



BOARD OF DIRECTORS MEETING MINUTES - 2017 TO PRESENT

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POA - BOARD MEETING MINUTES - SEPTEMBER 7, 2025 @ 2:30 P.M.

Board members in attendance – Chris Belknap (President), Jessica Belknap (Treasurer), Jamey Sutherland (Secretary), and Ann Tavino (Member at Large).

Notes:

The purpose of the meeting was to create the 2025 annual meeting agenda, date, and outstanding issues.

- 2025 Annual Meeting Mailer – Reviewed and Accepted for submittal. Will go out by 9/11.
- Top notch is providing above and beyond what we ask of them. Jess is reaching out to verify if there are any changes in dues and to other services for quotes.
- Group to define roles and cross training amongst members. Vice President will ensure meetings are called at the appropriate times going forward.
- Carol Moore, Pam Streff, and Chris Belknap met for the bi-law review committee. Follow up with team expected prior to the meeting.
- Updated contacts for Pam Streff, Richard Vaught, Jess Belknap, Lindsay Paice.
- Annual dues are projected \$225. A CD has been established for savings.
- Storm cleanup members to be identified on our contact list.
- Reach out to lot 23 for brush clean up. Can be hauled off, pushed back, or potentially burned.

Respectfully submitted,

Jamey Sutherland

Jamey Sutherland, Secretary



POA - BOARD MEETING MINUTES - SEPTEMBER 22, 2024 @ 6:00 P.M.

Board members in attendance – Chris Belknap (President), Jessica Belknap (Treasurer), Jamey Sutherland (Secretary), and Ann Tavino (Member at Large).

- Debbie Oliver (Vice President) was not able to attend

Notes:

The purpose of the meeting was to create the 2024 annual meeting agenda, date, and outstanding issues.

- 2024 Annual Meeting Mailer – Reviewed and Accepted for submittal. Will go out by 9/27.
- Top notch is providing above and beyond what we ask of them and no change in dues for 2024.
- Consider defining roles and cross training amongst members.
- Nominate someone to lead Bylaws and Covenants Review (potentially Architectural Committee).
- Updated contacts for Pam Streff and Richard Vaught.
- Annual dues are projected \$225. Jess will confirm proposal with Debbie.
- Chris to email updated Annual Meeting Agenda for review, Jamey to make copies once approved for the meeting.

Respectfully submitted,

Jamey Sutherland

Jamey Sutherland, Secretary



POA - BOARD MEETING MINUTES - SEPTEMBER 15, 2023 @ 5:30 P.M.

Board members in attendance – Chris Belknap (President), Jessica Belknap (Treasurer), Jamey Sutherland (Secretary), Debbie Oliver (Vice President), and Ann Tavino (Member at Large).

Notes:

The purpose of the meeting was to create the 2023 annual meeting agenda, date, and outstanding issues.

- Water Authority update – Email received; Franklin County is not moving forward with the project.
- 2023 Annual Meeting Mailer – Reviewed and Accepted for submittal. Will go out by 9/22.
- Entrance lights fixed.
- Top notch is providing above and beyond what we ask of them.
- Septic main line issue resolved and paid.

Respectfully submitted,

Jamey Sutherland

Jamey Sutherland, Secretary



POA - BOARD MEETING MINUTES - FEBRUARY 26, 2023 @ 4:00 P.M.

Board members in attendance – Chris Belknap (President), Jessica Belknap (Treasurer), Jamey Sutherland (Secretary), Debbie Oliver (Vice President), and Ann Tavino (Member at Large).

Notes:

The purpose of the meeting was to approve the 2022 Meeting Notes, add the Water Authority information, send an email to all residence of updates, and discuss any outstanding business.

- 2022 Meeting Notes are approved and have been posted to the website.
 - o Add the Water authority information has been added.
- An email to all residence of regarding the posting of the Annual Meeting Notes will go out by March 16th
- The Architectural Committee Letters have been posted to our Wix site per board approval.
- The date for the annual POA meeting is set for October 7th at 9am.

