



Bonita Beach Club Association, Inc.
25730 Hickory Blvd. Bonita Springs, FL 34134

To: Bonita Beach Club Owners

From: Cheryl Newell, President of the Board of Directors

Date: Nov 10, 2020

Re: Annual Meeting

Oh, what a year! Lots of things are happening at BBC. The COVID-19 pandemic does not seem to be abating; we are all learning to adjust. I hope you and your families are healthy.

It is time for BBC's Annual Meeting of owners. In most years, it is an occasion to welcome back friends and neighbors at BBC and catch up with all the news. The Welcome Back Party is on Monday evening, Nov 9. The Annual Meeting on Tuesday evening Nov 10 with seating limited to 20 Owners determined by lottery. Due to the ongoing COVID-19 pandemic, I expect in-person participation will be less usual. I look forward seeing you all virtually for the Annual Meeting.

This mailing contains important information for you about BBC, and matters that require your vote:

1. President's Report including Attachments A/B/C
2. The Board's report card: Translating Strategy into Outcomes
3. Renderings of BBC in the proposed Pacific Blue color or maintain the Terra Cotta Color
4. Second Notice of Annual Member's Meeting, including:
 - a. **AUCTION:** Secret Bid for annual lease of Parking space #24 – return in yellow envelope and sign envelope
 - b. **2 VOTES:** Limited Proxy for mansard color and roll over of 2020 excess of revenues over expenses – return in blue envelope and sign envelope
 - c. Notice of Organization Meeting



Bonita Beach Club Association, Inc.
25730 Hickory Blvd. Bonita Springs, FL 34134

President's Report
Bonita Beach Club Annual Meeting
November 10, 2020

Welcome BBC Owners and FirstService Residential staff. My name is Cheryl Newell, and I am President of the Board. Along with my fellow Board members, Anne Marie Razza, Chuck Brashears, Cheryl Barenz and Karen Sauter, we have been working diligently the past twelve months to complete major projects, some of which were initiated by the previous Board, and tackle new problems. Your Board hit the ground running in November 2019 on a platform of action, communication and transparency. We joined Cheryl Barenz who was continuing on the Board and Chuck Brashears filled an open position in January 2020. I want to thank all the Board 'BOD' and FirstService Residential 'FSR' for their extraordinary work this past year. It is a pleasure working with such talented people.

We jumped on issues that had been ignored for several years and have solved a wide variety of problems. We are meeting the ongoing and pressing needs of BBC and its infrastructure. There is lots to do and lots to consider. This was accomplished despite the wholly unexpected COVID-19 pandemic; the flurry of communication (eight email blasts in the initial 30 days) and its impact on BBC and its Owners as the pandemic information unfolded. In short, here is a brief accounting on what we have accomplished to date and how we will keep the ball rolling.

Owner Satisfaction

1. **Documented the Board of Director's Vision, Mission and Strategy** that guides the current board and serves to support future elected boards to make positive changes at BBC. We want you to understand how what you care about maps to the work of the BOD and FSR. An important part of this is measurement. Without measurement, the strategies are just words. See Attachment A.
2. **Improved speed of Cable and internet** service. We uncovered errors in the initial installation and corrected them. We established a new process for Owners to report cable and internet service problems, directly to Century Link. Service issues seemed to have improved, and complaints are down. We have one more step to implement if internet speed and cable service is not adequate during the high season.
3. **Upgraded telecommunications in the Bridge Room** for Board meetings. The results we see tonight with better audio and visual. We can project onto the TV for Board meetings and movie goers will appreciate the larger, more vibrant screen.
4. **Conducted three Owner surveys**
 - a. Exercise equipment in December
 - b. Owner satisfaction of BOD and FSR action/communication/transparency in June
 - c. Mansard roof color in September
5. **Listened to owners** who said they prefer a special assessment for the roofs, rather than borrowing to pay for a portion of the roof replacement. Of those with an opinion, 63% preferred a special assessment vs 37% who preferred to borrow.
6. **Established a new Rules and Regulations Committee** to update and create a single source for information for Owners and Renters. Many thanks to Marian Zimmerman, Judy Russel, Kathie Nesi, Melvia McCann and Karen Sauter, who spent untold hours combing through our extensive documents, sharing the history of specific rules and how to improve them and to owners sharing their views during the review process. This committee also assisted in updating the Hurricane Preparedness guide for owners. Workshop meetings are ongoing to complete the review of recommendations.
7. **Established a new Fining Committee** for rules infractions. Members needed to officially begin this committee.

8. **Established a new Security and Surveillance Committee** to ensure the highest level of peace of mind and property. More volunteers needed to address the remaining work.
9. **Established a new Social Room Remodel Committee** to make recommendations on refurbishing the social room. Remodeling is expected to take place in summer 2021.
10. **Established a new Mansard Roof & Exterior Color Committee** to provide color recommendations on a once every 20-year opportunity to update the appearance of BBC.
11. **Coordinated with committees and activity groups** for their plans. Progress shared regularly with owners.
12. **Presented a primer on BBC plumbing** outlining who pays for what. Addressed plumbing issues in a 'whole stack' approach as water issues occurred.
13. **Replaced a treadmill** in the fitness room, purchasing the model most preferred in an owner survey.
14. **Improved entrance to property** with strategically placed signage at the guard house and added security finials on southeast border of property to deter trespassers jumping the wall.
15. **Authorized additional office hours** for FSR management company office support, resulting in more timely responses to Owner and Renter inquiries, and ability to manage multiple, simultaneous, infrastructure and operating projects.
16. **Increased maintenance staff** and adjusted hours of coverage to ensure issues are addressed in a timely manner. Notable items resolved include replacing the tennis light and sign-up board, repairing parking lot lollipop lights and replacing the rope path to the beach.

