

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustees Meeting
Wednesday; June 29, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Approval of Minutes: 5/11/22 BOT Work Session / 5/25/22 BOT Meeting / 6/14/22 Budget Hearing
6/15/22 BOT Special Meeting & 6/15/22 BOT Work Session
5. Treasurer's Report
 - Agenda Motion - Terry - Resolution 2022-01
6. Trustee Committee Reports
 - Policy & Procedure (Melanie)
 - Recreation (Jeanne)
7. District Office Manager's Report
8. Old Business
 - Agenda Motion - Melanie - FOBS for Use of Facility Policy - 1001P
 - Agenda Motion - Melanie - Marina Slip Procedure - 1005PR
 - Agenda Motion - Melanie - Marina Work Area Procedure - 1005WAPR
 - Agenda Motion - Melanie - Boat Trailer Policy - 1006P
 - Agenda Motion - Melanie - Swimming Pool Policy Residents - 1010SP
 - Agenda Motion - Melanie - Banner Submission Policy - 1017P
 - Agenda Motion - Melanie - FOB Annual Rate Sheet - 1025FOB RATE
9. New Business
 - Agenda Motion - Terry - Non-Resident Ramp Fobs
10. Resident comments agenda item 3 minutes
11. Announcements for Clubs & Organizations
12. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
May 2022

Ordinary Income/Expense	May 22	Budget	Oct '21 - May 22	YTD Budget	Annual Budget
Income					
4000 - Assessments					
4005 - Property Tax	7,298.72	43,595.42	481,389.19	348,763.32	523,145.00
4006 - Commission fees	-218.96	-1,177.08	-14,787.67	-9,416.68	-14,125.00
4007 - Excess fees (Excess commission fees)	0.00		14,410.12		
Total 4000 - Assessments	7,079.76	42,418.34	481,011.64	339,346.64	509,020.00
4100 - Rent					
4111 - Screen Room Rental	50.00	83.33	450.00	666.68	1,000.00
4120 - Hall Rentals	2,175.00	1,666.66	13,772.21	13,333.36	20,000.00
4150 - Marina Rentals					
4151 - Slip Rental					
4152 - Resident slip rentals	102.00	3,750.00	42,076.61	30,000.00	45,000.00
4153 - Non Resident slip rentals	0.00	6,042.00	69,451.02	48,336.00	72,500.00
4158 - Homeowner-Non Resident	0.00	625.00	6,162.00	5,000.00	7,500.00
Total 4151 - Slip Rental	102.00	10,417.00	117,689.63	83,336.00	125,000.00
4154 - Small Boat Area	96.00	416.67	1,344.00	3,333.36	5,000.00
4156 - Trailer Space Rental	90.00	166.66	3,060.00	1,333.36	2,000.00
4157 - Gate Keys	170.00	433.33	7,475.00	3,466.68	5,200.00
4162 - NR Boat Ramp	1,240.00		7,644.06		
4805 - late fees	0.00		100.00		
4825 - Work Area/Pressure Washer	140.00		1,889.81		
Total 4150 - Marina Rentals	1,838.00	11,433.66	139,202.50	91,469.40	137,200.00
Total 4100 - Rent	4,063.00	13,183.65	153,424.71	105,469.44	158,200.00
4300 - Pool					
4360 - Pool FOB	0.00	91.67	1,217.92	733.32	1,100.00
Total 4300 - Pool	0.00	91.67	1,217.92	733.32	1,100.00
4500 - Publications					
4530 - Banner - Classified Ads	0.00		10.53		
4540 - Banner - Refund/Reimbsmt Income	0.00		125.00		
Total 4500 - Publications	0.00		135.53		
4600 - Interest Income (Interest Income)	114.53	41.67	522.85	333.36	500.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

