

Policy and Procedure Committee Meeting Minutes
September 5, 2018

Meeting called to order at 7:25 PM by Sharon Denson.

In attendance: Sharon Denson, Steve Watkins, Terry Zimmerly, Don Gassie, Jim Couey, Dan Rawlinson, Belle Baxter and Gwen Norris (scribe).

Items 1 and 2 CLUBS AND ORGANIZATIONS FORM 1020F, ADDITIONS TO 1020P; CLUBS AND ORGANIZATIONS LOG 1020 I

Sharon stated that the lawyer suggests that things stored outside the Club's designated area needs listed and photos taken. The list and photos need to be approved by the Board. If there is a question on an item there will be a logging. Little things like silverware don't have to be logged. Sharon said she asked Jodie to get an engraving tool to mark metal things.

There was discussion on 'common area' as the whole area (the Recreation Center); the 'exclusive common area' (designated in the common area) and the District which includes private homes. The coolers used at the Labor Day Event were discussed as they were not returned to their normal storage area. If the Club does not want the coolers loaned out, just say so. There was a question on whether 'yard sale' stuff should be stored in the area (for Crime Watch). There was discussion on the payment to Crime Watch's for delivering the Banner and Crime Watch's payment for kids to stuff the Banner sleeves.

Item 3 MARINA WORK AREA CONTRACT 1005 WAC

A change: Remove reference to 'spraying' from #3. They use rollers only. Sanding reference stays.

#1 Added the Marina Rules is referenced in the contract

Suggested added in #2: Crane Service requires a one week notice.

Suggested added in #1: Want to add directions to drive crane into area (north side entry). There could be a sign to direct cranes.

To be added at a later date: Add the list of crane operators so office can send them the Rules ahead of time.

Dan questioned the removal of motors which can be addressed later.

Last sentence typo 'it' changed to 'its'.

Jim Couey suggested we buy a crane for the District. He was tasked with getting quotes.

Insurance/liability was discussed.

Item 4 JAZZERCISE CONTRACT

The rental has been \$100/ month. It is a commercial venture. There are two session a week. We want a Policy for rental by a business. Jodie has left them a questionnaire with no response yet. Next month we will need to vote on a Policy and Rules. Sharon would like to bring in some other renters (like a Yoga group).

The Monday Night Jamming Session does not rent and entertains for no fee.

Jim suggests a waiver. The nonresident usage (Jazzercise) was discussed. We don't know if they have liability insurance.

Item 5. SHAKESPEARE CLUB

They wish to use the Hall on Sunday nights 7PM -9PM as a BG Club. A resident wrote the request. No one can join/participate with the Club. They have seven member Club. They will give a free presentation

for the community once a month. There was no end date on request. We need a policy. There was a question on why they need the Hall for their small group. It may be better if the District can 'kick out' the Club if there is another event coming up. This issue may be tabled for a month.

Item 6 MEETING DECORUM 1025P

The Policy is copied from the county's policy, written by the county's attorney, and will be voted on in the next BOT Meeting.

There was discussion on who will remove the offender. The sergeant of arms is not a position on the Board. A complaint form can be submitted by offender. The policy gives the BOT authority to remove an offender. The policy, once approved, can be made available for attendance at the meetings. We may need to call 911 if an offender needs removed. The BOT is not under Robert's Rules on this issue. The Policy is on the Agenda of the BOT Work Session first since some trustees are not attending this meeting.

Item 7 WOODCHOPPERS EQUIPMENT AND BUILDING 1020W

An old Policy was found in the documents. The Policy was re-numbered and needs to be adopted. It needs to be brought up at the Work Session. All tools and equipment are property of the District.

The timeframe on the loaning property (1024 C) was discussed. It excludes tables and chairs. It is for knowing were all the district stuff is.

The 1005C needs correction on \$100,000 typo corrected. There is no liability insurance on trailers, it must be on the vehicle.

Item 8 TRACTOR (mower) AND GULF CART

Policy 1024C includes a 30 day notice/request to dispose. The two items are 'shot'. They want to replace the items. The price for an old one is \$500.

Item 9 FOB POLICY (CHARGE FOR POOL)

The cost of a fob is about \$6.75. We charge \$40 for access to the marina/ramp. The marina fob could be activated for the pool. A family may want more than one fob for the pool. It was suggested to charge \$10 \$12, or \$15. A charge of \$10 for the pool access was decided whether a new fob or added to the marina fob.

Item 10 SCUBA DIVING CLASSES

They have requested use of the pool on Saturday and Sunday 8 AM-noon. They preferred 6-10 PM but there are no lights. Dive Florida offers free scuba lessons on Sundays 1-3PM. Sharing the pool was discussed. They have their own liability insurance. Don reminded us of the damage to the pool from previous scuba classes and the repair costs were never recovered.

There was a concern that this would be a case of a nonresident displacing a resident's access to the pool. Jim suggest we find 'room' for their use of pool for the income. Jim suggested a survey be made for this issue. Recently two surveys were in the Banner with no response. Rent charge for the pool is not set. There was no end date on the request. It will have to be voted on at BOT Meeting.

There may be ADA issues to address for commercial use of the pool.

We collected \$362 at the Labor Day Event from the concessions.

Florida League of Cities (insurance) will be here September 12, 2018. They will do a walk-through in the afternoon, will write a report, and go over the report with the BOT.

Item 12 BANNER POLICY – Tabled.

Terry Zimmerly asked about the ad in the Banner for \$25/hour tutoring, 3-7PM, 16 hours a week in Hall. It was a commercial ad. The HOA is sponsoring the tutoring. Lenny is involved. The fee seems high for our neighborhood. Kim has been stopped from accepting ads from individuals. The ads must be from the office to Kim. The ad had Joyce's name on it. It may not be right. Free tutoring is OK, but this appears to be a commercial venture.

The Banner Policy will be held off (tabled) a month.

Kim gives us a great deal on her services.

There was a request for help populating the database (keying in information) for new pool fob system. Jodie, Mahal, Sharon and Gwen will be trained on the system. The system could be up and running at the end of the week. The 27th is the date the fobs will be issued. The Marina database will be the first order of business as the pool season is almost over. There will be a photo of person with the fob.

Jim was asked to write an article for the Banner thanking Labor Day Event volunteers with photos.

Dan moved to adjourn. We adjourned at 9:00 PM.