's still our property. I don't know whether there's an easement from the original documents that set up the community that Coy Clark did with

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ForeGolf, when was it was first set up. But it's our property. What say do we have in making sure it's safe? I moved in here in 2001 and the bridge was there.

Mr. Pawelczyk: As the owner of the property, you're ultimately responsible to make sure it's safe. It's on CDD property.

Mr. Brown: But the golf course said that they would maintain it.

Mr. Pawelczyk: Right and we put them on notice that they're not.

Mr. Brown: So, we have put them on notice.

Mr. LeBrun: Yeah, I sent a notice to the Golf Course Manager and said we received feedback from CDD members that the bridge is unsafe. I haven't received response back from them.

Mr. Brown: Yeah, well, that's okay. As long as we have a record that we've done something.

Mr. Pawelczyk: When I say we're ultimately responsible, it's like the sidewalks in front of a house.

Mr. Brown: I know.

Mr. Pawelczyk: Just because the city says the owner is responsible to maintain it, the city is still the responsible party because the city has to make sure the owner maintains it. This is the same situation.

Mr. Mills: So, if it falls in disrepair, it would be our obligation then to fix it, ultimately.

Mr. Darby: Or remove it.

Mr. Mills: Or remove it. Let's remove it.

Mr. Darby: Well, we absolutely could. That would bring the golf course right to the bargaining table.

Mr. Brown: It would.

Mr. Mills: Send them a letter saying that due to the fact of lack of maintenance, we're going to take the bridge down.

Mr. Darby: Yeah. We deem it to be a safety hazard.

Mr. Mills: We're giving them notice.

Mr. Pawelczyk: I don't see any reason why you can't. I certainly haven't researched it but let them research this and tell us we can't take it down.

Mr. Brown: But is that something that we should have our engineer look at?

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Mr. Darby: Yeah.

Mr. Brown: Only from a risk management standpoint.

Mr. LeBrun: I don't know who constructed the bridge.

Mr. Brown: Whoever built the golf course.

Mr. Pawelczyk: It doesn't matter. It's on our property. We own it.

Mr. Mills: I would just think we should just send the letter.

Mr. Pawelczyk: In absence of any agreement that says somebody else is responsible. The only agreements are those cross golf course easements for the use of the path and because of the meandering. There is an easement for everyone to use that. It is mostly in favor of the golf course, I think.

Mr. Brown: Knowing Coy Clark, yes.

Mr. Mills: But could we basically put them on notice that if it isn't maintained properly?

Mr. Pawelczyk: I don't see why we can't send them a letter.

Mr. Mills: I would and then just basically say, "*We're going to take the bridge down.*"

Mr. Brown: Jeremy did that already.

Mr. LeBrun: I didn't say we're going to take the bridge down.

Mr. Brown: It just said that there's some concern about the structural safety of the bridge. I would give them 60 or 90 days to respond and if they haven't, then we take the next step.

Mr. Mills: He's already done that.

Mr. Brown: But we have to give the golf course 60 or 90 days to respond.

Resident (Sandy Schoonmaker, Berwick Way): What did your letter say?

Mr. LeBrun: It just said that it was in disrepair, a safety hazard and it needs to be repaired. Mike can follow up and say, "*At the last meeting the Board discussed making the bridge safe by other means of blocking or dismantling.*" Maybe that will get their attention.

Ms. Hill: How long ago did you send the letter?

Mr. LeBrun: It was a few weeks ago, I think.

Mr. Mills: Jeremy, wasn't it in December?

Mr. LeBrun: I'll go back and check. When was our last meeting?

Mr. Mills: The last meeting was in December.

Mr. LeBrun: It would have been a little bit after that. So, they've had a bit of time, but I'll follow up because I haven't heard back from them yet.

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Resident (Sandy Schoonmaker, Berwick Way): What if you just repaired it and sent them a bill?

