

# Bayshore Gardens Board of Trustees Workshop Minutes

## March 6, 2019

Draft by Gwen Norris

**Item 1. Roll Call.** A pledge to the flag was performed. A roll call was taken. Trustees in attendance were Belle Baxter, Jim Frost, Steve Watkins, Sharon Denson, Terry Zimmerly, and Jim Couey. Others were Gwen Norris, scribe, Allan Riga, Barbara Greenberg, Suzanna Young, and Don Gassie. A quorum is not needed. Sharon opened the meeting at 7:00 pm.

Jim Frost announced the passing of John Lamb, Trustee. Condolences go to his family. Sharon said there will be an opportunity for a donations once the arrangements have been made.

Suzanna suggested a card or something to the family of Norma McKeever who passed away. The notice was in the Banner. Norma had been a past Trustee and volunteer editor of the Banner for years.

**Item 2. Trustee Frost Proposals for district.** Jim began his presentation from the podium with Manatee Home Inspection's building 'wellness' report. He said we found some issues need resolved sooner than others. He said the County asked to have the Hall up to code to approve all of the permits instead of just the ones he wants done. He said that he wanted to have the windows permits but the County said not until the building is secured to the foundation.

**Review of the building health inspection** - Jim went over the following items:

Report page 2. The plantings are overgrown and need cut back above the pool side bathrooms.

Report page 3: Jim Frost said the main building roof is in good shape except they found a couple of areas where the roof edge vent were storm damaged that needs fixed. Jim said he has a quote to repair them. He said the gutter system is sagging and needs re-strapped.

Report page 4: This shows overgrowth that is touching the building that need cut. Jim Frost said the screen room roof is past its life expectancy, leaking and causing a problem. He said the screen room will need a new roof. He said he has three quotes for the roof repair ranging from \$8,000 down to \$6,700. He said that at the same time the floor of the screen room will be resealed with the epoxy coating (same color as the front ramp and breezeway). A sample of the epoxy is in the office for viewing. He said the work includes securing the beams from the roof to the floor, where rotted at the bottom. Jim Couey asked about the proposed screen room lengthening (making it bigger) and whether it would be done at the same time. Jim Frost said we need to fix what we have and then go forward. He said that the expansion can be done later and would not effect this work. He said that the proposal of a deck needs to be reevaluated. He said the roof replacement will allow lengthening the area in future budgets. He said the epoxy on the floor would need to be done after the roof work because of the rot at the bottom. Jim Frost said, in the larger picture, he proposes a bathroom inside the back of the storage room with access to the screen room. Sharon said that none of these proposals are approved at this time. Don Gassie asked about coating the screen room roof. Jim Frost said that it would not work as the metal has holes and leaks. Allan Riga asked if the rafters will be 4x6 for future expansion. Jim Frost said that currently there are 2x2's holding the roof and they will be replaced. He said the contractors said the room could be extended 10' to 15' more with the proposed height. Gwen asked if the County requires the floor epoxy. Jim Frost said the County is not requiring the epoxy, however it will prevent the concrete from wearing out and stop its degrading. Sharon asked for a rough estimate to repair the screen room; the roof, floor and posts. Jim Frost said the quotes for the roof are from \$6,750 to \$8,000 which include 'Simson Strong Ties' for the post mounts. He said the metal is rusted out at the bottom

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and needs to be replaced per the engineer. He said engineer did not charge for this service and the firm is charging minimal for a lot of service. He said that he has only one quote on the installation of the Simson Strong Ties and one on re-screening. He said the plan is to remove the screen, paint the aluminum, replace the screen, and raise the kick plate to the water does not get in to rot the post bottoms again. He said that probably under \$15,000 the screen room would be up to speed. Jim Frost said that the work will replace the rafter joists, add plywood, water proof barrier, and new galvanized roof. Terry asked about the flooring costs. Sharon said the sample of the flooring in the office is white background with caramel color to dark chocolate chips. Jim said the flooring is nonskid and easy to wash. Jim Frost said screen room flooring lowest estimate is \$4,855.50 which includes grinding the concrete, bonding it where needed and closing all of the pores and patching the cracks.