May 2022

	May 22	Budget	Oct '21 - May 22	YTD Budget	Annual Budget
4800 · Miscellaneous Income					
4802 · Office Services	0.00		59.80		
4815 · Insurance Refunds	0.00		5,911.00		
4830 · Over/Short	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	4.17	1.35	33.36	50.00
Total 4800 · Miscellaneous Income	0.00	4.17	5,972.15	33.36	50.00
Total Income	11,257.29	55,739.50	642,284.80	445,916.12	668,870.00
Gross Profit	11,257.29	55,739.50	642,284.80	445,916.12	668,870.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	3,053.00	3,333.33	26,281.00	26,666.68	40,000.00
5130 · Wages - Maintenance	7,406.75	9,333.33	64,387.04	74,666.68	112,000.00
5132 · Wages - Dockmaster	700.00	750.00	5,600.00	6,000.00	9,000.00
5133 · Marina Project Manager	0.00		0.00		
5135 · Wages - Pool	0.00	2,000.00	4,067.37	16,000.00	24,000.00
5170 · Health Insurance Compensation	250.00	583.33	2,175.00	4,666.68	7,000.00
5210 · FICA-941 Taxes	872.86	1,666.67	7,842.08	13,333.32	20,000.00
5215 · Unemployment Taxes	16.00	50.00	437.84	400.00	600.00
5610 · Accounting Fees	650.00	1,125.00	6,575.00	9,000.00	13,500.00
6080 · Travel Mileage	0.00	41.67	0.00	333.32	500.00
Total 5100 · Wages, Taxes and Fees	12,948.61	18,883.33	117,365.33	151,066.68	226,600.00
Total 5000 · Administration Expenses	12,948.61	18,883.33	117,365.33	151,066.68	226,600.00
5200 · Marina Expense					
5250 · Property Tax	0.00	416.67	5,767.63	3,333.32	5,000.00
5575 · Marina Repair/Maintenance	1,459.95		3,902.67		
Total 5200 · Marina Expense	1,459.95	416.67	9,670.30	3,333.32	5,000.00
5300 · Security					
5311 · Security Camera R&M	0.00	166.67	321.27	1,333.32	2,000.00
Total 5300 · Security	0.00	166.67	321.27	1,333.32	2,000.00
5400 · Utilities					
5410 · Electric	961.76	1,291.67	10,107.98	10,333.32	15,500.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance May 2022

	May 22	Budget	Oct '21 - May 22	YTD Budget	Annual Budget
5420 · Water/Sewer	908.22	1,350.00	10,972.04	10,800.00	16,200.00
5430 · Telephone	0.00	250.00	687.13	2,000.00	3,000.00
5440 · Gas/Propane	0.00	8.33	0.00	66.64	100.00
5460 · Internet	232.57	100.00	1,359.42	800.00	1,200.00
Total 5400 · Utilities	2,102.55	3,000.00	23,126.57	23,999.96	36,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	492.70	733.33	4,647.18	5,866.68	8,800.00
5512 · Repairs, Maintenance & Supplies	812.82	675.00	4,580.32	5,400.00	8,100.00
5515 · Janitorial and Cleaning	0.00	250.00	2,048.14	2,000.00	3,000.00
5516 · Gasoline (Grounds machinery fuel)	0.00	66.67	60.00	533.32	800.00
5520 · Maintenance Equipment	448.39	250.00	880.27	2,000.00	3,000.00
5530 · Pest Control	0.00	83.33	1,565.00	666.68	1,000.00
5560 · Landscaping					
5560.1 · .1 Ball Field Project	0.00		169.86		
5560 · Landscaping - Other	1,188.87	1,916.67	8,846.79	15,333.32	23,000.00
Total 5560 · Landscaping	1,188.87	1,916.67	9,016.65	15,333.32	23,000.00
5580 · Pool Maintenance	250.00	416.67	250.00	3,333.32	5,000.00
5585 · Pool Repair/Replacement	0.00	1,250.00	2,214.97	10,000.00	15,000.00
5590 · Pool Chemicals	700.00	1,333.33	5,360.95	10,666.68	16,000.00
5591 · EPANWater	0.00	102.50	216.00	820.00	1,230.00
5683 · Certification Reimbursement	0.00	41.67	0.00	333.32	500.00
6500 · Playground Expense	0.00	125.00	0.00	1,000.00	1,500.00
Total 5500 · Building and Grounds	3,892.78	7,244.17	30,839.48	57,953.32	86,930.00
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	183.33	1,135.84	1,466.68	2,200.00
5650 · Postage	0.00	41.67	1,058.70	333.32	500.00
5660 · Legal Fees	100.00	833.33	4,950.00	6,666.68	10,000.00
5665 · Seminars, Training and Fees	0.00	83.33	175.00	666.68	1,000.00
5670 · Office Supplies/Expenses	204.02	666.99	3,253.67	5,336.20	8,000.00
5680 · Audit Fees	5,900.00	985.00	11,800.00	7,880.00	11,820.00
5682 · Organizational Fees and License	105.90	125.00	125.90	1,000.00	1,500.00
5686 · Website Maintenance	100.00	100.00	842.34	800.00	1,200.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