Mr. Mills: They won't pay. I just think the best thing is to say, *"If it's not repaired, we will remove it."*

Mr. Pawelczyk: Why don't you have Jeremy send a follow up letter saying, *"We haven't heard from you. The Board discussed it at the February meeting and is contemplating removing the bridge if it's not maintained or verified by a licensed engineer as being structurally safe."* I will work with him on it.

Mr. Mills: Perfect.

Mr. Brown: That's good.

Resident (Sandy Schoonmaker, Berwick Way): Give them a deadline too.

Ms. Hill: Yeah, by our next meeting. That's another 30 days.

Mr. Brown: You know what their response will be? It is going to cost us \$300 to have a meeting here.

**B. District Manager**

Mr. Mills: Moving along, District Manager.

Mr. LeBrun: I have nothing other than what I haven't already covered previously.

Mr. Brown: Alright.

Mr. Darby: Jeremy, just one thing. I had mentioned to you separately, that in view of the fact that we are looking at converting one of our tennis courts to pickleball and since pickleball has the highest rate of injuries among people over 60, did you have an opportunity to look at that with our insurance company?

Mr. LeBrun: Yes. I reached out and they responded. They said that the only thing they recommend, is if you're adding a new sport, you just post the rules for that sport. So, they recommend adding pickleball rules and signage. They said otherwise that's the recommendation.

Mr. Mills: Good.

Mr. Darby: Alright, so no more liability coverage.

Mr. LeBrun: Yeah.

Mr. Darby: Okay, good.

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**C. Field Manager**

Mr. Mills: Field Manager. But before we do that, I would like to compliment Rob on making our pool house free from any kind of disruption. He basically insulated it so the pipes wouldn't freeze. Not only that, but he also went through the entire community and made sure things were up to snuff. So, Rob, great job. Thank you very much.

Mr. Szozda: I appreciate that. I have a long history of freeze protection. I used to run facilities in Denver. Okay, I'm going to start with the pool pavilion and tennis court. The bids for the pickleball, of course, Jerry, I received one. I mentioned to you previously that I received four or five phone calls. They all acted like they were bidding, including the folks from down south that had the expensive bid. Today is the last day, as bids are due today. So, it's not unusual for people to wait until the last minute. We talked about the pool agreement. The spare motor for the pool, we purchased one from Beach Pools. George came out and we talked to him about it and got into a discussion about the best thing for the configuration that we have here. He says that his son has a pool company too and provided a bid, just to get the pump and motor out into a small motor house. That may be the most cost-effective way. That's \$5,000. There is another vacuum pump that sits in there for cleaning out the filter house and the fan to heat the pool. It's a lot cheaper. So, he's like, *"You've covered most of your risk here, if anything does flood."* This is on my to-do-list. You can get a battery backup for the sump pump that's in there. They don't last very long. I'm still trying to figure out the right one to get. I am trying to get an hour or two of continuous flow out. But the odds of both these things happening, I hope, are low. That's what worked so far. Mel, the fan in the pavilion, I took down the blade and shut the fan off, so we could operate it. Dan's Fans did not carry this fan, so I still have to figure out if I can get that fan blade replaced. I will get just a bid to replace both of them.

Mr. Mills: Dan's Fans is down on 192 in Melbourne. If there's a fan blade that's needed, I'm sure they'll have it.

Mr. Szozda: I went there and he sent me away.

Mr. Mills: Oh, you did?

Mr. Szozda: He's like, *"We don't carry it."* I think he said they were maybe Hampton, which they don't carry. AI is pretty good at picking these things up. So, if there's no replacement for fan blade, AI would know it.

Mr. Mills: How about Amazon.com.

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Mr. Szozda: I can check there too.

Mr. Darby: Or just get a whole new set.

Mr. LeBrun: Yeah. So, depending how old the fan is, it might be tough to find the replacement.

Mr. Darby: I would get a whole new set. That way it's balanced.

