

## House and Grounds/Policy and Procedure Committee Meeting Minutes July 10, 2019

The Committee Meeting was called to order at 7:00 PM by Jim Frost and a pledge to the flag was performed by all. Those Trustees and Committee Members in attendance included Jim Frost, Sharon Denson, Sandy McCarthy, Terry Zimmerly, Dan Rawlinson, Belle Baxter, Jim Couey, and Gwen Norris (scribe). Guests included Kathi Frost, Allan Riga and Barbara Greenberg.

Sharon said that this is a combined meeting, both Committees: House and Grounds and Policy and Procedure and the minutes will reflect that. Jim asked if the minutes need to be verbatim. Sharon said we don't need a transcript. Gwen said as long as the agenda is followed it is a lot easier.

Jim addressed the attendees and said we are combining the meetings because we are getting together to make a lot of decisions. He said there is a lot of Board discussion needed on the Hall. He said the boat ramp is done and it is amazing and thanked those involved. He said we are getting great comments. Jim Frost said that they have closed the Hall from August to October (three months) for remodel. Jim Couey said his wife will be out of work during that time.

Item 1. Review of Surveys for Marina Cost. – Jim Frost said contractors have come in the last couple of days and he has walked them around the marina to go over their bids. The bids are due on the 15<sup>th</sup> and opened at the BOT Meeting on the 16<sup>th</sup>. Sharon said we could have a Special Meeting to open the bids. Sharon advised to vote on a contractor in the sunshine (in a BOT Meeting). Jim said we could have a Special Meeting to go over the bids. Jim Couey said he didn't understand why we have to wait to decide at a meeting. Jim said they need time to review the bids and there may be questions. He said they will bring in the Marina Committee, and others he wants there. Sharon said that there will be a Committee Meeting a week after the Board Meeting to discuss the bids.

Jim Frost said the dredging contractor asked how much material will be removed and he doesn't have an answer until there is a survey. Jim said the survey needs to be paid for. He said he has bids from Coastal Engineering, who is too high, and Hyatt Survey, who is much lower. He said he contacted other two companies couldn't do the scope of work and didn't have the insurance required. Jim said he thinks we will go with Hyatt Survey and bring that up for approval at the BOT Meeting.

Jim said from the survey we can get the total number of cubic Yards (CY) that needs removed for the dredge contractor. Jim said he will have a basic number (CY) based on the old 2016 survey for bidding that is 11,800 CY of material, but he has asked them to go on 20,000 CY because he feels it will be more. Jim said the County approved verbally no tipping fees at the dump saving us over \$1 million. Jim said there will be a third party survey before and after the work is done for accuracy and verify the work is done. Jim said it will be used for the permits, ACOE. Jim said the survey guy is not included in the marina bids. Jim said the dredging guy is involved in the marina bid because it seems cost efficient. He said Duncan wants to dredge, build the docks and survey, but Jim said not the survey. He said that he may pick the guy that does the dock and the one that does the dredge but not include the dredge survey. Jim said once the survey and marina bids is approved the hall is next. Jim said it takes time to mobilize once they are told to start and we will be remodeling the hall during that time and getting the fishing dock repaired.

Jim said that he wants the fishing dock repaired in a way to not have it rot on the ground like it is. He said the wood on the wet sand causes the wood to rot faster. He said we could use a material like



Lumberock or build it above the ground to stay dry. Jim said the plastic is supposed to last 25 years. Allan Riga asked about plastic (recycled) vs pressure treated wood cost. Jim said the composite wood price is higher. Jim said the companies are bidding that if they get the marina project the fishing dock (500 SF) is free using left over material. Jim has stressed longevity with bidders. He said of Weardeck, Lumberock and TanDeck, three acceptable composite material options, Weardeck is the leader. He said Weardeck is made in Ocala. He said when Weardeck put out a product TanDeck and Lumberock followed with similar products. Jim said that anything that touches water will be treated lumber, treated with CCA and wrapped. He explained that the amoebas that cause decay cannot live in the still water behind the wrap and the poles will last 25 to 30 years as opposed to 10.

Sharon asked if the haul out is included in the bids. Jim said the bids are to include a dredge out to the ballfield and hauling to the dump. He said we are going to be responsible for putting grass on the ballfield. Jim said when he was bidding hauling out separately with trucking companies he found the ones that in cahoots with the dredge companies were a better deal.