Report page 6: Jim Frost said there are fascia and trim coming apart at the screen room and office. He said that Jodie needs to put these on the maintenance list to have them adjusted.

Report page 7: Jim said that the pier piles are not connected. He said Simson Strong Ties are recommended by the County. He said that they will be placed at each column under the hall. He said that we need signed plans from an engineer for this work. He said that the plans should be in Friday and will be submitted to the County for approval so the other permits will go faster. Jim said that soft wood rot was found at the entrance of the breezeway needs replaced. He said that the cornerstone is there with the year '1956' shown. He said no termites were suggested. Jim said that the proposed gutters will help stop the ponding there and keep the area dry. He said that there are quotes for the gutter work to protect the area better.

Report page 8: Jim Frost said the entrance ramp is not to code. He said it is less expensive to redo the concrete work on the ramp than power doors, buttons and locks. He said the concrete work of the ramp will start next week. He said they will tearing it out and rebuilding it, then everything that is grey will be prepped for epoxy surface. He said his and their goal is to be done by March 20<sup>th</sup> for the County's Town Hall. Sharon said during this work we will use the screen room entrance with signs directing people. Jim Frost said that both the breezeway and front ramp epoxy work will be at the same time. He said that once the epoxy is in it is a three hour dry-time. Gwen asked if the contractor is aware that the power may be out. Jim Frost said that he is bringing a generators on standby for that day. Jim said that the gate at the breezeway chain link gate and fence will be replaced eventually. Jim said the back door wood steps need to be redone due to rot. Terry asked about ADA for the proposed bathroom in the storage room. Jim said that that bathroom will not need to be ADA compliant since the pool bathroom is ADA.

Report pages 9 and 10: Jim noted more screen room wear and tear that needs fixed, and there is vinyl siding needing repair.

Report pages 11 through 14: Jim noted the vinyl siding needing fixed. He said these pages show the electrical system is good.

Report pages 14 through 15: Jim said that the Dock Master's Office need a couple or ungrounded outlets and an exhaust fan in the records room that is not properly wired. He said it is unplugged until addressed. He said the screen room area has a couple of outlets that have the hot and neutral wires that need fixed. He said that in the kitchen, where the stoves are, the outlets need to be GCFI.

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Report pages 16 and 17: Jim said the report shows broken wires (loose) in the outlets that need to be fixed and the refrigerator which was unplugged. He said they checked out the lighting and ceiling fans and are ok in the screen room.

Report page 18: He said water can get in where the light for the flag where there is a hole needs fixed. He said Jodie can put this on a maintenance list.

Report pages 19 through 21: Jim said the HVAC checks out well. He said that there is a proposal to add heat strips or may switch to heat pumps. He said heat pumps are more efficient. The report shows faucets leaking that can be on the maintenance list. And leaking sink in the men's bathroom off the breezeway that needs repair by maintenance.

Report pages 22 and 23: Jim noted the corrosion and faucet leaks that can be done by maintenance.

Report page 24 and 25: Jim noted a problem at the drains that need sealed up and maintenance can do it.

Report pages 26 and 27: Jim said in the hall it shows a wet place on the floor between the toilet and sink he investigated and found the soap dispenser leaking on the floor. He also noted the broken tiles at the bathrooms that will be fixed with the hall renovation. He noted that the windows and screens are in need of repair by the offices, which will be replaced with all windows in the hall renovation. He noted cracks in the windows noted and broken screen in the screen room.