Mr. Szozda: Yeah. That's what I'm looking at. The issue for him was the three holes on the bottom. He said, "*Nope, we don't carry this brand.*"

Mr. Mills: Well, then we need to get two fans because there are two fans there.

Mr. Szozda: Yeah. You would want them to match.

Mr. Darby: Well, you just talked about the blades.

Mr. Szozda: Yeah. If I can find the blade, we'll replace both sides, but I just haven't gotten there yet. Okay, thanks, Mel. We talked about the freeze protection. Just a brief reminder on the playground mulch. Last year somebody came out to take a look, and you have about a year left. I'm not saying that we do anything now, but, Richard, you probably raked it before. You can't rake it now. If you rake it, roots come up and you're creating tripping hazards. So, I'm thinking that we need some action over this year to correct the playground mulch over there. Okay. Anything else for those three? The pool, pavilion and tennis courts?

Ms. Hill: Well, I did walk the tennis court and looking for the exact thing that the engineer was talking about, where he didn't see any protrusion from roots underneath it. I agree with him. You can follow the cracks all the way down, but there's not a hump like you get on the sidewalk, where there's a root rolling under it and you see a protrusion. I didn't see any of that. So, there's no reason to spend another \$28,000.

Mr. Mills: Exactly.

Mr. Szozda: Okay. The one bid that we received is reasonable, \$21,000.

Ms. Hill: Did that include repainting?

Mr. Szozda: Yeah. We gave them a very detailed spec and it covered painting.

Mr. Darby: Yeah. The one interesting thing about that spec, which I thought was unusual, we had originally spec temporary pickleball nets. Actually, I think it was almost \$1,000 cheaper to have permanent pickleball nets. I couldn't figure that out, but it's something to think about. So, we'll wait until we get all the specs in. Maureen and I had a conversation separately that I think for the March newsletter, we'll probably want to put something in there about pickleball coming

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and just kind of talk in generalities about where we are. If we have it scheduled by then, we can at least put that in there that the courts are not going to be available from X to Y.

Resident (Sandy Schoonmaker, Berwick Way): Sounds great.

Mr. Brown: Rob, you just said that the bids are due tomorrow?

Mr. Szozda: Close of business today.

Mr. Brown: So, the earliest we can discuss that and make a decision is going to be the April meeting because March is a workshop.

Mr. Darby: Correct.

Mr. LeBrun: At the workshop, if there's Board consensus or direction, we can start working in that direction.

Mr. Brown: Okay. Because the only thing I'm thinking, a lot of people are looking for it sooner rather than later.

Ms. Hill: You want to see it running by Spring. They're not probably worried about it in February.

Mr. Brown: No, I was just trying to see if we choose a vendor, why can't we just move it up, type of thing?

Mr. Szozda: I suggest that we do a not-to-exceed amount. We got a bid for \$21,000. Maybe give Jeremy the power to authorize a not-to-exceed of \$25,000.

Mr. Darby: What do we have in the budget? \$18,000.

Mr. Brown: It's in the capital.

Mr. Darby: Can we finish the tennis courts? Because there's a lot of options that the Board needs to consider. Some are more permanent than others.

Mr. Mills: Yeah.

Ms. Hill: Also, you were going to include that old bocce board.

Mr. Darby: The shuffleboard.

Mr. Mills: Yeah, the shuffleboard.

Mr. Darby: That was another one of the options.

Mr. Brown: That was one of the options.

Ms. Hill: That makes good sense.

Mr. Brown: Yeah.

Ms. Hill: Once you've got people out there working.

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Mr. Brown: Yeah, you're right, Jerry, it was \$18,000.

Mr. Mills: We could turn it back into a bocce ball court.

Mr. LeBrun: At the workshop in March, if you have them all, we can get direction.