Respectfully submitted,

Jamey Sutherland

Jamey Sutherland, Secretary



POA - BOARD MEETING MINUTES - AUGUST 12, 2021 @ 5:00 P.M.

Board members in attendance – Chris Belknap, President, Jessica Belknap, Treasurer, Jamey Sutherland, Secretary, Debbie Oliver, Vice President, and Ann Tavino, Member at Large. **Resident(s) in attendance** - Kevin Sutherland

Notes:

The purpose of the meeting was to set the date of the 2021 Annual POA meeting, approve the agenda, and discuss any outstanding business.

- The date for the annual POA meeting is set for October 2nd at 9am. Debbie Oliver will be hosting on her dock. Chris will send out an email correspondence in addition to mailers with proxy forms.
- Chris will check on the POA lawyer regarding options for short term rentals to present to the residence.
- Jessica will get an estimate for yearly POA operating costs to help propose a figure for future annual dues.
 - o A motion was proposed by the board to suggest annual dues based upon the annual operating costs (Jessica's figure to be determined). This will be presented at the Annual meeting.
- Jessica and Debbie will work together to ensure access to QuickBooks for auditing.

Respectfully submitted,

Jamey Sutherland

Jamey Sutherland, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association Board Meeting on September 5, 2020 @ 10:20 A.M. (after the annual meeting).

In attendance were former board members Denis & Lynn Girard, new board members Chris and Jessica Belknap, Debbie Oliver, Kevin & Jamey Sutherland and Ann Tavino.

We discussed:

- Chris Belknap will be contacting Atty. Jim Gilbert regarding short term rentals.
- Jessica Belknap will be contacting Top Notch to maintain Lot #4's drain field.
- Debbie Oliver will be contacting the new owners on Lot 7 regarding approval from the Architectural Committee on construction of house and dock.
- All board members agreed on the care of the crepe myrtle trees by property owners

The meeting was adjourned at 10:45 A.M.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary
Baywood POA

BayWood

Property Owners' Association

On August 2, 2020 at 5:00 PM a POA Board meeting was held at the home of Denis and Lynn Girard. Present at the meeting was Chris Belknap, President, Denis Girard, Vice President, Lynn Girard, Secretary, and Ann Tavino, Member at Large.

The purpose of the meeting was to set the date of the 2020 Annual POA meeting.

The date was set for September 9 (September 10 as rain date) at 9:00 AM. The meeting is to be held in the cul-de-sac at the end of Baywood Drive. Property owners will be requested to bring chairs. Debbie Oliver volunteered to set up some tables.

Chris Belknap suggested Kevin Sutherland as a member of the Architectural Committee and Greg Todd for the Audit Committee.

The itinerary for the POA meeting was discussed. Letters to the Property Owners will be sent out within the next few days.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

On June 15, 2020 at 5:15 PM a POA Board meeting was held at Denis & Lynn Girard's home. Present at the meeting were Tom Tanner, Ginger Tanner, Denis Girard, Lynn Girard, Chris Belknap and Jessica Belknap. The purpose of the meeting was to accept the resignation of Tom Tanner as President and Ginger Tanner as Treasurer.

A motion was proposed by Denis Girard to appoint Chris Belknap to the position of President and Jessica Belknap to the position of Treasurer. The motion was seconded by Lynn Girard. The motion was approved.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

On May 14, 2020 at 7:00 PM a POA virtual Board meeting was held on Zoom. Present at the meeting was Tom Tanner, Ginger Tanner, Denis Girard and Lynn Girard.

The purpose of the meeting was to discuss a change in the POA Covenants to include the rules on Short Term Rentals and there availability in the subdivision.

The Board members decided to consult with Atty. Jim Gilbert on the wording of letter to be sent to all POA property owners requesting their input.

President Tom Tanner will contact Atty. Gilbert.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

RE: Short-term rentals

On March 22, 2020 the POA Board approved Tom Tanner (President) to seek legal opinion from Atty. Jim Gilbert about taking correct steps to implement changes to POA Bylaws or Covenants regarding Short-Term rentals in the Baywood subdivision.

