

Bayside Terraces

Organizational Meeting Minutes

Date:	04/07/2026
Time:	9:45 AM – 10:48 AM
Company:	At the Helm Property Management
Prepared by:	Kelly Helm, LCAM

IN ATTENDANCE

- Brian Critchell, President
- Gary Ziebell, Vice President
- Jim Bishop, Treasurer
- Rick VanHoene, Director
- Jim McQuaid, Secretary
- Kelly Helm, LCAM
- Tim Almeter, Little Farmers Irrigation

MEETING AGENDA/OUTLINE

This was an organizational meeting for the condominium association where board officers were elected, and key operational matters were discussed. The board elected Brian Critchell as President, Gary Ziebell as Vice President, Jim Bishop as Treasurer, Jim McQuaid as Secretary.

The group discussed several ongoing projects including electric car charging policies, carport light upgrades, and the Hotwire internet installation process. Brian Critchell, President, noted that all owners would need to opt-in to the new internet service through a formal process.

The board also addressed concerns about the upcoming Hotwire work, including potential damage to landscaping and the need for proper documentation of where new wiring would be installed. Additional topics covered included the scheduling of power washing for mold removal and plans for summer construction projects, with supervision to be handled by At the Helm Property Managements company construction manager during board members' absences.

DISCUSSION

SPEAKER	DETAILS
<p>Brian Critchell, President</p>	<p>Send out notices to owners regarding website opt-in requirements and collect responses.</p>
<p>Gary Ziebell, Vice President</p>	<p>Review website user list to ensure at least one person from each unit number is registered.</p> <p>Obtain contact information for new owners to register them on the website.</p>

<p>Brian Critchell, President</p>	<p>Get all stair project quotes to Gary Ziebell, Vice President to post on website.</p>
<p>Jim Bishop, Treasurer & Kelly Helm, LCAM</p>	<p>Meet with construction manager with ATH to review summer projects supervision.</p>
<p>Gary Ziebell, Vice President</p>	<p>Follow up Hotwire about possibility of having the April 22nd meeting available via Zoom.</p>
<p>Jim Bishop, Treasurer & Little Farmer</p>	<p>Schedule irrigation system checks to verify no leaks from Hotwire installation.</p>
<p>Gary Ziebell, Vice President</p>	<p>Coordinate with Vince to get quote for paving when equipment is in the area.</p> <p>Investigate with FPL about electrical infrastructure capabilities for potential car charging stations.</p>

<p>Jim Bishop, Treasurer</p>	<p>Find and share carport light retrofit quote with Gary Ziebell, Vice President.</p>
<p>Gary Ziebell, Vice President</p>	<p>Install new lamppost and spotlight bulbs under buildings 3430 and 3440 on April 17th.</p>
<p>Jim Bishop, Treasurer, Jim McQuaid & Rick Vanhone, Directors</p>	<p>Coordinate on building maintenance oversight.</p>
<p>Jim Bishop, Treasurer</p>	<p>Continue oversight of financials and grounds.</p>
<p>Gary Ziebell, Vice President</p>	<p>Oversee pool issues and maintain relationship with pool service.</p>

<p>Unit owner attended via Zoom: Pat's husband, Mike</p>	<p>Contact Spectrum to inquire about maintaining individual account after association switch with Hotwire.</p>
<p>Brian Critchell, President</p>	<p>Work with Kelly Helm, LCAM on sending 14-day notices for Special Assessment meeting when stair bids are ready.</p>
<p>Jim Bishop, Treasurer & Little Farmer</p>	<p>Schedule test of all irrigation sections during daytime to check for leaks from Hotwire installation.</p>

Officer Elections Organizational Meeting

The meeting began with technical difficulties as participants joined and adjusted their camera settings. Brian Critchell, President, led the organizational meeting, which was required to conduct officer elections.

The board elected Brian Critchell as President for the upcoming year, clarifying that while director positions have two-year terms, officer positions require annual election. The meeting then moved to nominating Gary Ziebell, Vice President, with a second obtained and discussion pending.

Board Elections and Responsibilities

The meeting focused on electing board positions and assigning responsibilities for building maintenance. Gary Ziebell was re-elected as Vice President for a second year, Jim Bishop was elected Treasurer, and Jim McQuaid was elected Secretary.