Mr. Szozda: Okay, moving on. Landscape lighting, the electrical conduit at the back guard shack is on top of the sidewalk. We'll be going under the sidewalk tomorrow. On Monday, we did landscape lighting. So, Chatsworth should be nice and white now. I got three more lights to do up front and then all of the front will be white. I think we should have a conversation about the Crepe Myrtles and what we want in the middle of the bushes. We have plenty of the lower-level lights, if we just want to reuse those and do those in the Crepe Myrtles. It would save us money going forward. When they burn out, maybe go white with those. I think that I replaced eight electrical panels last year. There are more out there that are in bad shape. There's three more that I would suggest we do this year. I'll get pricing on that and then we can determine if we have enough money this year or not. The streetlights are working. All four up front are working. I'm going to do some more research on all of the front lighting because they're not on Florida, Power & Light's (FPL's) maps. We went through a lot of iterations with them to get these lights fixed. There's one that's not on their map that is still on. I pointed to it and they're like, "*Ah. The ones that are still on, we're not worrying about right now.*" So, I'm going to see if I can get out in front of it because more problems are going to come on those front lights. Okay, now for the Compton Way one. Is that light working?

Mr. Mills: To my knowledge it is not but let me verify that tonight and I'll let you know tomorrow.

Mr. Szozda: I looked at my work order. It says that it closed on 1/29. So, it's closed. They are thinking that it was fixed.

Mr. LeBrun: FPL is saying that it's closed.

Mr. Mills: Yeah, I'll let you know tomorrow.

Mr. Szozda: Okay. Onto the roller coaster of guard shack gates, security and cameras. There is some good news. The gates and lights are all working. Rick asked if we could use somebody else on the last set of problems. We got that guy in. I'm going to tell a quick story. He's at least 70 years old. Would you say Jan?

Ms. Hill: Yeah, I'm betting.

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Mr. Szozda: He's a nice guy, very flexible. He got down on the ground, started doing work. He's got a partner. He fixed things that day and he came back. So, one of the gates, the resident gate, got stuck up. I called him and he showed up that day and fixed it. I called him the next day, and he was in the hospital having his kidney removed. I'm like, "*What are you doing picking up the funnel*" and he's like, "*Oh, yeah, it was scheduled.*" So, the guy's got some dedication in him. I'm very happy with him. He has a partner that I haven't met yet, but they were very responsive on these two cases.

Mr. Brown: They're a hell of a lot cheaper than Guardian.

Mr. Darby: Oh yeah. They have to be.

Mr. Mills: Rob, the conduit at the back that we talked about in the concrete.

Mr. Szozda: Yeah.

Mr. Mills: Make sure they put it under the stone as well.

Mr. Szozda: Yeah. Absolutely.

Mr. Mills: Perfect. Thank you.

Mr. Szozda: Okay, pool cameras. A week ago, I think on Monday night, the pool cameras went out. So, IM Solutions went out and said, "*Okay, it looks like it's the router. I can fix it.*" So, six of the seven cameras are working.

Mr. Brown: So, Spectrum fixed the Internet issues?

Mr. Szozda: Yes. So, I come in today, the cameras are out. I go back there, the power source is beeping, which happened once before. I called Spectrum and they sent a signal and said, "*Oh yeah, you've got a problem.*" So, there may be two problems back there. Hopefully this comes to an end. Matt just said something about the Spectrum guys. They will be back there shortly. So, hopefully today like they were yesterday, all of the cameras will be back in service. The speed bump on the back gate was repaired. They redid the whole thing. It needed to be reset. The one that's on the exit going out the entrance, was in sufficient condition. We did some touch up on the back gate. I think it matched up pretty well. Okay, sidewalks. We ground 15 areas. So that's done. I walked the areas. The damaged bench was replaced. I inspected all of the boards. All of the boards are now good. There's one that's going to crack in the near future. So, when it cracks, I'll replace it. But otherwise, all of the bench boards are back in good shape. The pump burned up on the front fountain in December. The guy's coming out next week to put it in. We cleaned up the fountain, so it's in good shape and ready to go. The decorative ball mound, I'm