Report pages 28 through 30: Jim Frost noted shows screen room screens loose that need replaced and window rot. He added the windows are really old and in desperate need of work in the building. He said the window switch out will lower our electric bill. Sharon asked that the project be brought forward soon so they can be corrected. Jim Frost said he has three bids on the windows and the hall work quotes are almost ready to come before the Board. He asked that all questions come to him within the next week or two and can show them the plans. He thinks the BOT can vote on it on the 19<sup>th</sup>. Jim Frost has arranged to have the hall remodeled in August without impacting the hall renters as there are no bookings. He has talked with three contractors about costs. He said they want 20% over cost normally, except one that is chosen (resident owner), is looking for 10% to 15% over cost for electrical, plumbing and framing work, which would save money. He said that the rest of the work would be done separately with other contractors with the district pulling the permits and saving a lot of money. He said that he will work as the contractor, if the Board approves, and he will handle the permits except the electrical, plumbing and framing work. He said that for windows and doors he can do the permits and call the contractors in. Jim said that the proposed cam lights will need an electrical permit but the repairs to the electrical system (outlets) do not need a permit. Jim said that Don Baith can repair and replace as previously approved. Steve suggested that the additional items from the inspection could be listed by Jodie and added to Don Baith's current list.

Report pages 31 and 32: Jim noted that the double doors, entrance and back of the hall, are at their life expectancy and are leaking at the windows and have some rot. He said the door quotes are coming from \$25,000, to \$15,000 or \$7,000 each. He said that the original plan was to replace with double doors which are not ADA friendly because both doors would need to be opened for them. He proposes a 36" wide door with a side window/door with window lights that could be opened for

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deliveries. He said that both configurations are at the same cost. There was discussion on the door configuration proposal. Jim noted the rot at the wood snow cone storage room needs fixed on pages 31 and 32. The report shows the screen room doors need repaired. The screen room doors would be part of the screen room work.

Report pages 33 and 34: Jim noted the screen room door drags and needs the hinges adjusted.

Report page 35: He noted that there is some disarray to the bathroom dividers that will get attention when renovating the hall.

Report page 36 and 37: Jim noted both of the ovens and stoves and plumbing passed inspection in the kitchen. He noted the appliances were in decent shape. He noted maintenance stuff on these pages.

Report pages 37 through 54: Jim said shows maintenance stuff Jim stated that the video plumbing drain inspection found the PVC sections to be ok. He noted that for a building built in 1950's it was maintained well and we are now in a high maintenance mode. Jim noted that these were maintenance things to put on Jodie's list to be fixed as time allows.

Sharon said the hand dryers are here. Jim Frost said they will installed soon.

**Sewer drain:** Jim Frost said the plumbing outside the building has a problem. He said that the cat iron (CI) pipe that is collapsing. He said that there is PVC pipe to the CI pipe then PVC to the road. He said the CI pipe is ok under the asphalt, but collapsing near the corner of the building. The video found the problem. Jim said we have three quotes on that repair: Cool Today \$1097; LaPensee \$2,400; and Richards Plumbing \$875. Richards is in Bayshore area and wanted to help us out. Sharon said that the unofficial position of the Board has always been to use resident contractors first. She said that that contract work will be a motion at the BOT Meeting because it has to be done and asked Jim to bring the motion for the Agenda.

**Pool pipe leak:** Jim said that when they changed out the pool filters they found a huge leak on a 4" main that connects to the scuppers around the pool. He said it is about 6' deep and a 5'x5' section of the deck needs removed, the pipe repaired, fix the leak, backfill and pour the deck back. Jim said Richards Plumbing gave him a quote of \$2,364 to do the work. He was the cheapest. Jim said the highest quote received was as high as \$3,500. Sharon said she wants to poll the vote at this meeting to get this done. She said that this is an urgent maintenance issue. Jim Couey asked about when the pool will open. Sharon said we cannot open until the water temperature is higher and we hire lifeguards. Gwen asked if this is the same location that years ago the deck was failing and something (maybe concrete) was poured in to stabilize it. Sharon said she looked at the small area fixed before at the pool edge, and not the same location.

A roll poll/vote was taken on allowing Jim Frost have Richards Plumbing begin the pool pipe and sewer pipe repairs: Jim Couey said fix it now. Terry said fix it. Dan said to have both repairs by Richards. Steve agreed, Belle agreed. Sharon said there will be an official vote on at the BOT Meeting. She directed Jim Frost to go ahead and get the work done. Jim Frost said he would call Richards tomorrow.