Jim Frost said the bids will not include electrical or water which impacts the center pier the most. He said that it will be bid separately after the docks are done since every companies that has come to bid on the marina work subcontracts that work with markups.

Jim Frost said the docks will be level with the seawall (cap) eliminating a need for a railings. Sharon said the step down is an ADA problem and would need painted, etc.

Jim said that all of the piers and main center dock will have solar LED lights from dusk to dawn. Terry Zimmerly asked if these dock changes will affect the permits. Jim said no.

Allan Riga asked if the basin material being dredged were sampled and tested. Jim Frost said there are monthly samplings done on the runoff and Coastal Engineering did a soil sampling in 2016. He said since there is no fueling at the marina it is clean muck. He said bathymetric surveys will show a lot of this and Misty said it was fine as is.

Jim Frost said we are dredging 5 feet below mean low water (at normal mean low tide it will be 5' deep) and the hard pan is below it. The dredge will start about 5 foot distance from the seawalls to not blow them out, as they are short (shallow).

Barbara Greenberg asked what method of dredging is being used. Jim said there are two basic dredging methods in this area: 'mechanical' (track hoe scoops to a barge and then pushed to the ballfield) and 'hydraulic' (suck it up and pump into big black bags, i.e. bladders, as the water runs through holes in the bag back to the marina). Jim said he doesn't care which method is used. Jim said 'mechanical' is typically cheaper than 'hydraulic'. Terry asked if the hydraulic method gets more of the fine silt. Jim said possibly, but micro sand will be there 6 months after we are done anyway. Barbara asked if the bags will just set there or will they be emptied to dry. Jim said it takes a while for the water to drain out and the sand stays up on the ballfield and at the end of the day they will start another bag. He said after it is dry it will be hauled away.

Allan asked about the cost of the sod. Jim said he hasn't gotten that cost yet. Allan asked how the material will be moved. Jim said it will be moved with track hoes and backhoes. Barbara asked about fish in the material. Jim said there is a huge net on the front of the pump machine. Allan asked if a roll-away would work. Jim said one company builds pools (pans) that pumps water from the bottom that dries the



material fast. Barbara asked if the ballfield will be fenced. Jim said he hopes that a fence would be the contractor's bids. Jim said it will take a day or two to dry and haul out, not weeks, and will smell. Dan said the last two times we did the dredging we had the ballfield raked and added fill and then sod. Jim Frost said the material dredge is good for growing things and they will leave a layer to lay sod on. Jim Couey said once the said water is out it is good fertilizer. Jim Frost said the enzymes in the dredge material is good for the landfill.

Item 2. Discussion of Hall Layout/Renovation. Jim Frost said both men's and woman's bathrooms will change. He said we are going to remove the ceiling and build trays in each section between the joist hangers. He continued: in each tray ceiling there is some crown molding and led lights (strip) and a bunch of LED recessed can lights. He said the strip lights can do color changes for mood. Jim said by code the women's bathroom entry needs to be changed so you can't look straight into it and the men's bathroom needs to be made larger to accommodate better urinal and stool access. He said both AC handlers will be 'up top' to give more square footage on the floor. He said the vents will be changed out because there is too much back pressure on the system now, restricted by the vents, which will be corrected and put in the ceiling. He said the AC bills will drop and the units will last longer.

Jim Couey asked if we picked a design from the college kid's entries. Jim Frost said is going with a neutral color pallet and white baseboards. He said it will be matching drywall with trim, not brick, paneling, wainscoting, and louvers. He said the floor stain will stay the same.

Jim said he will try to find money in the budget to (insulate) spray the underside of the building. Jim said he has planned everything on his wish list to have them done but doesn't think there is enough money and will back out things off the list.

Jim said there is a bathroom in the back (Board Room) planned to service the screen room. Jim Frost said we may not be able to build the back bathroom it all depends on cost. Sharon asked if it would be ADA accessible. Jim said he engineers are telling him that we are 'over' ADA' by code. Sharon wondered if the steps to the bathroom would be a problem. Jim said it can be ADA with 4' steps and the whole plans are stamped and approved by the engineer. Sharon suggested that Jack Humburg be emailed for an opinion. He said as long as there is one available somewhere wheelchair accessible we are 'good'.