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going to replace that after the meeting. The Oak tree that was on Sandhurst has been removed. The stump isn't ground and I told him to go ahead and grind the stump from a tree that they removed previously that still had a stump. So those things are being done. There are a number of things that I have with landscaping over there. I think that's it. I'm inspecting all of the street name signs. There are at least six and maybe even two on your corner, that need to be replaced. Those are \$100 a piece, to buy the sign and then whatever the effort is to get them installed. Also, one more thing. We are painting all of the posts. I did the research on who did the painting before. It was Anchor Painting Company. Does that sound familiar?

Mr. Mills: The guy that did it before, was a guy by the name of Justin.

Mr. Szozda: Okay.

Mr. Mills: I don't know his last name. I think I still have his phone number. I'll give it to you.

Mr. Szozda: Okay.

Mr. Mills: He's a handyman.

Mr. Szozda: The pool gate has the same issue. There's paint flaking on the bottom. I don't know when last time that the black part of the fence on the pole was painted.

Mr. Mills: We used to have an Action Items List. We probably should re-implement that. We haven't done it.

Mr. Darby: Jeremy, are you familiar with it?

Mr. LeBrun: I can go back and look at it.

Mr. Szozda: I can put what I have here into that and we can track it.

Mr. Mills: Because it gives the Board a good idea of what is happening. So, it carries on from meeting after meeting after meeting until it's completed. Instead of each one of us knowing our areas, we get to know everybody's areas and what's going on.

Ms. Hill: I think that's a good idea.

Mr. Mills: We need to reinstitute that.

Mr. Darby: Great.

Mr. Szozda: Anything else of concern?

Mr. Bosseler: Rob on Kingswood Way, the third house down the sidewalk is getting terribly dangerous. My grandkids love it because they ride their bikes and get in the air.

Mr. Szozda: We ground that last year.

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Mr. Bosseler: Yeah.

Mr. Szozda: To fix it, we have to cut up the tree root and re-pour it.

Mr. Bosseler: Do we still have the program where the homeowner can get the tree taken down by the CDD, if the sidewalk is getting damaged?

Mr. Brown: From an ARC standpoint, we've never done that. We've told them to grind the stump down.

Resident (Sandy Schoonmaker, Berwick Way): Yes, please do.

Mr. Brown: The only time we tell them to take the tree down is if it's raising up the driveway, so you have a difference between one slab to the other or if the roots are impacting utility pipes.

Mr. LeBrun: Typically, we would just, as Rob said, take it out, cut the roots and repour it.

Resident (Sandy Schoonmaker, Berwick Way): We like our trees.

Mr. Brown: Some of them.

Resident (Sandy Schoonmaker, Berwick Way): The Kingswood people love the trees.

Mr. Mills: We do.

Resident (Sandy Schoonmaker, Berwick Way): It's why we live there.

Mr. LeBrun: I missed the address on that. Where is it by?

Mr. Brown: It's one house beside Richard's.

Mr. Bosseler: I forgot to get the number. I'll send it to you.

Mr. Mills: It's a third house down on the right. Anything else for Rob?

Mr. Brown: No.

Mr. Mills: Thanks again, Rob, for your taking care of the stuff.

Mr. Szozda: No problem.

**NINTH ORDER OF BUSINESS**

**Treasurer's Report**

**A. Consideration of Check Register**

Mr. Mills: Treasurer's Report?

Mr. LeBrun: We just have our Check Register for December 2025. For your General Fund, you have Checks #198 through #210, in the total amount of \$52,765.23. We have our money market account listed there and utilities ACH. The total for the General Fund is \$186,005.54. Then you have your payroll Checks #50733 through #50737, for a total of \$923.50. The total of the Check Register is \$186,920.04.

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Ms. Hill: Did we have money left over from last year?

