

**Bayshore Gardens Park & Recreation District  
Board of Trustees Meeting  
Wednesday November 17, 2021 @ 7:00 PM**

**Preliminaries** - Roll call was taken, and a quorum was established. The Pledge of Allegiance was conducted. Meeting was called to order at 7:02 p.m. by Chairman Morris Raymer.

**Trustees Attending** - Morris Raymer, Steve Watkins, Barbara Greenberg, Melanie Woodruff, Terry Zimmerly, Barbara Susdorf, Belle Baxter, Kyle Weatherly, and Dan Rawlinson

**Also Attending** - Gia Cruz, District Office Manager.

**Approval of Minutes** - M. Raymer called for the approval of the minutes for the Board of Trustees Meeting from October 27, 2021. M. Woodruff started to correct something in the minutes, but it was determined that the minutes were correct as submitted. S. Watkins made a **motion to accept the Minutes for 10/27/2021 Board of Trustees Meeting. T. Zimmerly Seconded. Motion Passed, Unanimously.**

**Treasurer's Report** - T. Zimmerly presented the monthly reports. Money shown in professional contractor services has been relocated to the proper allocation spot in the budget. M. Woodruff made a **motion to accept the Treasurer's Report. B. Greenberg** asked why money had moved from reserve. The accountant will be asked about this. S. Watkins asked about reserve for Woodchoppers keeping in mind the shop termite tenting. **B. Susdorf Seconded. Motion Passed 8 to 1. B. Greenberg voted no.**

**District Office Manager's Report** - G. Cruz reported that she had received 2 quotes for tenting the Woodchopper's building. One quote (Total Control) was for \$1,500.00 with a one-year warranty the other, from Cloud Termite and Pest Control was for \$1,200.00 with a one-year warranty and an option to annually renew the warranty up to four years. Each year extension would cost \$188.00. The other company also will extend for 4 years at a cost of \$225.00 per year. S. Watkins made a **motion to have Cloud tent the Woodchopper's and pay the annual fee for the warranty for 4 years. B. Baxter Seconded. Motion Passed, Unanimously.** The pool is closed, due to the low temperature, for the year. The engagement letter for the audit will need to be signed. This year it will cost \$11,800.00. T. Zimmerly made a **motion to approve the expenditure for the auditors. B. Baxter Seconded. Motion Passed, Unanimously.** December is weird for committee meetings. Policy and Procedures will not have a meeting. Marina, Long Term Planning, and Recreation Committee will meet on December 1<sup>st</sup> at 7 P.M. Randy will be missing some work.

### Committee Reports

**Communication (Banner & Web) Committee** - D. Rawlinson reported that the committee discussed placing a Spanish version of the Banner online. At this point there appears to be no additional cost associated with this. Discussion around potential future for the Spanish version. Regarding mailed versions, D. Rawlinson will obtain the postage for the Banner to ensure that mailed Banners are going out. D. Rawlinson made a **motion to put a Spanish language version of the Banner on the website and produce a small number in print. K. Weatherly Seconded. Motion Passed 8 to 1. S. Watkins voting no.** Dan reported that it appears that the Bayshore Gardens Neighborhood Yard Sale was a success.

## Committee Reports Cont.

**Policy and Procedures** - M. Woodruff made a motion to accept the Marina Non-Resident Ramp Access Contract changing the FOB replacement fee to \$10.00. T. Zimmerly Seconded. Motion Passed, Unanimously. M. Woodruff made a motion to accept Balancing Daily Receipts Policy - 101DRP, S. Watkins Seconded. Discussion ensued. B. Baxter asked if this was too specific or too frequent. M. Woodruff explained it was necessary for accountability. B. Greenberg asked if G. Cruz is bonded. G. Cruz responded that she was in the process of becoming a Notary Public but that she had no knowledge of being required to be bonded. Motion Passed, Unanimously. M. Woodruff made a motion to accept The Daily Receipts Report Form - 1014DRF. S. Watkins Seconded. Motion Passed, Unanimously. M. Woodruff made a motion to accept Receipts Deposit - 1014DRD. S. Watkins Seconded. Motion Passed, Unanimously. M. Woodruff made a motion to accept the Employee Complaint Form - 1014ECF, S. Watkins Seconded. Discussion ensued. D. Rawlinson asked if this was necessary. Motion Passed 8 to 1. D. Rawlinson voting no. M. Woodruff made a motion to accept the Employee Physical Altercation Complaint Form - 1014EPA. S. Watkins Seconded. Motion Passed, Unanimously.

Simone Peterson was welcomed to the meeting.

**Personnel and Salaries** - T. Zimmerly made a motion to accept changes to pages 32, 33, and 33(a) to the Maintenance Job Description. S. Watkins pointed out an orphan title in the proposed pages. B. Susdorf Seconded. Motion Passed, Unanimously. T. Zimmerly made a motion to accept the Maintenance Checklist - 1014MCL. S. Watkins Seconded. Motion Passed, Unanimously. T. Zimmerly made a motion to raise Todd's pay rate from \$13.75 per hour to \$14.75 per hour. S. Watkins Seconded. Motion Passed, Unanimously. T. Zimmerly made a motion to hire Richard Sanders part-time temporary Maintenance Manager at \$17.00 per hour. Pending background check. B. Baxter Seconded. Motion Passed, Unanimously. Bob Biles is working on the sign at the entry to the property however the time frame for the job is uncertain.

**Additional Items** - M. Raymer reported that parking lot signage had been discussed in committee and that the signs should be changed to reflect Bayshore Gardens residents and guests parking. A provision for a 24-hour window for vehicles left overnight after a hall function. This applies to the main parking lot not the Marina. This will go back to committee. M. Raymer said that he would appoint K. Weatherly to House and Grounds, B. Baxter to Bayshore Banner, and D. Rawlinson Communications. T. Zimmerly made a Motion to combine House Committee and Grounds Committee with Landscaping separated out. S. Watkins Seconded. Motion Passed, Unanimously. B. Susdorf will be the Landscaping Chairperson. T. Zimmerly made a motion to split the Banner & Communications Committee into separate committees. S. Watkins Seconded. During discussion B. Baxter requested to delay this until next month. T. Zimmerly Rescinded the Motion. The meeting schedule for next year's calendar will need to be approved at the December Board of Trustees Meeting. This will be worked out the next Board Workshop. S. Watkins reported that the maintenance tractor is not being covered. M. Raymer will investigate why the tractor is not being covered. Several suggestions for storing the tractor from those attending.

**Resident Comments** - Dan Smith commended K. Weatherly's proposal reference the basketball court keeping in mind that it didn't follow the accepted process for getting proposals. He brought forward an example of the process. He asked to be put on the House and Grounds Committee and the Long-Term Planning Committee. M. Raymer made these appointments. Dan Smith subsequently withdrew from the House and Grounds Committee. K. Weatherly brought up the repair to the Basketball Court. Discussion ensued. This will go back to committee.

S. Watkins made a motion for the meeting to be adjourned. D. Rawlinson seconded. Motion Passed, Unanimously. Meeting adjourned at 8:32 p.m.