May 2022

	May 22	Budget	Oct '21 - May 22	YTD Budget	Annual Budget
5690 · Advertising	173.16	41.67	447.61	333.32	500.00
6020 · Bank Fees	552.05	666.67	7,577.54	5,333.32	8,000.00
6040 · Trustee Election	0.00	416.67	0.00	3,333.32	5,000.00
Total 5600 · Other Administration Expense	7,135.13	4,143.66	31,366.60	33,149.52	49,720.00
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	750.00	4,610.00	6,000.00	9,000.00
5632 · Insurance - Workers Compensatio	0.00	894.17	6,934.50	7,153.32	10,730.00
5633 · Insurance - Auto Liability	0.00	18.33	119.00	146.68	220.00
5634 · Insurance -Property	0.00	916.67	12,326.50	7,333.32	11,000.00
5635 · Insurance - Flood	0.00	550.00	0.00	4,400.00	6,600.00
Total 5630 · Insurance-Business	0.00	3,129.17	23,990.00	25,033.32	37,550.00
5700 · Publications Expense					
5711 · Banner composition	390.00	266.67	2,860.00	2,133.32	3,200.00
5720 · Banner - Printing Costs	0.00		284.12		
5740 · Banner - Paper Delivery	45.00		624.45		
5750 · Banner - Office Supplies	0.00	183.33	0.00	1,466.68	2,200.00
Total 5700 · Publications Expense	435.00	450.00	3,768.57	3,600.00	5,400.00
5800 · District Recreation					
5830 · Expenses -	0.00	250.00	7.41	2,000.00	3,000.00
Total 5800 · District Recreation	0.00	250.00	7.41	2,000.00	3,000.00
5900 · Capital Layout					
5901 · Survey	0.00		0.00	0.00	0.00
5907 · Basketball Court	0.00	0.00	0.00	0.00	0.00
5909 · Screen Room Repair	0.00	0.00	0.00	0.00	0.00
5911 · Pool Repairs	0.00	18,055.83	0.00	144,446.68	216,670.00
5921 · Capital Layout Exercise Path	0.00	0.00	0.00	0.00	0.00
5922 · Hall Floors	0.00	0.00	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00	0.00	0.00
Total 5900 · Capital Layout	0.00	18,055.83	0.00	144,446.68	216,670.00
Total Expense	27,974.02	55,739.50	240,455.53	445,916.12	668,870.00
Net Ordinary Income	-16,716.73	0.00	401,829.27	0.00	0.00
Net Income	-16,716.73	0.00	401,829.27	0.00	0.00

Bayshore Gardens Park & Recreation District

Balance Sheet

As of May 31, 2022

May 31, 22

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	148,067.36
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	33,227.34
1016 · Savings - Operating 5/3 4032	449,139.41
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	112,591.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-4,003.23
Total 1019 · Savings Reserves 5/3 5013	196,376.77

Total Checking/Savings 863,160.88

Accounts Receivable

1100 · Accounts Receivable 57,723.81

Total Accounts Receivable 57,723.81

Other Current Assets

11500 · Water Boy Bottle Deposit	35.00
11600 · A/R Lupson (gate repair)	150.00
1499 · *Undeposited Funds	2,355.00

Total Other Current Assets 2,540.00

Total Current Assets 923,424.69

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,307,197.93
1920 · Recreation Area	1,768,907.19
1940 · Recreation Area F & E	97,308.64
1960 · Machines & Equipment	93,144.21
1980 · Office Furniture and Equipment	36,158.54
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,195,385.52
1999 · 2019-2020 FY Reserve Expenses	59,521.69