Mr. LeBrun: Everything that was extra has already been transferred into the Pavement Reserve. That was done at the end of the fiscal year.

Ms. Hill: I did notice that we have a CD.

Mr. LeBrun: So usually accounting will reach out if they have that and they'll either keep this on under the FDIC limit and then they'll roll it if it's the same one or if there's a better interest rate, they'll put it into that one. But they're just following that, staying under the FDIC at multiple institutions that the Board had wanted to do.

Ms. Hill: Okay. They'll notify me if they do that?

Mr. LeBrun: Yeah, I'll make a note to have you on there as well.

Mr. Darby: Jeremy, under the General Funds, I noticed for maintenance assessments we had about a budget of \$1,177,000. The collections of \$1,053,000 are about \$124,000 under the budget. Are those outstanding assessments that we still anticipate getting?

Mr. LeBrun: Yeah so right now, it looks like we're at 95% collected.

Mr. Darby: Okay.

Mr. LeBrun: We'll get all of them eventually, one way or the other, whether they pay on time. If they don't pay it all, we get through the tax auction. So, either way, we'll get these assessments, but 95% is pretty good through December 30<sup>th</sup>.

Mr. Mills: It usually runs around that.

Mr. LeBrun: So, yeah, we should get that last 5% here in the next couple of months and maybe even the next Board meeting, we will be up to 99%, once you get the February payments in.

Mr. Darby: Okay, good.

Mr. LeBrun: Yeah, you're trending really good.

Mr. Brown: So, you need a motion to approve?

Mr. Mills: The Check Register? Yes.

<p>On MOTION by Mr. Brown seconded by Mr. Darby with all in favor the Check Register for December 2025 in the amount of \$186,920.04 was approved.</p>
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**B. Balance Sheet and Income Statement**

Mr. Mills: Moving along. Do you want to go over the Expense Report?

Mr. LeBrun: Yes. So, behind that, you have your Unaudited Financials that are listed there. No action is required by the Board. You will see your actual expenses through December 31, 2025.

Mr. Mills: Any questions on that?

Mr. Darby: No.

Mr. Brown: No. Jeremy and I have already had some discussions on reapportioning certain expenses.

Mr. Mills: Yeah, that's something that we have to figure out how to tell Rob what categories go in what. I don't know of a way. Maybe, Jeremy, you can come up with it so that each one of us can say to Rob, "*This belongs in security, not beautification or this belongs in roads.*"

Mr. Darby: Well, you can assign a certain vendor to certain accounts.

Mr. Mills: We could.

Mr. Darby: Like US Lawns always goes in the landscaping. Then you'd have to make a judgment call as to what's maintenance and what's capital.

Mr. LeBrun: Yes, what typically happens, if you know what it is, like your monthly landscape payment, that's easy. But like US Lawns, they might have an invoice that comes out of beautification or an invoice for repair and maintenance for replacing a plant or something. Usually if we don't have a good idea, we'll ask whoever's in charge. Accounting also looks at the amount and if we're close to going over a line item. Because if you go over a line amount, sometimes you have to do a budget amendment, so sometimes they'll code it. Say we have a sidewalk repair; you want to make sure that gets into the sidewalk repair line. Rob can check with you to see where you want it to go into.

Mr. Mills: That would be a good idea for Rob to check with each one of us, to see if it's ours or not.

Mr. Darby: The real concern is budgeting, because let's just say you dumped a whole bunch of things into miscellaneous. It all falls into the black hole and then when we go to do budgets, we're looking at underages that don't exist. I think it's really critical that we get them in the right account.

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Mr. Mills: Exactly.

Mr. LeBrun: Because this year, I remember for this year's budget, we took out some of those other miscellaneous items. We just had one miscellaneous. For example, we had the stormwater repair. So currently that's in contingency. But when we get to the end of the fiscal year, if it's in contingency, you might move it to the stormwater repair section in the capital improvement part. The underground boring that was in there, which is \$4,000 that Rick and I were going back and forth on, will get moved to electrical upgrade capital improvement. We'll make sure those get where they need to. That's part of like end of the year stuff that we'll do with accounting. Anything we're not sure about, we can definitely ask whoever's overseeing that area and say, *"Hey, where do you want this?"* Then we can put it there.