Infrastructure

1. **Uncovered and implemented an Owner Electrical Panel audit** and avoided a significant risk of fire from Owner electrical panels that were defective. Over 50% of the electrical panels were deficient. This endeavor keeps our complex safe and functioning properly when owners take the recommended action in their unit.
2. **Regraded the berm** and removed invasive plants, while replanting low growing plants that will spread over the berm and keep invasive plants at bay. Owners and Renters seem pleased to see the ocean again while maintaining some high tide storm protection.

3. **Trimmed the mangroves and removed invasive plants** around the tennis courts. The tennis courts now have a view of the ocean, and the waterway access from the parking lot to the back bay is accessible once again.
4. **Replaced landscaping service provider.** The Landscape Committee sprang into action when it learned at Christmas time that the landscape services contract had been terminated by the vendor and Dec 30 would be the last scheduled mowing. They quickly put together an RFP, interviewed several firms, negotiated interim lawn service, and selected a new vendor. Our beautiful courtyard is the star of our complex. The Landscape Committee did this in 5 weeks! Many thanks to Jan Ryan, Cheryl Barenz and others who contributed to this effort.
5. **Addressed wildlife issues** – over-population of rabbits in the courtyard and protected FL bats in the mansard roofs.
6. **Added A/C to the Bridge and Social rooms**, which only had A/C for half of each room. This makes the rooms much more comfortable and usable.
7. **Replaced Fitness Room keys with keypad.** Lights are now on a motion detection timer which saves on electrical costs and will not violate turtle time rules.
8. **Fixed the water pooling** from the north entrance to the beach. We moved the foot washing to the north side of the sidewalk and put in a French drain. Problem solved.
9. **Replaced the roofs**, the largest project ever undertaken by BBC! Thank you all who endured the 5-month construction process. This project has resolved many water, electrical and sound issues from the room reported by owners. We should not have to replace the roofs for another 20 years.
10. **Updated the Reserve Study** and created a five-year plan of major infrastructure projects, easily understandable on the waterfall chart. See Attachment B.
11. **Approved Seawall Project** to lower our flood insurance costs. Expect flood insurance to decrease \$35,000 a year beginning in early 2021. Project pays for itself in 2 years. Final permitting in process.
12. **Replaced 10 electrical panels** owned by BBC which service common areas, to avoid risk of fire.
13. **Repaired ice machine** after much research about source of problems and weighed cost to repair vs. replace.

14. **Added posts to secure our thermal pump access** to minimize an accident due to its proximity to the A parking lot turn. An accident required our repair of the pump with the addition of a shutoff valve.
15. **Planned reserve and operating projects for 2021 by month**, to help Owners plan ahead based on project activity. Project timing may differ due to a variety of factors. See Attachment C.

Financial

1. **Resolved billing issues** with the change of management companies to FirstService Residential, that had been ongoing for 18 months! We changed processes so this doesn't happen again and validated with owners that they were satisfied with the outcome.
2. **Invoiced all ancillary rental fees** that were up to two years behind. This included storage lockers, bike storage and personal watercraft storage, which are all now properly recorded for new assignments from the waitlist.
3. **Refunded \$43,000 to Owners** from the Special Assessment for the 2019 elevator project. We felt it was important to remit these funds as quickly as possible.
4. **Completed the annual financial audit** with an unmodified opinion, the highest level of assurance a CPA firm can deliver. Our cash processes are in good order and bills are now paid on time!
5. **Approved operating and reserve budgets** for fiscal 2021, 5 weeks before the beginning of the fiscal year vs. 15 days the prior year. Owners can plan their personal finances with earlier approval.
6. **Declared a \$900,000 Special Assessment** for a portion of the reroofing project. Also utilized \$200,000 in reserve funds to pay for the project.
7. **Established a fully funded reserve**, assuming no major change in project costs.
8. **Entered into a \$500,000 operating line of credit** to have readily available cash for a significant emergency and operations. Operating cash on hand pays monthly bills and payroll. It is not sufficient in a significant emergency.
9. **Renewed lease on Manager's unit 126-C** while exploring ability to sell.