Total Fixed Assets 2,620,301.56

Other Assets

1800 · Utility Deposits 280.00

Total Other Assets 280.00

TOTAL ASSETS 3,544,006.25

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District
Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	16,580.75
Total Accounts Payable	<u>16,580.75</u>
Credit Cards	
2055 · Fifth Third CC	-4,262.00
Total Credit Cards	<u>-4,262.00</u>
Other Current Liabilities	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2215 · SUTA Payable	-0.70
2220 · FUTA Payable	-4.20
2300 · Garnishment of Wages	-309.16
2100 · Payroll Liabilities - Other	-1,858.61
Total 2100 · Payroll Liabilities	<u>-2,172.67</u>
2171 · Sales Tax Payable	865.40
2500 · Security Deposits	
2501 · Hall Security Deposits	210.00
2502 · Marina Security Deposits	34,750.00
2503 · Screen Room Deposit (Screen Room Deposit)	-610.00
Total 2500 · Security Deposits	<u>34,350.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
Total Other Current Liabilities	<u>86,571.14</u>
Total Current Liabilities	<u>98,889.89</u>
Total Liabilities	98,889.89
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,732,745.18
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
Net Income	401,931.88
Total Equity	<u>3,445,116.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,544,006.25</u></u>

RESOLUTION 2022-01

A RESOLUTION TO AMEND THE 2021-2022 BUDGET OF
BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Whereas, The Bayshore Gardens Park and Recreation District is a tax supported Special purpose district authorized under the provisions of House Bill 997, the 2002 Legislature, Florida Law 2002-365, to charge a "Recreation District Tax" on all taxable real property and,

Whereas, the Board of Trustees held a properly advertised public Board of Trustee Meeting in accordance with Florida Statute 189.015 to amend the Budget for the fiscal year 2020-2021.

Whereas, the provisions of Florida Law 189.016 (6)(C) require that the Board of Trustees amend the budget by Resolution for the transfer of balance brought forward from the fiscal year 2020-2021.

Now, therefore, be it Resolved by the Board of Trustees of Bayshore Gardens Park and Recreation District to the following accounts:

- \$105,481.00 from Reserve Operating (1000) to Reserve Pool (1023)
- \$40,000.00 from Capital Layout Screen Room (5909) to Capital Layout Pool (5911)

1. The Resolution shall become an attachment to the minutes.
2. This Resolution shall be posted on the Official Website for a minimum of two years.
3. The Resolution shall be forwarded to Account for adjustment to the Budget.
4. The Resolution shall be made a part of the funds available for 2021-2022.

Adopted: 6/29/2022

Morris Raymer, Chairman

Terry Zimmerly, Treasurer

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Policy, Procedure Contact Meeting Date: June 15, 2022

Type of Meeting: ~~Work Session~~ Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Correct-let money, specific words
ie. ID, fobs

Fobs for use of Facility Policy 1001 P
Marina Slip Procedure 1005 PR
Marina Work Area Procedure 1005 WAPR
Boat Trailer Policy 1006 P
~~Trailer Parking Rates 1006 R~~

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: ~~None~~ 7 policies or procedures

Swimming Pool Policy Residents 1010 SP
Banner Submission Policy 1017 P
Annual Rate Sheet 1026 FOB Rate

Board Trustee: Melanie Woodruff Date: 6-7-22

Print Name: Melanie Woodruff

Received by: [Signature] Date: 6-7-22

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
FOBS FOR USE OF FACILITY POLICY

1001P

The facilities of Bayshore Gardens are for the use of the **residents** and their **guests**.

Section 3 Use of district facilities - Persons entitled to use the district facilities and property of the district shall be limited to residents within the district, their family members and guests, and such other persons and groups as the trustees may authorize from time to time. The property of the district shall consist of real or personal property and improvements now or hereafter acquired, elected, or purchased by the trustees for the district. For the purposes of this act, each parcel of property in said district is hereby declared to be uniformly and generally benefited by the provisions hereof. Charter 2002-365

Owner/Residents/Non-Residents Contract Holders may obtain their Bayshore Gardens FOB by coming to the office with picture identification that contains their Bayshore Gardens address as proof of residency.

Renters/Residents/Non-Resident Contract Holders may obtain their Bayshore Gardens FOB by coming to the office with picture ID as proof of residency in Bayshore Gardens. If the renter does not have documentation to prove his/her residency, the owner of the rental property may also execute authorization for the renter by completing form 1001F. Only one family and their guests registered at an address may have the use of the facilities as residents.

