

# Bayside Terraces

## Owners' Annual Meeting Minutes

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Date: 03/26/2026

Time: 3:49 PM – 5:36 PM

Company: At the Helm Property Management

Prepared by: Kelly Helm, LCAM

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### **Board Members, Management in Attendance**

- Brian Critchell, President
- Gary Ziebell, Vice President
- Bill Wiersma, Director
- Linda Blakeman, Director
- Mike Hanna, Director
- Betsey Betz, Secretary
- Jim Bishop, Treasurer (ABSENT)
- Kelly Helm, LCAM, Maggie Estes, At the Helm Property Mgmt LLC

### **Owners in Attendance – See sign in sheet attached.**

### **Meeting Agenda/Outline**

This was Bayside Terraces Owners Association Annual Meeting, where board members discussed recent projects, financial updates, and upcoming initiatives. The meeting covered completed work including lattice installation, landscaping agreements, and splash guards on buildings. Along with ongoing projects like power washing, pool repairs, and replacing old straps supporting pipes.

## **Meeting Agenda/Outline (continued)**

The Board reported financial balances as of December 31st, 2025, with operating and reserve accounts totaling \$181,011.85. Future projects include potential exterior stair renovations and mailbox replacements.

Two new board members were welcomed and the Board voted to reduce the board size from seven members, down to five members. The new members are Jim McQuaid and Rick VonHoene.

The conversation ended with a presentation from Andrew with Hotwire regarding the upcoming transition from Spectrum to Hotwire's internet and cable TV service, scheduled for April 22nd, which will require fiber optic line installation in each unit and individual consultations with residents.

## **Discussion**

Speaker	Details
Gary Ziebell	Post all quotes over \$500 and relevant contracts on the Bayside Terraces website as they are signed and received.  Board members: Review quotes for exterior stair replacement and work with knowledgeable members to select the best option.
Brian Critchell	Work with management to research and coordinate with the USPS regarding replacement of mailbox complexes and new keys.

<p>Gary Ziebell (Or assigned team)</p>	<p>Coordinate with contractor to schedule pool stair repair for after May 1st, ensuring minimal disruption to owners.</p> <p><b>All unit owners</b> storing items on pipes under buildings need to remove such items from the pipes to allow for replacement of rusted straps by contractor.</p>
<p>Brian Critchell</p>	<p>Obtain and share information about the Wild Oak Bay Hotwire project timeline and potential impacts on Bayside Terraces landscaping and infrastructure.</p> <p><b>All unit owners:</b> Notify Spectrum individually of service termination and arrange for equipment return before the October 28th transition date.</p> <p><b>Board/Management:</b> Update building- to- board member assignments due to reduction in board size from seven to five members.</p> <p><b>Board:</b> Post landscape project layout for review by owners on the website or other accessible location.</p> <p><b>Board/Management:</b> Provide 14-day notice and post all quotes for stair replacement project on the website prior to assessment meeting.</p>

<p>Brian Critchell</p>	<p><b>Andrew (Hotwire launch team)/Management:</b> Explore possibility of offering a Zoom option for at least one of the April 22nd Hotwire information sessions for absent owners.</p> <p><b>Board/Management:</b> Act on pending electrician quote for garage</p> <p><b>Little Farmer Escape:</b> Finalize contract and provide to Gary for website posting.</p> <p><b>Board/Management:</b> Reassign board members to buildings for maintenance coordination following board reduction.</p>
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**Annual Owners Meeting Voting Preparation**

The meeting appears to be an annual owners' meeting where the Board was preparing for a vote regarding a Bylaws change that required 42 out of 52 votes.

**Annual Meeting Summary**

The Bayside Terraces Owners Association Annual Meeting was held with Kelly Helm, LCAM, substituting for Jim Bishop, Treasurer. The meeting began with a quorum of 37 members plus 10 proxies, and the minutes from the previous year's meeting were approved.

Kelly Helm reported financial balances as of December 31st, 2025, with \$29,284.36 in the operating account and \$151,727.49 in the reserve account, totaling \$181,011.85.

The Board reviewed completed projects including lattice installation, landscaping contracts, and splash guard installation on building 3440, which was successfully expanded to the entire complex.

