

BAY OAKS HOMEOWNERS ASSOCIATION, INC.
A Corporation Not-for-Profit

**MINUTES OF THE SPECIAL ASSESSMENT MEETING BOARD OF DIRECTORS
December 1, 2025**

The meeting was called to order by Jeff Cole at 6:32 P.M.

Notice of the meeting was sent to each Director and posted on the property prior to the meeting in accordance with the Bylaws of the Association and the requirements of the Florida Statutes. The following Directors were present,

Jeff Cole, Mary Gibbs, Rosemary Speck, Dan Solomon and Lisa Trivison were present.

A quorum was declared to be present.

Brian Rivenbark from Sunstate Management was in attendance.

Approval of Minutes:

A **Motion** was made by Mary Gibbs and seconded by Rosemary Speck to approve the meeting minutes from October 20, 2025, Board meeting. **Motion passed unanimously.**

Treasurers Report:

As attached to these corporate documents Brian Rivenbark read from the October 2025 financials. The current A/R was discussed.

Compliance Report:

Brian Rivenbark read the November Compliance Report. Most of the compliance issues have been taken care of.

New Business:

Discussion and Vote to approve Special assessment for the storm water Drainage Cleanout in the amount of \$42,900 Total and \$300 per owner.

Lengthy discussion followed regarding the storm water drainage cleanout of the culverts.

A **MOTION** was made by Jeff Cole and seconded by Rosemary Speck to approve the Special assessment for the storm water drainage cleanout in the amount of \$300 per resident. **Motion passed unanimously**

Discussion and vote to proceed with lien foreclosure on 586 Pine Ranch East: Jeff Cole reported that the owner of this home is in arrears for the annual Association fees and was sent to the Attorney for collections. A payment plan was approved but the owner failed to pay as per the plan. A final demand letter was sent to the owner from the association's attorney but it went unanswered

A **MOTION** was made by Rosemary Speck and seconded by Mary Gibbs to have the Associations Attorney move forward with the foreclosure process on 586 Pine Ranch East. **Motion passed unanimously**

Old Business:

None

Homeowner Comments:

Comments were taken from the floor. Emailing notices, road repaving, parking on streets,

Next meeting January 19, 2026 at 6:30PM

The meeting was adjourned at PM

Respectfully presented by,

Brian Rivenbark/LCAM

Sunstate Association Management Group

For the Board of Directors at

Bay Oaks Homeowners Association