FOBS must be renewed annually. The FOB expires September 30th of each year.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA SLIP PROCEDURE

1005PR

Renewed Annually on October 1st

1. Dock Master assigns slip number.
2. District Office shall complete Marina Vessel Slip Contract and Marina Rules and Regulations.
 - a. Make a copy of registration and liability insurance for the file
 - b. Make copy of contract for Lessee and Dock Master
 - c. If trailer rental, include agreement
 - d. Record information in the Data Base
3. Give FOB to renter of slip.
 - a. Boat Slip Lessee is entitled to one free FOB, extra keys See rate schedule
 - b. Trailer space lessee pay for a FOB. See rate schedule
4. Give BG sticker to Lessee to be placed on vessel and or trailer.
5. Fill out Marina Deposit Slip (under counter) Itemize payment on receipt.
 - a. Pink copy goes to renter
 - b. Yellow copy goes with payment
6. Place deposit in District Bank Bag in safe.
(Will be deposited with other weekly deposits - See Deposit Procedure)

**Note: Rates are different for residents and non-residents; be sure to check rate sheet.
(Non-residents can not rent trailer space)**

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA WORK AREA PROCEDURE

1005WAPR

Resident Boat owners may use the Work Area with signed agreement executed with the District. The Agreement will include the starting and ending dates of the Work Area use. (not to exceed one month per agreement, may be extended) The Dock Master will designate the place for the boat to be kept. The Agreement shall include a hold harmless clause to protect the District. The extension will be contingent upon other residents waiting to use the facilities.

The District Office will maintain a list of residents on the waiting list for Work Area and dates requested. Boat Slip Lessees will have priority.

Boat Slip lessees will be charged See rate schedule per week during the term of the Agreement, to be paid at time of executing the agreement.

Non-Boat slip users will be charged See rate schedule per week during the term of the Agreement to be paid at time of executing the agreement.

The Boat must be removed from the work area on the date specified in the Agreement.

FOB fee will be refunded when returned.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOAT TRAILER POLICY

1006P

Only residents of Bayshore Gardens and Non-Residents with a boat in the marina are entitled to rent a long-term trailer parking space. Spaces are limited and will be allocated on a first come basis and must be in conjunction with boat slip rental.

Non-Resident slip holders may park their trailer on the Marina grounds hooked to tow vehicle while launching a boat or removing from the water.

The trailer may be in the marina grounds without boats while owner is working on boat in work area. Temporary trailer hooked to tow vehicle may be parked on grass behind boat ramp, across from boat slips and in front of gate.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
SWIMMING POOL POLICY RESIDENTS

1010SP

CHARTER 2002-365

Section 3 Use of district facilities - Persons entitled to use the district facilities and property of the district shall be limited to residents within the district, their family members and guests, and such other persons and groups as the trustees may authorize from time to time, the property of the district shall consist of real or personal property and improvements now or hereafter acquired, erected, or purchased by the trustees for the district. For the purposes of this act, each parcel of property in said district is hereby declared to be uniformly and generally benefited by the provisions hereof.

For Pool to be open the water temperature in the pool must be at least 70 degrees.

The swimming pool shall be for the use of residents and their guests and others as approved by the Board of Trustees on a case-by-case basis.

At least one Lifeguard and one pool attendant shall be on duty when pool is open to the public.

The residents and their guests shall sign a waiver and the residents shall obtain a pool FOB annually **See Rate Schedule** before using the pool. A guest may come to the pool with the resident.

The pool shall be closed 8:00AM until noon daily to the public unless one lifeguard and one pool attendant is on duty. The Board may authorize Bayshore Gardens Clubs and Organizations the use the pool during the 8:00AM until Noon (or until lifeguards and pool attendant are present) for Lap swimming / organized exercise. The time for lap swimming / exercise may be extended if Lifeguards and pool attendants are not available after noon. No one under the age of 10 will be admitted to the pool for lap swimming without a lifeguard and a pool attendant on duty unless accompanied by an adult.