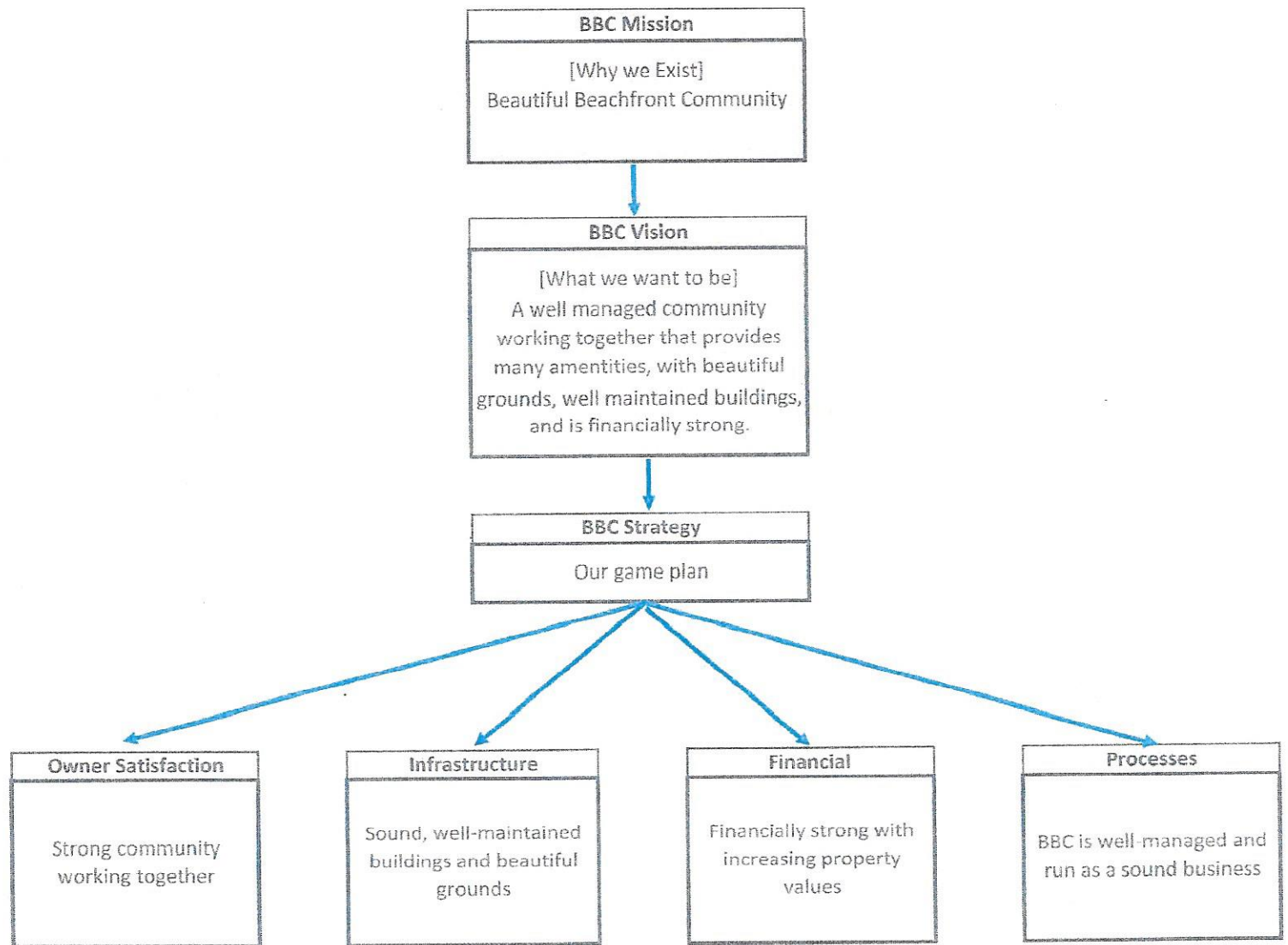
10. **Moved to quarterly invoices rather than coupon books** for quarterly dues, eliminating the need for Owners to find their coupons at time of payment.
11. **Fiscal year 2020 audit began on time.** Completion expected by calendar yearend.
12. **Conducted an extensive review of our overall insurance** coverage for BBC. Many thanks to Karen Sauter for her leadership and insurance expertise. We filled several coverage gaps, and ensured that BBC is adequately protected. We also changed insurance brokers to get the best pricing and consultation. BBC Boat Dock Association has separate insurance policies.
13. **Reviewed the risk in our bank accounts** and opened a new bank account so that all our dollars are FDIC insured.

Processes

1. **Audited compliance on hot water tanks** to ensure none were older than 10 years. There were 51 units needing to replace or verify their installation date. We all need to do our part to minimize water risk.
2. **Assisted in auditing unit access** for the management company. This is a process that should be done annually. It is critically important for the management company to have access in the event of an emergency.
3. **Mapped the irrigation system**, repaired the leaks, added extra sprinklers where they were needed, adjusted the water pattern, and reduced our water bill significantly! Thank you to Steve Schaefer and others for this effort.
4. **Cleaned up personal watercraft storage** and audited all items for tags. Removed unclaimed watercraft to enable two new storage assignments from the waitlist. Thank you to Tara Duffy and Kent VanHoogstraat for this work.
5. **Audited rental of storage lockers** and new assignments from the waitlist were made. Thank you to Diane Jacob for leading this effort.
6. **Audited office records** of owner files. Every unit now has a file.
7. **Established the process to email the board package 7 days prior** to regularly scheduled meetings. Owners can be knowledgeable and ask informed questions at Board meetings.