Pool repair: Jim said a resident and diver is fixing a problem in the pool free. He said Randy is working with the diver to get it done.

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**ADA Pool Lift:** Jim reported that the chair will arrive this week (Friday) and next week the deck will be cut where the old slide had been. He said the work will be done next week.

**Pool ramp rail:** Sharon asked about the chair ramp handrail work at the pool. Jim Frost said the rail will be measured when they measure the front ramp, after the front ramp concrete is set. He said that then all of the rails will be built and it will not take long. He said all of the handrail work has been approved by the Board. Jim Frost and Sharon confirmed the ramp slope at the pool is ADA compliant and the railing needs extended. Jim Frost said that the rail at the pool ramp will need to be mounted on the side of the ramp for a proper width on the ramp. Jim said that there is some maintenance to do on the deck, Sharon said maintenance, Austin, is going to start pressure washing on the far side.

**Hall renovations:** Jim Frost stated that he has received several contractor's ideas. He presented two options: First raising the ceiling to the peak and wrapping the 2x4 rafters, which is expensive and increase the AC costs. Second idea: creating a tray ceiling (about 2.5'- 3' higher) with LED lighting and molding. He said that the AC ducts would fit in the tray design. He said that keeping a cavity above will be a better insulator option. He described the existing rafters as 'raw' with wiring and other things screwed to them. He said the tray ceiling option would be better/cheaper and not need the AC work redone. Sharon said at times of the year the AC is not needed and only the fans used. Jim said we could pre-wire for fans of an option later. Steve asked if the AC would blow along the side of the room where a fan would help. Jim said the air flow will go to through the AC system and would circulate the air well. He described the LED lighting in in the crown molding in the tray that can cast colored lighting. He said there would be a beam the length of the room making two trays (boxes). The LED lights would be low voltage. He said that there would be a ton of can lights, all dimmable in zones. Barbara Greenberg suggested that more outlets be added. Jim said that outlets can be added at the poles (truss supports).

**Hall floor:** Jim proposed option on the hall floor: First - remove and replace the floor with a hardwood waterproof flooring. Second – keep the same wood and sand and stain/refinish it darker. The floor is in good shape except for a couple of rot areas. Jim said that there is some more floor wood stored in the barn to repair the bad areas. He said it would be the Boards' decision.

**Hall insulation:** Jim said that contractors have suggested that the bottom of the floor be sprayed for termites and apply spray foam. He said the Manatee Home Inspection reported that the heat loss in the floor was huge. He said the foam would be like the wood shop ceiling has and it deadens sounds. Jim said the hall floor is in good shape underneath. Suzanna said she wanted to make sure the floor is in good health at the ice machine where there was a problem before. Jim Frost said spraying the rafters will help hold down the ceiling and joists (in a storm). He said the roof is in good shape. Sharon suggested spray foaming the roof and floor at the same time. Steve said the shop has closed cell insulation on the ceiling. Jim said it would be the same insulation.

**Bathrooms:** Jim said the bathrooms will be better and not so tight. They will be moved around for better access. Steve said that the shower in the pool area is not ADA compliant but could be with an added deck and handrails. Jim asked Steve to show where he wants the work done. There is an outdoor shower that is accessible which is not private.

**Kitchen:** Jim Frost said we could leave the kitchen as is but there is a lot of things that would make it better (electrical and other things to tweak). He said it is a Board decision and think about it. He said Steve was on the money on roughly \$25,000 to \$30,000 to do the work. He is waiting on two kitchen

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companies' quotes on the kitchen from Sarasota and Tampa. He is treating it as a 'church kitchen' and not a restaurant, however it will be commercially equipped. He said the kitchen is fine the way it is but maybe we can change the counter tops and add a griddle and fryer. Sharon said that a new fiscal begins at the end of September allowing some money for the kitchen. He said that caterers just need a place to warm up their food on the counter tops with chafing dishes. Air fryers were suggested. He said a grease trap is required by code before added permit work. Allan Riga suggested not using fryers for liability reasons. Jim Frost said we would still need a hood. He said that a full kitchen upgrade would set us apart for other rental halls and we can ask a premium price for the hall which that can offset the costs. Steve said that we have not been able to cook since the fire department told the district to 'no cooking'. He suggested changing the counter tops out.