Mr. Mills: Well, we had a situation yesterday. He sent it to me and I okayed it. But I said Rick really needs to approve it because it's his responsibility.

Mr. LeBrun: For the gatehouse maintenance stuff, we're making sure if it's a one-time expense, we're tracking that. The cameras were a big one-time expense that we won't put in the budget next year because we just did it.

Mr. Mills: Okay.

Mr. Brown: The same with the pool, just so you know. The pool looks like it's over by \$2,600, but we bought another pump that was \$4,500. So now we have another pool pump. So, when this one goes out or one of the two goes out, we can replace it right away.

Mr. LeBrun: Knock on wood, we're trending really well.

Mr. Brown: Yeah. So, we're doing okay. These are all one-time expenses.

Mr. Mills: Alright.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests**

Mr. Mills: Richard, do you have anything?

Mr. Bosseler: No.

Mr. Mills: Rick?

Mr. Brown: No.

Mr. Mills: Jan?

Ms. Hill: All I want to know is, Mike, do you have a report that says if we're all up to date on our ethics training?

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Mr. Pawelczyk: They are not due until July 1<sup>st</sup>, I assume you've all complied from last year.

Mr. Mills: Yeah.

Ms. Hill: Yeah.

Mr. Pawelczyk: I think we did check on that in the Summer. They are due on July 1<sup>st</sup>. They will probably send you an email in the next three months. But if you wanted to, you could go into your portal and fill it out now yourself.

Ms. Hill: Okay.

Mr. Pawelczyk: If you wanted to get it done.

Mr. Brown: We have a portal?

Mr. Pawelczyk: Yeah. You have to put your email address in and your password.

Mr. Brown: Oh, really?

Mr. Pawelczyk: I think it self-populates. Doesn't it self-populate?

Mr. LeBrun: Yeah. They have a forgot password feature. If you need the link, I can send you the link.

Mr. Mills: Okay. Jerry?

Mr. Darby: I just have one question. Jeremy, I know you record discussions during our workshop minutes. Do those minutes get published anywhere?

Mr. LeBrun: No. You guys have never published workshop minutes. We have the recording, so if anybody requests it, we can give that recording to them.

Mr. Darby: How long do you keep those recordings?

Mr. LeBrun: Forever.

Mr. Darby: Okay. Alright.

Ms. Hill: Because we can't vote on anything during the workshop.

Mr. Darby: No, I understand. But there are some discussions that do take place at the meeting that are not memorialized other than recordings.

Mr. Mills: You know what we could do is take those and put them onto an Action Items List to be brought up at the regular meetings.

Mr. Darby: That's a good idea. Just take anything that we want to move forward.

Mr. LeBrun: Yeah, we'll make sure that it's on the Action Items List.

Mr. Darby: I'm not suggesting that we do a transcription like we do for Board meetings.

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Mr. Mills: No. If we come to some kind of conclusion, not approving it officially, we could put it on the Action Items List and then at the next meeting, then we can act on it.

Mr. LeBrun: So, it would be on that list.

Mr. Mills: Exactly.

Mr. Darby: Okay.

Mr. LeBrun: I have notes, so if you guys ever need anything.

Mr. Mills: Okay. Alright. I have nothing either.

Mr. LeBrun: We just need a motion to adjourn.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Hill seconded by Mr. Darby with all in favor the meeting was adjourned.

Signed by:

*Jeremy LeBrun*  
665CD7AA7BB8455...

Secretary / Assistant Secretary

DocuSigned by:

*Melvin Mills*  
78C12389045140B...

Chairman / Vice Chairman