8. **Implemented Robert's Rules of Order at Board meetings**, which are now organized, professional and move at a much better pace. No more wrestling cage matches.
9. **Changed attorneys** to a firm that is customer centric, proactive in bringing legal items to our attention and blends legal tenets with practical application.
10. **Changed entrance access code logic** to enable Owners remote access to opening the gate. Previously assigned owner codes still work in the community but not at the entrance gates (vehicle or pedestrian). The digital Owner Directory at the vehicle entrance was updated.
11. **Changed parking stickers and hang tags** at the recommendation of the Security and Surveillance committee to reduce trespassing on our property. Trespassing has been reduced about 80% since the towing began. Thank you to Jay D'Alessandro, Jo Ann Shaner, Chuck Brashears and Karen Sauter for this progress.
12. **Improved various maintenance processes** including regular communication with the Maintenance Committee, all maintenance requests relayed to the office for scheduling, the cleanup of multiple maintenance storage areas, plumbing and water pump labeling, inventory of association property and the sale of our unused hurricane shutters. Thank you to Steve Schafer and Mark Mumley for their contributions.
13. **Worked with the Boat Dock Association** to understand the relationship between the Boat Dock and BBC Associations, unwritten expectations of both parties, and BBC's submerged land lease with the Florida Department of Environmental Protection.
14. **Participated with HICA community leaders** on matters important to condominium living on Hickory Island and surrounding areas like City of Bonita Springs and Ft Myers Beach.

Bonita Beach Club Association Strategy Outline



Bonita Beach Club Association
Translating Strategy into Outcomes

| Owner Satisfaction | Target | Initiative | Measurement | Results Nov 19-Oct 20 |
|--|--|--|---|---|
| Vision: Strong community working together | Owners invest their skills and time on committees and activity groups to enhance BBC lifestyle | Request owner involvement on committees and in activity groups | How many owners involved? Baseline = 36 in 2020 How many committees/activity groups? Baseline = 23 in 2020 | Achieved - 36 volunteers (plus board involvement) Achieved - 25 committees/groups |
| Why do Owner's Care? Community is neighborly; respectful relationship with BOD and other Owners Enhance BBC Lifestyle and experience Owners' voices are heard Owners are informed Owners have confidence in their BOD | All rules/regulations followed by Owners/Renters | Update rules and regulations Establish Fining Committee | All Owners/Renters receive Rules and Regulations document yearly Fining Committee is operating as chartered | Achieved - Rules and Regulations are being revised Achieved - Fining Comigttee is established; needs members |
| | Owners' voices are heard Town Hall Meeting xx/year | Encourage all Owners to participate | Owner satisfaction surveys 2x/year Town Hall meetings 2x/year | Achieved - 3 Owner surveys Achieved - 8 BOD workshops <i>(in place of owner organized Town Hall)</i> |
| | Project process updates | Management to send monthly via email | Monthly with pictures | Achieved - Monthly Safety Inspection reports; Weekly roof project updates w/pictures |
| | Stable and trusted professional Management Company staff | Quarterly meeting with Board President and FSR Manager and Field Manager | Meetings held | Achieved - Meetings held |
| | BOD is clear on its direction | Comment at each BOD Mtg | Minutes of BOD meetings | Achieved - Presented and discussed Mission/Vioions Strategy at May 2020 BOD Meeting |
| | Learning opportunities | As needed | Number of workshops held for Owners | Achieved - 2 workshops on use of FSR WEbsite |
| | All social activities and BOD meetings on BBC website calendar and onsite bulletin boards | Activities and BOD meetings updated on Fri afternoon for upcoming week | Owners feel informed and invited | Partially completed - more work to do on website |
| | 100% BOD Members take Board Certification class within 90 days of election, re-election or appointment | FL Board Certification class taken | Certificates received and posted to BBC website | Achieved |

Bonita Beach Club Association
Translating Strategy into Outcomes

| Infrastructure | Target | Initiative | Measurement | Results Nov 19-Oct 20 |
|---|--|---|--|---|
| Vision: Sound, well-maintained buildings with beautiful grounds | Project estimates obtained a year before project begins to assist with financial planning | Reserve Study current and used as project roadmap | Reserve budget approved by BOD for upcoming year approved in Q4 | Achieved - Reserve and operating budget approved Aug 2020, 5 weeks before start of fiscal year |
| Why do Owners Care? Owners' informed and understand how and why their reserve dollars are spent | One major (>\$100k) infrastructure project each year | Plan timing of major infrastructure projects for next three years | Major infrastructure projects do not overlap | Achieved - will finish reroofing, then move to replacing mansard roofs |
| | Qualified Owner expertise to help define scope of work and monitor project | Email asking for volunteers with subject matter expertise | Did the BOD ask? Did anyone volunteer? | Achieved - Board asked and acted on Owner questions |
| No surprises to Owners' checkbooks No surprises to Owners' BBC experience (i.e. know when major projects may cause disruptions and for how long) | Infrastructure projects completed on time/on budget with lasting solutions (no band-aids) | Through planning and supervision of project to specs | On budget and on time in project plan | Achieved |
| | Maintenance schedule of regular work documented and followed | Use google docs to track every project | FSR Manager reviews weekly with Maintenance Supervisor | Achieved |
| | Maintenance inventory complete and current | Create maintenance inventory | Annual physical inventory | Achieved |
| | Inventory of Association physical assets, with current remaining useful life (chairs/tables/equipment) | Create physical assets inventory | Annual physical inventory | Achieved |
| | All Owners required to advise office of interior/exterior modification plans | Update modification plan request form Educate Owners of process | All contractors sign in at office. Maintain data base of modifications approved and | Partially achieved - more work to be done to create database |
| | Beautiful courtyard maintained and enhanced as necessary | Landscape Committee plans monthly maintenance and enhancements during annual budget cycle | BBC passes required inspections of seaside berm and protected mangroves BBC courtyard is picture worthy | Achieved - Berm regraded, mangroves trimmed, invasives removed, trapped bunnies |