As a result of Tom's conversation with Atty. Jim Gilbert, Tom sent a survey (copy attached) to all the property owners for their feedback on Short-Term rentals. Once Tom receives feedback, the Board will make a decision if the interest in changing the covenants is sufficient and how to move forward.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

On November 17, 2019 at 5:00 PM a POA Board meeting was held at Denis & Lynn Girard's home to consider the 2020 dues. Present at the meeting were Tom Tanner, Ginger Tanner, Ann Tavino, Denis Girard and Lynn Girard

At the meeting, the Board voted to set the 2020 dues at \$200. It was also decided that since Shentel had not yet billed the POA for the 2017 cable installation, and shows no inclination to do so, that any property owner that paid \$400 in dues last year will be refunded \$200 toward the 2020 dues. As a result, most property owners will owe no dues for 2020. (There will only be one new property owner who will owe \$200 for the 2020 dues.)

Also, property owners who have the POA handling mowing of their lots will still be responsible for the payment of their mowing cost.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

A POA Board meeting was held at Denis & Lynn Girard's home on July 31, 2019 at 7:00 PM. Present at the meeting were Tom Tanner, Ginger Tanner, Ann Tavino, Denis Girard and Lynn Girard

The date for the annual POA Meeting was set for August 31, 2019 at 9:00 AM at the home of Denis and Lynn Girard. Notices will be sent to all homeowners by Tom Tanner.

The following changes to the Covenants and By-Laws were discussed:

Amendment one: Article Two, Section 3 Dues.

Current writing.Annual dues shall be set by the Board of Directors based on the budget for the following year and notice sent by the Treasurer to each member no later than October 15th of each year.

Proposed Amendment.... Annual dues shall be set by the Board of Directors based on the budget for the following year and notice sent by the Treasurer to each member no later than December 31st of each year.

Amendment two: Article Two, Section 3 Dues

Current writing.Effective the date of the Associations incorporation, dues for the first calendar year of the Association's existence shall be Four Hundred Dollars (\$400) per lot. These dues are payable within 30 days from the date each member is notified.

Proposed Amendment: Delete this section since it refers to a past event.

Amendment four: Article two, Section 3 Dues, Assessment.

Current writing:If the assessment is not paid within (30) days after the due date, the assessment

shall bear interest from the date of delinquency at the rate of nine percent (9%) per annum, and the

Association may bring an action at law.....

Proposed Amendment:If the assessment is not paid within (60) days after the due date, the

assessment shall be subject to a late fee of 5% of the total amount due, and the

Association may

bring an action at law.....

Amendment three: Article two, Section 4 Meetings.

Current writing. The annual membership meeting shall be held during the months of June, July or August of each year in Franklin County, Virginia.

Proposed Amendment: The annual membership meeting shall be held during the months of July, August or September of each year in Franklin County, Virginia.

The following are rules that the board is suggesting to be made at the meeting.

- During the growing season, grass should be mowed on a regular basis and the length of grass, measured from the ground up, shall be no more than 7" high. If lot owners do not comply, a 7 day warning will be issued. If the grass has not been cut after the 7 days, a fine of \$10 a day will be enforced until the grass is mowed.
- During construction or property selling period, one (1) sign, no more than 18"x24" will be allowed on each side of a road/lake facing side of the property. Additionally, during a property selling period, a banner may be displayed on a dock. Additionally, during an open house, additional signs may be displayed, but for no more than 24hours and no more than two times a month. Other than during construction or property selling period, no other signs may be displayed.

Also discussed was adding 2 additional Board Members @ Large in order to get more homeowners involved. Ann Tavino mentioned the interest that homeowners showed at the last annual meeting on having a homeowners get together. It was suggested we do it in September. It will be mentioned at the annual meeting on 8/31/19.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

On November 3, 2018 the Board voted unanimously to approve the mowing contract from Top Notch Lawn Care for 2019 at the cost of \$110 per mowing.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association Board Meeting, July 18, 2018.

The meeting was held at the home of Denis & Lynn Girard, 359 Baywood Dr. In attendance were Tom and Ginger Tanner, Lynn Girard and Ann Tavino.