Pool hours will be published. See Website

At least one Lifeguard and one pool attendant must be on duty when pool is open to the public. Should the District experience a shortage of lifeguards the pool will be closed to the Public during the hours that Lifeguards and pool attendants are not on duty.

Should the Board of Trustees authorize non-residents the use the pool, the charges per swim will be set by the Board at the time approval is granted to non-resident/s group. The non-resident/s shall sign a waiver before entering the pool area. The non-resident events shall have a certified lifeguard on duty at their expense.

Approved: 5/15/18 *Sharon Deussen*

Revised: 6/19/18 Revised:11/21/18 Revised:3/19/19 Revised: 4/28/21 Revised: 6/29/22

Effective: 5/15/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BANNER SUBMISSION POLICY

1017P

The Bayshore Banner is a newsletter that is published by the District to inform the community of the business and activities of the District. The Banner is intended to further the recreational purposes of the District by informing the residents of upcoming events within the community as well as keeping the residents informed of the business of the District.

Trustees are encouraged to place articles about their areas of responsibilities. Bayshore Gardens Board of Trustee Regular meeting minutes may be published in the Banner.

The Office Manager is encouraged to place articles in the Banner of interest to the District.

The Banner is funded in part from the sale of advertisements. Commissions may be paid for contracts / payments received. Costs not covered by the advertisements, are paid from the funds of the District.

The Board of Trustees Chairman shall determine the number of Banners to be printed on a month-to-month basis. The Chairman or his designee will notify the publisher of the number of Banners to be printed by the 20th of the month prior to publication.

Advertisements are solicited for goods and services of interest to the residents of Bayshore Gardens. In addition, political ads are sold to candidates/candidate committees seeking the vote of the residents of Bayshore Gardens.

Individuals may purchase space in the classified section for items appropriate to those categories.

Clubs, groups, and organizations of Bayshore Gardens may submit articles to the District for inclusion in the Banner at no charge provided they meet the following:

1. Articles must be submitted to the District Office, if sent to Banner editor, the article will be rejected.
2. Contributors must be a member of a Board of Trustee recognized club or organization within the District. Club/Organization must notify the District of the (1) contact person for submission to the Banner.
3. Articles shall be limited to past, current, or upcoming activities or events of the club or organization.
4. Clubs, groups, or Organization may not take a political position in their submission.
5. Articles must be submitted ready for publication with the preferred format tif or pdf.
6. Photos must be 300 dpi.
7. Personal opinions are prohibited.

All articles submitted to the District Office for placement in the Banner must be received in the District Office by the 15th of the month and shall be reviewed for typographical errors and compliance with the above requirements by the Banner Trustee. All Club submissions must be received in the District Office by the 20th of the month prior to publication.

All Banner ads must be received by the 15th of the month and paid for prior being sent to publisher.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
FOB ANNUAL RATE SHEET

1026FOB RATE

POOL

RESIDENT ONLY \$20.00 ANNUAL FEE PLUS TAX
REPLACEMENT FOB \$10.00 PLUS TAX

BOAT RAMP

RESIDENT ONLY \$90.00 ANNUAL FEE PLUS TAX
NON-RESIDENT \$400.00 ANNUAL FEE (LIMIT 20 CONTRACTS)

MARINA

WITH CONTRACT FIRST FOB IS FREE
ADDITIONAL FOB'S PER CONTRACT @ \$90.00 EACH PLUS TAX.

WORK AREA

RESIDENT/SLIP HOLDER \$40.00 PLUS TAX TO BE REFUNDED WHEN JOB COMPLETE AND FOB RETURNED

RECREATION HALL

RESIDENT FOB RENTAL FOR EVENT \$40.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

NON-RESIDENT FOB RENTAL FOR EVENT \$80.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

Approved: 8/25/21
Revised: 6/29/22
Effective: 8/25/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Non-Res. Ramp Fobs Meeting Date: 6-29-22

Type of Meeting: _____ Workshop _____ Board Meeting

Motion: Discussion: _____ (check one)

Rationale for Request: _____

Add an additional 10 Non-Resident Marina Ramp Access FOBS. Bringing total to 30 per year.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Additional \$4,000 income to District

Board Trustee: Terry Zimmermanly Date: 6/20/22

Print Name: Terry Zimmermanly

Received by: Hia [Signature] Date: 6/20/22