The board decided to restructure their approach to managing the eight buildings they own, with Gary Ziebell, Vice President, taking responsibility for pool issues; Jim Bishop, Treasurer, handling financials and grounds maintenance; and Jim McQuaid, Secretary, along with Rick Vanhone, Director, overseeing building maintenance.

Jim Bishop, Treasurer, clarified that the two-year term limit means members can run again after their term ends, with a maximum of eight consecutive years of service.

Electric Car Charging Policy Discussion

Brian Critchell, President, discussed two main topics: paving coordination and electric car charging policy.

For the paving project at Wild Oak Bay roads, Brian Critchell, President, asked Gary Ziebell, Vice President, to coordinate with Vince to obtain a quote for future reference.

Regarding electric car charging, Rick VonHoene, Director, expressed concern about developing a policy due to safety risks, citing a recent fire incident at a property with improperly installed charging equipment.

The group agreed to work on establishing guidelines for where and how electric car chargers can be installed, with Brian Critchell, President, planning to discuss this further with Kelly Helm, LCAM.

Gary Ziebell, Vice President, noted that infrastructure limitations with Florida Power and Light need to be considered before proceeding with any charging station implementation.

Electrical Infrastructure Planning Meeting

The board discussed electrical infrastructure challenges, particularly regarding hot water heaters and charging stations, with Jim Bishop, Treasurer Bishop, Treasurer, noting the need to investigate amperage requirements before making decisions.

They also discussed replacing carport lights with LED fixtures, with Jim Bishop, Treasurer, and Gary Ziebell, Vice President, planning to locate a previous quote from Bill Wiersma.

Gary Ziebell, Vice President, confirmed replacement bulbs had arrived and would be installed at unit 3440 on the 17th, with coordination needed with Jim McQuaid, Secretary, or Rick VonHoene, Director, for building access.

The conversation ended with a brief mention of ongoing Hotwire installation work.

Hotwire Work Concerns Discussion

Jim Bishop, Treasurer, discussed concerns about Hotwire's work, including questions about mapping and tracing the installed conduits. They learned that Hotwire plans to repair damaged grass after completing their work and will not cap all conduits, which could allow water to enter.

Jim Bishop, Treasurer, is working with Little Farmer Irrigation company to conduct tests during the day to identify any leaks in irrigation sections.

Gary Ziebell, Vice President, suggested using the Hotwire email for questions, and Bill Wiersma shared a carport lights quote with Jim Bishop, Treasurer, who agreed to send it to Gary Ziebell, Vice President, via email.

Carport Lights and Assessment Updates

Brian Critchell, President, discussed replacing retrofit 26 carport lights and mentioned receiving four bids for stair pricing, with one more expected soon. He plans to meet with owners knowledgeable in the area and will work with Kelly Helm, LCAM, providing 14-day notice to owners for the assessment process.

Brian Critchell, President, noted that meetings might need to be conducted via Zoom due to upcoming travel, and he will share pricing quotes with Gary Ziebell, Vice President, for posting on the website once refined.

Gary Ziebell, Vice President, confirmed that most owners are registered on the website and will verify unit numbers and update contact information for new owners.

Brian Critchell, President, also raised a question about providing a real estate agent with access to meeting minutes and financial statements, seeking the group's opinion on this request.

Property Information Access Permissions

The team discussed access to property information on their website, with Gary Ziebell, Vice President, clarifying that only sellers and owners should have access to this information, not realtors or strangers.

Gary Ziebell, Vice President, acknowledged this was a mistake and committed to checking the website that afternoon to verify the current access settings.

The discussion then shifted to Florida Condo Association laws, which require getting explicit approval from all owners before sharing certain information, though the specific details about what information needs approval were not fully explained in the transcript.

Florida Condo Internet Notifications

The board discussed required notifications for Florida Condo Associations regarding internet service changes. Brian Critchell, President, explained that written notices must be sent to all owners to confirm their opt-in status.

The board also discussed upcoming construction projects including power washing for mold removal and building rewire work, with supervision to be handled by At the Helm's construction manager during the summer months.

Landscaping improvements around the pool area were discussed, with the board deciding to prioritize this work after other projects are completed and wait for funding approval.

The meeting adjourned at 10:48 am.

Submitted by: Kelly Helm, LCAM