Bonita Beach Club Association
Translating Strategy into Outcomes

| Financial | Target | Initiative | Measurement | Results Nov 19-Oct 20 |
|--|--|---|--|--|
| Vision: Financially strong with increasing property values | Fully funded reserve | Update reserve study every three years | Ownership value increases | Achieved - Reserve study updated Apr 2020. Fully funded reserve provided no major price increases |
| Why do Owner's Care? | All capital projects weighted against prioritization criteria | Develop prioritization criteria | Publish annual list of capital projects with scoring for prioritization with budget | Achieved - Waterfall of major projects planned for next 5 years |
| No surprises to Owners' checkbooks | All maintenance projects weighted against prioritization criteria | Develop prioritization criteria | BOD and Management Company review maintenance projects weekly ensuring being measured against priorities | Achieved |
| Ownership value is increasing | Clear delineation of Boat Association and BBC Association responsibilities | Attorney review of each entities responsibilities | Boat Association is treated as the separate legal entity it is with separate insurance | Achieved - Boat Dock Association has separate insurance policies from BBC |
| Preferred vendor pricing is available | Preferred vendors developed and encouraged | Preferred vendors are screened for license and insurance Vetted references of quality work completed | Preferred vendors for electrical and plumbing are re-qualified yearly and posted on message boards | To be completed |
| Fully funded capital reserve | Only invoices reclassified at year end are those less than 30 days old | Review monthly financial statements as completed for possible reclass errors | Unqualified Audit | Achieved - FY 2019 Unqualified opinion, highest level of assurance a CPA firm can deliver |

Bonita Beach Club Association
Translating Strategy into Outcomes

| Processes | Target | Initiative | Measurement | Results Nov 19-Oct 20 |
|--|--|---|--|--|
| Vision: BBC is well-managed and run as a sound business | BOD Meeting summary posted within 7 days of meeting | FSR to draft meeting summary; BOD edits; email blast sent to Owners | Date posted; >80% meet goal | Achieved - > 90% |
| Why do Owner's Care? | Post month-end financial statements by 20th day of next-month | FSR to post to BBC website when monthly financial statements are available | Date received; >80% meet goal | Achieved - >90% |
| BBC is being run as a sound business with good business practices and controls | Annual plan of recurring maintenance documented | Monthly chart in office | Chart is used and updated in real time | To be completed |
| Peace of mind: Problems are not occurring in Owner's units and/or surrounding units | Each Unit has a file in office with documentation of work done on unit | Office creates file for each unit | Annual audit to ensure all units have an office file | Achieved |
| Work is done right there first time | Management Company processes improve staff efficiency and accountability | Implement automated time-tracking Happy interactions with Owners | Staff turnover <20% Each position feels the value they provide in their roles | Achieved - Turnover <20%; time tracking implemented |
| Good process reduces chaos and work is more efficient and effective | Engineer writes project specs for Project Managers overseeing large projects to improve quality control and verify work expected | Hire subject matter expert to manage project | Subject matter experts reports to BOD monthly during project and at project completion | Achieved - Bi-weekly reports on reroofing project to BOD; weekly to Owners. |
| | Contracts are published and renewals investigated in advance | Create database of all contracts with expiration date | All contracts renewed at least 60 days before expiration date or notice date, whichever is earlier | Achieved - Database created in prep for budget |
| | BOD has smooth handoff from one BOD to next BOD | New Board orientation held day after election with retiring, continuing and new Board members | New Board orientation occurs day after Board elections | Achieved - Scheduled day after Annual Meeting |

Bonita Beach Club
Waterfall of Major Projects by Year 2020 - 2025
2021 Reserve Budget

(\$s in thousands)

| | 2020 Est | 2021 | 2022 | 2023 | 2024 | 2025 |
|-----------------|-----------------------------------|------|------|------|------|--------------------|
| \$ 600 | Roofs | | | | | |
| 60 | Retaining Wall | | | | | |
| 35 | Electrical Panels | | | | | |
| 9 | Pool Heaters | | | | | |
| 3 | Treadmill | | | | | |
| 32 | Other | | | | | |
| 101 | Prior Year | | | | | |
| \$ 840 | Total 2020 | | | | | |
| \$ 500 | Roofs | | | | | |
| 337 | Mansard Roofs | | | | | |
| 60 | Lights | | | | | |
| 37 | Social Room | | | | | |
| 26 | Mailboxes | | | | | |
| 7 | Pool Furniture | | | | | |
| 28 | 2020 Holdover | | | | | |
| \$ 995 | TOTAL 2021 | | | | | |
| \$ 322 | Balconies/Breezeways | | | | | |
| 48 | Railings | | | | | |
| 83 | Courtyard Tile | | | | | |
| 50 | Tiki Hut | | | | | |
| 100 | Other | | | | | |
| 30 | 5% increase | | | | | |
| \$ 633 | Total 2022 | | | | | |
| 322 | Balconies/Breezeways | | | | | |
| 48 | Railings | | | | | |
| 36 | Pool plaster | | | | | |
| 30 | Tennis Court Fence | | | | | |
| 10 | Office refurbish | | | | | |
| 23 | 5% Increase | | | | | |
| \$ 469 | Total 2023 | | | | | |
| 234 | Paint | | | | | |
| 40 | Pool Heaters | | | | | |
| 14 | Tennis Court Fence | | | | | |
| 10 | Exercise room refurbish | | | | | |
| 48 | Other + 5% increase | | | | | |
| \$ 346 | Total 2024 | | | | | |
| \$ 234 | Paint | | | | | |
| 188 | Parking Lot | | | | | |
| 59 | Other | | | | | |
| 29 | 5% Increase | | | | | |
| \$ 510 | Total 2025 | | | | | |
| \$ 100 | | | | | | Contingency |
| \$ 3,894 | Total projects 2020 - 2025 | | | | | |

