

# Bayway Condominium Association

## Board of Directors Meeting Minutes

**Date:** August 20, 2026

**Time:** 6:00 PM

**Meeting Location:** Zoom

**Meeting Duration:** Approximately 40 minutes

### 1. Call to Order

The meeting of the Bayway Condominium Association Board of Directors was called to order at **6:00 PM**.

### 2. Approval of Previous Meeting Minutes

The Board reviewed the minutes from the **May 7, 2026** Board meeting.

**Motion:** Approve the May 7, 2026 meeting minutes.

**Motion by:** Lisa Kelly

**Second:** Betsy O'Brien

**Result:** Motion approved.

### 4. Pool Maintenance and Repairs

The Board reviewed the status of pool maintenance and recent repairs.

- Pool leaks have been repaired.
- The saltwater system is operational.
- Pool water cloudiness was discussed and attributed to recent rainfall and filter-cleaning activities.
- Pool resurfacing/sign-off documentation remains to be completed, including obtaining Lisa's signature. One form signed at meeting, the second form returned for corrections, as the form had LARCO pools as completing the resurfacing of the pool
- Pool lighting remains an issue. The pool light at the north east end of the pool is not operational. Pool leak needed to be addressed. Coastal will install the light once electrical work completed. Light is stored in the pool closet.
- Scott will contact electricians to evaluate and repair the pool lighting.

### Action Items:

- Scott to complete the pool resurfacing sign-off form and obtain Lisa's signature.
- Scott to contact electricians regarding the pool lights.

### **3. Rental Applications and Tenant Background Checks**

The Board discussed current rental applications and the background-check process.

The Board reviewed rental applications for Units **202** and **206**.

- The applicants for Unit 202 have not yet completed the required background check.
- The applicants for Unit 206 have not yet submitted the required application fee.
- The Board will approve the rental applications once all required submissions have been received.
- The tenant application will be updated to include required pet documentation and applicable pet rules.
- The Board discussed establishing an orientation process for new tenants to review condominium rules, regulations, and expectations.

#### **Action Items:**

- Obtain the required background check for the applicants for Unit 202.
- Obtain the required application fee for the applicants for Unit 206.
- Update the tenant application to include pet documentation and rules.
- Develop and implement a new-tenant orientation process.

### **5. Pavers and Concrete Work**

The Board discussed proposed modifications to pavers and concrete areas.

- The proposed work includes creating a shallower ramp.
- Concrete color will be matched to the existing surrounding concrete as closely as possible.
- Mint will complete the work.

### **6. Landscaping and Irrigation**

The Board discussed ongoing concerns with landscaping services and irrigation.

Issues discussed included:

- Inadequate maintenance by the current landscaping company.
- Overgrown landscaping and vegetation.
- Damage to recently installed sod.
- Tree trimming requirements.
- A hanging palm tree that needs to be removed.
- Poison oak and overgrown vegetation near Building 308.
- Palm trees and other problematic vegetation in the area.
- Sprinkler repairs and the need for ongoing irrigation maintenance.

The Board discussed potentially replacing portions of problematic landscaping with sod where appropriate.

The Board also discussed obtaining a quote from **All Seasons** for comprehensive landscaping and irrigation services. All Seasons has previously worked on the property and may be able to provide a more comprehensive service at a competitive price.

**Action Items:**

- Scott to contact All Seasons for a quote for full landscaping and irrigation services.
- Monitor sprinkler repairs, with the contractor expected to visit around August 22.
- Establish regular monthly checks of irrigation and landscaping conditions.

## **7. Decorative Posts**

The Board discussed the deteriorated decorative posts located on the property. Several posts are rotting and require attention.

The Board agreed to obtain multiple quotes for both repair and removal options. Because removal or modification of the posts may constitute an architectural change, the Board will present the available options to the community for approval as appropriate.

**Action Item:**

- Obtain quotes from Bernie, Mint Services and one additional contractor for repair and/or removal of the decorative posts and present the options to the community.

## **8. Temporary Parking of Vans/RVs**

The Board discussed temporary parking of vans and recreational vehicles on the property in connection with trips.

The Board agreed to allow temporary parking for **up to one week before and one week after a trip**, provided the vehicle fits within a standard designated parking space and does not otherwise interfere with property operations or access.

## **9. Blue Floats in the Water**

The Board discussed two deteriorating blue floats currently in the water.

The Board agreed that the floats should be removed and will explore options for professional removal.

**Action Item:**

- Contact Kayla's husband/Docs, Inc. regarding options and pricing for removal of the blue floats.

## **10. New Board Sign**

The Board will install a new board purchased by Melody to replace our old notification board by the mailboxes. The Board will coordinate installation.

## **11. Neighboring Property Parking**

The Board discussed a request concerning temporary use of approximately 5 to 6 designated front parking spaces by the neighboring property on the 25th and 26<sup>th</sup> of August.

The matter was discussed by the Board, with approval to be coordinated as appropriate.

## **12. Next Board Meeting**

The Board discussed scheduling the next Board meeting. Proposed dates will be circulated to Board members for consideration.

### **Action Item:**

- Send proposed dates for the next Board meeting.

## **13. Adjournment**

There being no further business, the meeting was adjourned at approximately **6:40 PM**.

**Respectfully submitted,**

Lisa Kelly

President, Bayway Condominium Association Board of Directors