Barbara Greenberg said she didn't realize the hand dryers were so loud and wondered if the paper towels can be added. Allan Riga mentioned that there is no small disposal can in the handicap bathroom which may cause women to flush feminine hygiene products. Jim Frost said the sewer line blockage was from paper towels and was solved by taking a flapper out of the line and installing another system.

Jim Frost said that the plans will go before some builders so he can get an idea of the cost. He said he will send it out to our electrician, Don Baith of Green Lighting Solutions, and others so we will have some bids ourselves, as well as the contractor's, so we will have some hard numbers to use.

Jim Couey asked if the porta potties are included. Jim Frost said it is on his desk. Jim said he is creating something that is new using a portable shed to house a regular toilet and sink and pumping sewage into a tank for monthly removal. He said it is portable, it 'cleared' in review and approved. He said an added bathroom at the back of the Hall will take care of the park and screen room during office hours. He would like to have the sheds placed in the park, north and south of the marina and maybe in the park. Dan Rawlinson suggested one at the marina and one for the beach. Jim said if he was working in the boat ramp area he would use it.



He said Ocean Air will probably going to remove the gas heaters and place heat strips in the existing air conditioning system since they have been the cheapest in all of the bids. He said Ocean Air has been our servicer.

Terry Zimmerly asked about windows. Jim Frost said because the woman's and men's bathrooms will have to be expanded we will lose both end banks of windows. He suggested that we only replace two banks of windows (out of seven) and close the rest since hurricane windows are expensive. He suggested removing windows behind the stage and keeping one window bank on either side of the stage. He suggested removing all of the windows in the back of the building except for the office. He said it would be \$65,000 to put the hurricane windows in the building. He will keep looking for better pricing. He said the front windows only look at the parking lot and the back window views are impacted by the screen room. Many comments were negative on loss of light and vision. Jim said he is waiting for an answer from the shutter company to see if they are hurricane shutters. Dan said they are minimally rated for hurricane. Jim Frost said that he can compromise on the number of windows. There was a suggestion to raising the bottom of the windows to make them smaller/cheaper. There was a suggestion to lower the top of the windows. Gwen thought it would look strange with a tray ceiling. Jim Frost said the windows give natural light but need window treatments, another cost. Jim said most events are at night any way. He said that most halls don't have windows and the more controlled lighting in the room is a more valuable asset. Sharon said every window is a liability. Jim Frost said we could be the structure for after storm care with fewer windows because we have a secured environment. Jim said the rental factor will be higher. Terry said she is a resident and doesn't care about rentals, just residents. Jim said it will be the same contractor that is doing the ceiling. Gwen said there are eleven banks of windows in the hall and leaving only two is a low percentage. Jim Couey asked if extending the bathrooms into the hall will impact our hall capacity of 234. Jim Frost said 'no' since we will gain square footage when we raise the AC units up off the floor. Allan asked if the windows could be replaced over time. Jim Frost said the engineer told him to not spend all the money on high impact hurricane windows since we have the shutters in place and suggested buying non-impact windows (half cost) and leave the shutters, but still close up the back of the building. Terry said she doesn't want the back closed up, and wants the windows to go to the floor. Sandy said she doesn't care about the windows. Dan suggested non-impact windows with film. Jim said the hurricane film was not discussed with them. Terry agreed to take out the front center bank of windows were the stage was. Belle suggested to have at least three banks of windows. Terry said it is better to have two to make it symmetrical. Sandy asked if a bank of windows could be half window and half closed. Jim said the Bermuda shutters can be removed if we use high impact windows. Gwen likes the shutters. Jim said one of the options given tonight: one and a half banks on one side and one and a half banks on the other side of the center of the front. Terry said that would be fine with something open in the back. Kathi said she doesn't care about windows in the board room. Sandy said it was creepy to look out into the party in the screen room. Jim Couey said that FPL says the less natural light let in the house the less the electric bill will be. Jim Frost said he ran it in the computer and the electric bill would be half. Barbara asked if storage could be added where the windows are removed to get rid of the indentation between the pillars. Jim said there will be more (about 70-80% more) storage built in the board room and don't need more storage.

Jim Couey suggested getting rid of the board room. Jim Frost said sometimes we need the room: when game night is the night of the BOT Meetings and weddings need a place to dress.



Item 6 b. Community Education Committee. Jim Frost said he was hoping the board room could be used for a computer lab for students and elderly and he described committee giving classes there. He said the Committee could give free education on retirement planning, money management, WORD, etc.