CN 2020 and 2021
 Includes \$28k holdover
 \$21k Pool heaters
 \$7k Mechanical

CN 2022
 \$63k Roof site bldgs
 \$29k Masonry
 \$4k Exercise Equip
 \$4k Reserve Study

Updated 7-30-20 from 5-6-20
 Redistribute roof pymts and Accelerate Mansard roofs to 2021 from 2026-2028
 Added 5% annual increase

**DRAFT Bonita Beach Club Estimated Project Calendar
Fiscal 2021**

| | 20-Oct | 20-Nov | 20-Dec | 21-Jan | 21-Feb | 21-Mar | 21-Apr | 21-May | 21-Jun | 21-Jul | 21-Aug | 21-Sep |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| One Time Board Designated Projects | | | | | | | | | | | | |
| 1 Build Seawall | x | | | | | | | | | | | |
| 2 Replace BBC Elec Panels | x | | | | | | | | | | | |
| 3 Replace roofs | x | x | x | | | | | | | | | |
| 4 Mansard Color Change/BOD Cmmte | x | x | | | | | | | | | | |
| 5 Replace Mansards | | x | x | x | x | | | | | | | |
| 6 Social Room Reno Planning/BOD Cmmte | | x | x | x | | | | | | | | |
| 7 Social Room Construction | | | | | | x | | x | x | | | |
| 8 Breezeway Lighting | | | | | x | | | | | | | |
| 9 Replace Mailboxes | | | | | | | | x | | | | |
| 10 Replace pool furniture as needed | | | | | | | | | | | | |
| 11 Replace pool heaters, as needed | | | | | | | | | | | | |
| 12 Pool mechanical as needed | | | | | | | | | | | | |
| 13 Annual Meeting | x | x | | | | | | | | | | x |
| 14 Completion of \$500k line of credit | x | | | | | | | | | | | |
| 15 Replace Ice Machine | x | | | | | | | | | | | |
| 16 Add new A/C to Bridge Room | x | | | | | | | | | | | |
| 17 Rules and Regulations/BOD Cmmte | x | x | | | | | | | | | | |
| 18 Parking Stickers/Hang Tags/BOD Cmmte | x | x | | | | | | | | | | |
| 19 Rules and Regulations/BOD Cmmte | x | x | | | | | | | | | | |
| 20 Add new A/C to Social Room | | | | | | | | | | | | |
| 21 126 - C Tax Assessment Research/Sale | x | x | x | | | | | | | | | |
| 22 2020 Audit | x | x | x | | | | | | | | | |
| 23 FP&L Audit | x | x | | | | | | | | | | |
| 24 No Trespassing Signs | | | | | | | | | | | | |
| 25 AED Replacement | | | x | | | | | | | | | |
| 26 Amend and Restate Articles/By Laws | | | | x | | x | | | | | | |
| 27 Rock Walls Repairs/Sealant | | | x | | | | | | | | | |
| 28 Sanitary Drain Cleaning - After Mansards | | | | | | | | x | | | | |
| 29 FSR Contract/BOD | | | | x | x | x | | | | | | |
| 30 FL DEP Lease/BOD | | | x | x | x | | | | | | | |
| 31 Fire Suppression Leak Bldg A | | | x | | | | | | | | | |
| 32 Insurance Renewal | | | | | x | x | | x | | | | |
| 33 Dryer Vent Cleaning | | | | | x | x | | | | | | |
| 34 Annual Operating/Reserve Budget | | | | | | | | | x | x | x | x |
| 35 Breezeway/Balconies/Railings Planning | | | | | | | | | x | x | x | x |
| 36 Tiki Hut Renovation Planning/BOD Cmmte | | | | | | | | | | | | x |

| KEY | | |
|----------------------|----------------------|--------------------------|
| 2020 Reserve Project | 2021 Reserve Project | 2022 Reserve Project |
| | | Operating Budget Project |

This is an estimate of when projects will occur; project timing may differ due to a variety of factors