**Bathroom in storage room:** Jim said that the proposed bathroom in the storage room would be a john and sink for screen room renters which is cheaper than adding a room or a shed outside the hall. He said he would rather buy a \$1,500/\$1,600 shed to put stuff in than spend \$3,000 to \$5,000 to add a bathroom building.

**Semi/non portable toilets.** Jim said the county approved the semi/non portable toilets/bathroom. He said the wooden shed has to be hurricane safe, tied down, and could be moved for storms. He said the shed would have a 36" door and ramp for ADA compliance and would be a normal toilet with running water. The inside is rough frame but it will look amazing. He said the county is considering some for their Robertson Preserve. He said that it is not available commercially and needs to be built and would hook up to a garden hose. Allan said there are nice looking sheds in Sarasota. Jim said he looked at sheds in Tampa for \$1,500 and with adding the fixtures would be \$2,000 to \$3,500. Sharon suggested a place Palmetto for 'Florida Code' sheds made in Georgia in all sizes. Jim has three quotes on the sheds from 64, 301, and Tampa and will go to Sarasota, also. Allan and Barbara said they are being used in Sarasota. Gwen asked if having running water, what size is the tank. The tank would be about 200 to 300 gallons underneath the shed and would be monitored by maintenance for emptying. Typical pump to would be \$50 to \$100 which is still cheaper than renting a port-a-potty and would pay for themselves in 3 to 4 years.

**Marina work:** Jim Frost stated that after taking everything out from the marina for the dredging guys, all of the 280,000 CY of dredging will be pumped to the ballpark to dry and hauled to the county landfill with the dump fees waived, thanks to Misty Servia. He said that this is about \$980,000 savings when waived. He said the dredge material would be dried for a while then hauled and hauling quotes are \$60,000 to \$70,000; hauling for 3-4 weeks. He said Bryn Muar is working on the amount above the 280,000 CY and have had a survey done to add the dredge amount to the marina material. He said he told Misty that when the permit is pulled Bryn Muar's material will be added to it. He said however they will not hold the marina work up as liability of the piers concerns him. Jim has had three vendors bid on the work. He asked for any ideas or changes be given to him now as nothing has been set in stone at this time. He said he needs the plans 'set' so he can get the permits soon before the August start time. Sharon said if it is ready by the 19<sup>th</sup> there can be a vote. Jim said the marina and canal will be dredged. Jim said he asked the county for help on the dump fees and permit costs when they asked to move the lift station.

**Lift Station:** Sharon said she has asked the county to discuss the lift station direction on the 20<sup>th</sup>. She said that the issue of the lift station location will come up for a vote sometime. She asked to discuss this

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later after the county has supplied more information. Jim Frost said the lift station project will not start until 2023. Sharon said that when the current lift station overflows it is a health hazard for the Recreation Center bathrooms.

Sharon said she needs all items for the Agenda for the 19<sup>th</sup> BOT Meeting by Monday. She thanked Jim Frost for his presentation as did Jim Couey.

**Item #3. Gutters/drains north and east of the district.** Sharon said that we went over this item and it will be brought up at the Board Meeting.

**Item #4. Scanner (new and surplus).** Sharon said she was getting things ready for the 'surplus property' and was thinking about the Banner scanner and wondered if it would be better to have a committee identify important things of historical value to have cut out and scanned instead of scanning the whole paper. She was concerned that of time scanning the entire paper. Gwen said the paper is two sided. Sharon said a side could be copied. She would like us to look at this suggestion before spending \$400 for a scanner and working hours on scanning. Dan said the existing copier can scan the paper. Sharon said it is still one page at a time. She said no one has asked to look at them in 30 years. Steve said that the Jodie has had a lot of problems with the existing scanner and the one in August may be better. Sharon said the stand alone scanner will be in 'surplus property' for disposal consideration at the BOT Meeting.