## **Annual Meeting Summary (continued)**

Upcoming projects discussed included power washing buildings, repairing pool stairs, and replacing rusted straps supporting pipes underneath buildings.

A representative from Hotwire was scheduled to meet at 5 PM to discuss the upcoming internet and cable TV system transition planned for the end of October.

## **Planned Property Improvement Projects**

Brian Critchell, President, discussed three planned projects: landscaping replacement following the storms, replacing mailbox complexes with new ones requiring new keys and coordination with USPS, and renovating exterior stairs on the bay side which are out of code.

The stair renovation will require rebuilding with new aluminum handrails, with quotes expected soon and potential assessment payments being considered.

Brian Critchell committed to providing 14-day notice before any assessment meetings and making all quotes available on the website for residents to review.

## **Association Maintenance and Improvement Projects**

Kelly Helm, LCAM, discussed several upcoming maintenance and improvement projects for the association. The focus was on the landscape restoration, with estimates ranging from \$13,000-\$14,000 with lower bids starting as low as \$6,000 were available with simpler designs.

Brian Critchell, President, explained challenges finding a landscape architect to design a unified plan, as contractors were unwilling to share their proprietary drawings.

The discussion also covered future projects including road resurfacing in Wild Oak Bay in summer 2027, potential building painting in 2028, and concerns about swimming pools condition.

## **Association Maintenance and Improvement Projects (continued)**

Gary Ziebell, Vice President, emphasized the importance of maintaining reserves for unexpected expenses, citing a recent \$25,000 emergency power line repair at building 3400, that was not budgeted in 2025.

## **Board Bylaws Amendments and Changes**

Brian Critchell, President, announced the addition of two new board members. Jim McQuaid and Rick VanHone as Directors. Also recognizing board members who would be leaving after this meeting, Linda Blakeman, Mike Hanna, Billue Wiersma, and Betsey Betz. Betsey has served since 2013 but is now departing due to Florida's eight-year consecutive term limit.

The meeting focused on voting for one bylaw amendment: changing director terms to two years. We also voted on reducing board size from seven members to five members.

The required vote count was established at 42 votes (80% of 52 units) for the bylaw amendment and 24 votes (50% of the quorum of 47) for the board size change, with the meeting proceeding to count proxies and conduct the formal vote.

## **Board Governance Structure Changes**

The meeting focused on board governance changes, where a vote to reduce the number of directors from seven to five passed overwhelmingly with 41 votes, though this change won't take effect until the next annual meeting. This reduction will create two board vacancies that will need to be addressed at the next meeting. As stated above, the Association was required to secure 42 yes votes. Having only secured 41, the Board met briefly and voted 6 yes to zero no's to approve the change. The seventh Board Member, Jim Bishop, was out of the country and unable to attend.

For changing the size of the Board from seven seats to five seats, the vote was 39 For and 2 Against.

## **Building Maintenance and TV installation**

The meeting covered discussions about building maintenance and installation of a new television service. Brian Critchell, President, and the

team addressed lighting issues in garages, with plans to involve electricians and board members for repairs. Andrew from Hotwire launch team explained the upcoming process for installing the new cable TV systems, including the pre-wiring, equipment setup, and the use of wireless technology supporting up to 100 devices per router.

### **Building Maintenance and TV installation (continued)**

The team discussed the number of set-top boxes and portable TV sticks to be provided with plans for three meetings scheduled for April 22nd to provide more detailed information.

### **Spectrum to New Provider Transition**

The meeting discussed plans for transitioning from Spectrum to a new internet and cable TV provider. Brian Critchell, President, explained that the town hall meeting would be held on the 22nd to detail package offerings and the present new service with additional detailed consultations to follow.

The installation process will involve fiber optic wiring and individual unit visits with a dedicated launch team managing the transition, including a point of contact named Josher Williams.

The timeline was accelerated due to Spectrum ending service earlier than expected, moving from February to October.

The new service will use the TiVo platform and offer similar features to current systems, with equipment set up and package selection consultations to be scheduled for each unit.

***Meeting Adjourned at 5:11 PM***

***Submitted by: Kelly Helm, LCAM***