Item 6 a. Community support Committee. Jim Frost said for those who are low on funds and need help with their homes a Committee can organize students that need community service hours to graduate to work on them. Sharon said we can't spend tax money outside the park. Jim said no tax money will be spent. Sharon said it is called 'Rebuild It Together' but it a government function and would a great HOA project. Jim said it would be a committee that would organize to help our residents. Sharon said as we pursue, it is Public Record and gets the District in a real sticky place and that is why it is left for outside organizations to do these things through outreach programs, churches. Jim said the Committee could just keep track of, find the needs, and chose the project. Sharon said it is not something that government should be involved in. Jim Couey said the AARP magazine listed all kinds of volunteer work websites this month. Jim Frost said everything that we do here is for our residents and would like to do this if structured correctly.

Item 3. Revised sign for pool rules. Jim Frost said the pool signs are being changed. Sharon said the 'Pool Rules' Policy needs updated. Sharon said we don't need to eliminate the slide or dive board from the 'Rules' just because we don't have them now, as we may have them in the future and they do not need to be on the sign. Sharon said the there was something on age that needed to be changed in the policy. Jim said only about half of the information is required on the sign according to the Health Department. Sharon said the State gives us the guidelines and the board decided the rules but the Rules should match the sign the Health Department approved. Sandy said the Health Department stuff is more safety related. Jim asked if the sign can state 'Lifeguards are in charge of the pool'. Sharon agreed that Lifeguard can enforce the rules. Terry said it doesn't need to be on a sign. Jim felt if they over-sign the people they will not read anything. Jim said he doesn't need 'Pool capacity 104'. Sharon said she thinks that is one of the things the County required. Jim said he has a list of what the county said they require but there were 6 other things that are not required. Sharon said the rules say 'Do not enter lane when someone is swimming laps' and doesn't think it is required by anybody. Kathi said that is something the lifeguard enforces. Jim said there is no lifeguard when there is lap swimming.

Terry said we are paying \$500 per week for lifeguards until noon every day and shouldn't need them when there are lap swimmers. Sharon agreed. Sharon said 'open to the public' means anybody can swim, and it is not 'open to the public' during lap swimming. Jim Frost said Friday he will ask Jodie to look at the lifeguard schedules and make sure there are no lifeguards unless it is for community swim.

Jim read some of the County's rules comparing to the current policy rules to update the policy '14. No food or beverages on the upper deck'. (Sharon will add 'upper deck' to the policy rules.)

The sign rule 'Parents must supervise their children under the age of 14' is different than the policy. It was suggested it be kept on the sign and add 'per Health Department'.

'No animals in the pool area.' doesn't need to be on the sign.

Sharon said she will have the policy revision (adding 'upper deck') ready for next week to vote on.

Barbara Greenberg asked about the ADA lift. Jim said it is on the ADA lift and right now we haven't had any problem with it.

Terry asked if all the signs will look the same. Jim said yes. Sharon said the Board will need to accept the sign style.



Belle said pool hours have been confusing. Jim said the hours can be changed on the pool sign. He said one sign will be purchased once approved. Gwen suggested blue and white colors for signs for easy reading. Jim shared an example of the sign on his phone stating it is upscale and stylish.