The purpose of the meeting was to set the time for the 2018 Annual POA meeting. It was agreed by all that the meeting would be held on September 1, 2018 at 9:00 A.M. at the home of Denis & Lynn Girard, 359 Baywood Drive. Tom will send out notices to all homeowners informing them of the meeting.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association vote on January 11, 2018.

The Board voted unanimously to grant William Pfordt (Lot #21) a variance from the Baywood restriction that his house can be no closer than 35 feet to the road in order to comply with the county's restriction of 30 feet to the road.

The Board approved that the President, Tom Tanner, can sign any necessary legal agreement regarding the variance. The cost to produce this agreement will be paid for by William Pfordt.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association Board Meeting, December 14, 2017 @ 5:30 PM.

The meeting was held at the home of Ann Tavino, 346 Baywood Dr. In attendance were Tom and Ginger Tanner, Denis and Lynn Girard and Ann Tavino. Invited to the meeting were George Avant from Shentel to discuss Shentel installing cable to the Baywood Subvision and Ron Hamlin (95 Baywood Dr.).

Tom Tanner gave the results of the survey he sent to the homeowners regarding whether they approved or not with installing cable. The results were 17 approved, 2 did not approve, and 6 no response. The Board voted to move forward with Shentel installing cable if they agreed to a 5 year payment plan.

The Board approved the Lawn Contract with Top Notch Lawncare.

The Board approved the POA dues for 2018 to be \$400.

Respectfully submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association Board Meeting, October 31, 2017.

It was voted by the Board to reimburse Tom Buck \$3,000 for redoing the ditch at the top of the hill on Lot 14.

Respectfully Submitted,

Lynn Girard

Lynn Girard, Secretary

BayWood

Property Owners' Association

Minutes of the Baywood Property Owners' Association Board held on September 2, 2017 at 11:00 a.m. after the annual meeting.

1. The Board voted to approve the State required Association Complaint Form.
2. The Board recommended making the Disclosure Packet for new residents electronically available.
3. The Board recommended setting up a POA website.
4. The Board will pursue getting a quote for mowing from Top Notch Lawncare.
5. Before deciding on the POA's responsibility concerning the drainage issue on Lot #14, the Board will consult with the POA attorney.

The meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Lynn Girard

Lynn Girard, Secretary
Baywood POA

BayWood POA

Minutes of the Baywood Property Owners' Association Board Meeting, October 24, 2017 @ 6:30 PM.

The meeting was held at the home of Denis & Lynn Girard, 359 Baywood Dr. In attendance were Tom and Ginger Tanner, Ann Travino, and Denis and Lynn Girard.

The mowing contract was discussed. Jeff has given notice that he will no longer mow the subdivision. Tom Tanner had received quotes from Gonzalez and TopNotch. Both were the same price, \$150 a week. It was decided that Lynn would contract Tony at TopNotch to negotiate 30 mowings at \$125 each.

The request from Tom Buck for the POA to pay for the repair to the drain ditch on Lot 14 was discussed. Tom Tanner read the letter from Atty. Jim Gilbert (copy attached). The board decided that Tom Tanner would send a letter to Tom Buck noting that our attorney, Jim Gilbert, does not feel the POA has any responsibility, but the board would consider some partial reimbursement depending on the documented cost.

Tom Tanner provided information from Shentel regarding installation of cable in the subdivision. According to Shentel the cost for bringing the cable in from Scruggs Road and installing all the boxes and other material needed would be \$73,017.88. Shentel has agreed to pay \$36,100 which leaves the POA responsible for \$36,917.98. The POA has \$20,000 for this, which leaves \$17,000. Shentel has agreed to accept 25% down and fund the remainder over 3 years. The annual dues would be \$230 + the needed amount to maintain the current operation expenses. Tom will send a letter to the property owners to see who is interested.

The Board decided that the POA dues for 2018 would be \$250. This is due to the extra cost of mowing the subdivision. If the property owners agree to the installation of the cable the dues would be \$400.

The meeting was adjourned at 8:00 PM.

Respectfully Submitted,

Lynn Girard

Lynn Girard, Secretary