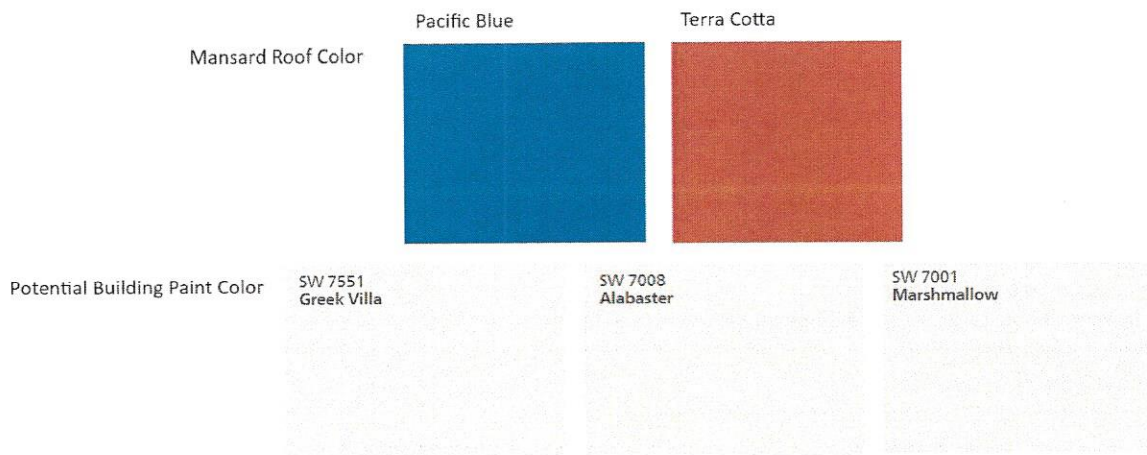
Bonita Beach Club Association, Inc.
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**Mansard Roof Replacement
Color Options - Renderings**

BBC Owners have a once every 20-year opportunity to choose the color of the Mansard Roof. The current color is Terra Cotta. To change this color requires a 75% majority vote because it is a material change. A recent owner survey indicated a desire to change to a Pacific Blue color, hence the request for your official vote.

There have been questions about what color the buildings might be painted. The Mansard Roof and Exterior Color Committee recommends a lighter color than the current cream-peach color to pair with the Pacific Blue mansard. Several colors are suggested in the same color family, which were used in nearby communities.

We will replace the roofs on other buildings in the community to match the color of the mansards.



The following pages contain some color option renderings to help you decide on your preference when voting.

Current image:

(note – the top left of the roof has some samples nailed up for reference; while it is more difficult to see in this photo, it could be helpful for those at the community)



Option 1 – Pacific Blue mansard, light exterior paint



Option 2 – Terra Cotta mansard, light exterior paint



**BONITA BEACH CLUB ASSOCIATION, INC.
SECOND NOTICE OF ANNUAL MEMBERS' MEETING**

To All Members:

on **Tuesday, the 10th day of November, 2020,**

at 7:00 pm ET

in the Bridge Room, 1st Floor,

located at 25720 Hickory Blvd., Bonita Springs, FL 34134

the Annual meeting of the Association will be held. Please note that Association members are strongly encouraged to submit your proxy to the Association and attend, participate, and view the Annual Meeting virtually because of the ongoing COVID-19 pandemic. To access the Annual Meeting virtually:

VOICE – Conference call line: 888-331-6331 Access Code: 5158299 - for all voice, including Zoom

VIDEO – ZOOM ID: 501 517 3028 Passcode: 25730; for voice use Conference call line above

If any member would prefer to attend in person, the Association is intending to accommodate no more than twenty (20) in-person attendees in the Bridge Room via a lottery system. To enter the lottery, please call or email the BBC office. The Association will contact you to confirm if you have been picked to attend the Annual Meeting in person.

The meeting agenda is as follows:

1. Call to Order by the President
2. Appointment of a Chairman of the Meeting (at the discretion of the President)
3. Proof of Notice of the Meeting; Determination of a Quorum
4. Approval of meeting minutes Nov 12, 2019
5. Announcement of Directors
6. Reports of Directors and Officers
7. Secret Bid for Annual Lease of Parking Space
8. Membership Vote
 - a. Vote Authorizing the Board of Directors to Install New Mansard Roof Color (Option 1)
 - b. Vote to Rollover Surplus Funds
9. Adjournment

At least a majority (50% + 1) of the voting interests in the Association must be present in person or by proxy in order to hold the meeting. It is very important that you either attend the meeting in person or submit your proxy in order for the meeting to occur.

There are two (2) seats available on the Association's Board of Directors. The Association received two notices of intent to be a candidate for the Board of Directors. As such, there will be no election. In alphabetical order, the members of the Board of Directors are Chuck Brashears, Kathie Nesi, Cheryl Newell, Anne Marie Razza, and Karen Sauter.

An organizational meeting of the Board of Directors will be held immediately upon the adjournment of the Annual Meeting for the purpose of electing officers and such other business as may lawfully be conducted.

**BY ORDER OF THE
BOARD OF DIRECTORS**



Karen Dickens, Licensed Community Association Manager
Dated: October 15, 2020

BONITA BEACH CLUB ASSOCIATION, INC.
LIMITED PROXY

The undersigned Owner(s) of Unit Number _____ located in Bonita Beach Club, a Condominium, hereby appoints (check one):

- _____ (a) Cheryl Newell, as President, on behalf of the Board of Directors; *or*
_____ (b) _____ (if you check (b), write in the name of your proxy)

as my proxy holder to attend the Annual Meeting to be held on **Tuesday, the 10th day of November, 2020, at 7:00 pm ET in the Bridge Room, 1st Floor, located at 25720 Hickory Blvd., Bonita Springs, FL 34134.** Failure to check either (a) or (b) above, or failure to write in the name of your proxy, shall be deemed an appointment of the President as your proxy holder. The proxy holder named above has the authority to vote and act for me/us to the same extent that I/we would if personally present, establish quorum, adjourn and/or continue meetings, with power of substitution, except that the proxy holder's authority is limited as follows:

LIMITED POWERS: For your vote to be counted on the following issues, you must indicate your preference below. I/WE SPECIFICALLY AUTHORIZE AND INSTRUCT THE PROXY HOLDER TO CAST MY/OUR VOTE IN REFERENCE TO THE FOLLOWING MATTERS, AS INDICATED:

1. Authority to Install New Color of Mansard Roof on the Condominium Buildings. Enclosed with this limited proxy is a document with Mansard Roof Color Options. The document lists Option 1 and Option 2. **Option 1** proposes the installation of a new color of mansard roof (**Pacific Blue**) for the Condominium Buildings. **Option 1 (Pacific Blue)** will need the approval of at least seventy-five percent (75%) of the total voting interests of the Association.

If the Association does not obtain the required vote, it will implement Option 2 – which is the installation of a mansard roof with a color that is substantially similar to the existing mansard roof color of the Condominium Buildings (terra Cotta). Do you authorize the Board implement **Option 1**? **The Board recommends voting "In Favor"**.

| |
|-----------------------------------|
| _____ In Favor _____ Against |
|-----------------------------------|

2. Budgetary Surplus. Vote to roll over any excess Association funds from the 2020 financial year ending September 30, 2020 into the 2021 operating budget, to offset the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604. Do you approve the rolling over of excess Association funds? **The Board recommends voting "In Favor"**.

| |
|-----------------------------------|
| _____ In Favor _____ Against |
|-----------------------------------|

PLEASE SIGN AND DATE PROXY IN THE SPACE PROVIDED BELOW
(Signatures of Owner/s *or* Designated Voter/s)

Signature of Owner: _____

Printed Name: _____ Date: _____

Place this Proxy in BLUE envelope, seal it and SIGN the outside of the blue envelope.

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

| |
|---|
| Substitution of Proxy |
| The undersigned, appointed as proxy above, does hereby designate _____ to substitute for me in the proxy set forth above. |
| Date: _____ Signature of Proxy: _____ |

YOU MAY RETURN THIS PROXY TO THE ASSOCIATION, AS FOLLOWS:

VIA E-MAIL:

Karen.Dickens@fsresidential.com

FAX:

239-992-9417

REGULAR

MAIL

OR

HAND

DELIVERY:

Bonita Beach Club Association, Inc.

25730 Hickory Boulevard

Bonita Springs, FL 34134

BONITA BEACH CLUB ASSOCIATION, INC
Secret Bid for Annual Lease of Parking Space
Undercover Parking Space Up for Bid: Space #24 under "B" Building

Directions:

1. Fill out the information below.
2. **Return your bid in the YELLOW envelope**
(No money is to be submitted at this time.)

All bids must be received by the BBC Office no later than November 10, 2020 at 5:00 pm ET.
The winner will be announced at the Annual Meeting.

Remit to:

Bonita Beach Club Office
Building C
25730 Hickory Blvd.
Bonita Springs, FL 34134

NAME: _____

UNIT #: _____

AMOUNT OF BID: _____

SIGNATURE OF OWNER: _____

BONITA BEACH CLUB ASSOCIATION, INC.

a Florida not for profit corporation

**NOTICE TO ASSOCIATION MEMBERS AND DIRECTORS OF THE ORGANIZATIONAL
MEETING OF THE BOARD OF DIRECTORS**

Notice is hereby given that a Meeting of the Board of Directors of the Bonita Beach Club Association, Inc. will be held on Tuesday, the 10th day of November, 2020, at 7:00 pm in the Bridge Room, 1st Floor, located at 25720 Hickory Blvd., Bonita Springs, FL 34134 immediately following the Annual Members Meeting.

Please note that Association members are strongly encouraged to submit your proxy to the Association and attend, participate, and view the Organizational Meeting virtually because of the ongoing COVID-19 pandemic. To access the Organizational Meeting virtually:

VOICE – Conference call line: 888-331-6331 Access Code: 5158299 - for **all** voice, including Zoom
VIDEO – ZOOM ID: 501 517 3028 Passcode: 25730; for voice use Conference call line above

The meeting agenda is as follows

1. Call to Order
2. Nomination of Officers
3. Election of Officers
4. Adjournment

**BY ORDER OF THE
BOARD OF DIRECTORS**



Karen Dickens, Licensed Community Association Manager

Dated: October 15, 2020



MONDAY, NOVEMBER 9TH

5:00 P.M. – 8:00 P.M.

MUSIC by Guitarist Nevada Smith performing

Catered BBQ. Make your own s'mores.

BYOB (in covered containers for beach)

Please bring your own chair

Sign up BY FRIDAY, NOVEMBER 6TH, Noon.

Welcome back party RSVP 2020.

Detach and return with payment to Bonita Beach Club Social Committee

NAME _____ Phone _____

OF PEOPLE _____ Amount enclosed _____ (PLEASE CHECKS ONLY)

\$18 PER PERSON.

Sign up by Friday November 6th.

MAIL TO:

BBC OFFICE

Attention: "Welcome Back Party" on outside of envelope

25730 Hickory Blvd.

Bonita Springs, Florida 34134

Chairpersons: Kathy Stueven 262 227 9829 and Marilyn Isham 414 899 3200