**Item #5. Tree trimming.** Terry said that the trees around the pool were placed for a privacy screen, but have grown and are no longer working for privacy. She said that she would like them removed as they put trash in the pool. She said the trees in the back (south side) are currently small enough for the maintenance crews to remove but the others will need removed by an outside vendor. Sharon said that Randy said that the fence screen was damaged in a storm and lets debris in the pool. She said it needs replaced. She said Randy has found the cost at \$400. Sharon said we need to look at the replacing the screen and trimming the trees. Suzanna asked if the trees are cut down would we need the screen so the breeze would come through. Sharon said that maintenance said the screens stop a lot of trash in the pool. Sharon asked Terry have a motion for the Agenda of the BOT Meeting. Steve mentioned that the mangroves need trimmed. Terry confirmed that the mangrove trimming is under contract. Sharon said someone needs to let them know to come out and trim.

**Item #6. Banner policy 1017P.** Sharon distributed the policy to Trustees and noted it is not done. She said there is a Policy and Procedure Committee Meeting next week where the policy can be finished and approved at the BOT Meeting (on the 19<sup>th</sup>). She said we still do not have the number of Banners we want printed certain times of the year. She said that the note on 'four pages of color' was added and a surcharge for a color ad was added. All discussion on the policy will be at the Committee Meeting. She asked the Trustees to review the policy.

**Item #7. Swimming pool revision (Policy 1010P).** Sharon said we need to revise out Pool Policy to add the Pool Attendant. She said the revised policy revises the lifeguard's description on one page. Sharon went over the Pool Attendant's portion, i.e. Pool Attendant reports to the Lifeguard on duty. She went over the proposed pay scale sheet showing the Pool Attendant and Lifeguard. She asked the Trustees to go over the information for the next Policy and Procedure Meeting. She would like a vote on the 19<sup>th</sup> so Jodie can use it to hire Pool Attendants. Sharon said that Lifeguards are in shortage in Florida and the pay has been upped. She wants the approved pay scale posted in the April Banner.

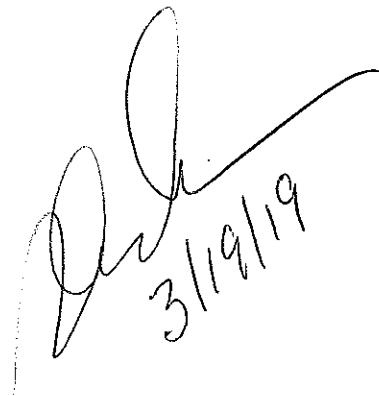
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**Item #8 Activities waiver.** She said the last page is a waiver for anyone coming to do a physical activity (Yoga, exercise, etc.) would need to sign a waiver. She said it is copied from the Pool Waiver that had been written by our attorney. She said each participant will sign one. Belle said Jeannette has some waivers for the Swim Team and she will look to see if they are the same as in the office.

Sharon said that the County Attorney will present a free Sunshine Seminar May 23<sup>rd</sup> 8:30 AM to 12:30 PM and the sign-up deadline is April 22<sup>nd</sup>. She said attendants will get a certification. She said it is a good thing for a Trustee.

Sharon said Jodie will be gone next week to become a Certified District Manager through Florida Association of Special Districts. She said the office will be closed Thursday and Friday due to pending power outages. She said she would like the office phone calls to be routed to her home Thursday and Friday. Steve said the calls come from Texas and can be routed from there. Sharon proposed that Gia be paid Thursday and Friday, as it is not her fault the office is closed and she is a new employee. There was discussion. The Trustees were in agreement on paying Gia Thursday and Friday. Sharon will direct Jodie to have Gia paid. Jim Frost said Gia does a good job and has dug in deep. Sharon agreed.

Jim Frost moved to adjourn. Belle Baxter seconded the motion. We adjourned at 8:54 PM.



A handwritten signature in black ink, followed by the date 3/19/19 written below it.