Item 6. Banner Policy Revision. Jim proposed the Banner be made digital newsletter over the next three months. He said that will give snowbirds time to understand we are not delivering Banners. He said a newsletter type can still be mailed (a paper copy) or they can sign up for an email where they can respond by email. He added that snowbirds is they can get the digital copy up north. He said links can be embedded (hyperlinks) to give readers access more information. Jim said that ones that want a paper copy can put their name on a list and receive it in the mail. He said the savings to the district would be huge. Jim said he knows we need to stay in contact with the people and could be more readily available to them in the palm of their hand (smart phones). Sharon said one of her concerns is that we are getting the marina and hall done and they will be beautiful and the Banner was a wonderful way to promote these facilities beyond the community. Jim said in the three months that we have we can advise readers to jump on the email list. Jim said he doesn't think we need 3300 copies printed and wants to change the Policy and Procedure to a lower amount to save money in the next three months. He said if they want the Banner they will call the office. Jim said the lady from Cambridge Village thought going digital would be awesome. Dan said the story was the Cambridge Village maintenance guys would not handle them. He said the parks they deliver to have their own recreation center and won't come to ours. Sharon suggested that they don't just pick a number to be printed but decide where they will be delivered and how many. There are 1408 residences. Sharon distributed the current delivery locations with amounts delivered. Dan said the list was made back before the digital age and we were selling our advertising and reaching those people. Jim Frost said to make the Banner of more value so advertisers paid more you had to expand into those areas to hopefully cover the cost. Jim said people will still pay good money to digital advertise. Sharon said we will still have cost for an editor. Jim said there will still be staff cost. Allan said some older people that aren't computer savvy and there are programs like at the library but it would be more convenient to have classes to use this new technology by a Club. Jim Frost said we have to come up with a number of print tonight so we don't print 3300 because we have less advertising and all of the advertising contracts have been exhausted now. He said we could bring the advertisers for a three month contract for an extra \$500 to \$700 maybe. He said we would need to let the advertisers know the distribution is lower. Jim Couey suggested that we look at the Banners that were not delivered this month. Dan Rawlinson said we could print 2,000 and be fine. He was concerned that Trailer Estates removes many (bulk) for some reason and before the guys had wrapped (bagged) them to reduce the bulk taken. He said still within 3 days it was empty. He said in other places you would deliver 25 and pick up 10. Dan said the same people could come here to pick them up. Terry said we only need 1600 printed for 1400 residents and 200 at the recreation center. Allan said he had done a study and after seven days there were still 35% not picked up from the drives. Kathi said we need to print for the homeowners and the ones that want to get them and move on with the digital. Sandy asked about the cost of lower print counts. Jim said it is a minimal change of cents as we are in the low bracket. Dan said 2200 is fair and gives you six bundles after you deliver to residents. Sharon said Butch (Falck Realty) came and picked some up so he distributes some. Jim Frost suggested 1800 printed. Sharon said she can change the policy to reflect 1800. Dan said that will only give 200 each in our hall's two racks not the outside areas. Jim suggested to have the outsiders get on the email list for the digital Banner. It was decided that 1800 Banners be printed. Jim Couey said we should make it more flexible and suggested 2000 and if it too much we can reduce it. Sharon said we could use x to x in the policy, i.e. 1800 to 2200. Terry suggested 1400 to 2000. Jim said that gives us a range to work from and adjust accordingly. Allan said it would take time to keep a record of who doesn't pick their paper up from the drive. Dan said there will be 50-60 people in Bayshore that will want it delivered. Jim said it will be



mailed to them easy at a rate that is a savings from costs now. Sharon asked how much office time it would take to put it together. Jim said doesn't want crossword puzzles, tide table charts, etc. and only include club information and activities coming up. He said the company that we pay to put together for print (Kim) and we can print it on our copier and mail it to those who need a hard copy newsletter. He said if the office time gets extravagant we will source that out. Sharon said if people would get their stuff in on time it wouldn't cost us time for Kim to do things over. Jim said if a club is late submitting their article, a note can be added to say 'xx failed to get their article in on time'. Jim said the rest (of the distribution) is digital that takes seconds to put up. Belle doesn't know why the print number is in the policy. She said the advertisers may like going digital because they can be in color and enhanced. She said another way to encourage people to go digital is to say the digital copy will have pictures and the hard copy will not. Belle said the Banner already available on the website. Jim said we are just making it another step with an email. Belle asked why we would mail people outside Bayshore. Jim said we would only mail to residents and others can print from the website. Sharon said to print from the website now it would be reduced so small that it can't be read. Kathi said it is because it is a newspaper and we would have a newsletter. Jim said we need to have Kim reformat it as a newsletter as a PDF. He said that is what his proposal for the Board Meeting.

Jim summarized that we will cut back the printing of the Banner for the next three months and let everyone know that we are transitioning. Sharon asked for someone to make the decision on how many are printed. Jim Frost said he will make the decision based on what he finds out. Jim Couey said to see what was ordered and what is being thrown away. Belle volunteered to create something for the Banner telling readers 'the Banner is going bye bye'. Jim said he wants it to be a positive statement. Dan said Neighborhood Watch will deliver until the end.

Jim Frost said the copier is up on the end of lease August 1<sup>st</sup> and at the July Board Meeting we have to decide on a copier. He said has been shopping around for copiers, cost effectiveness, on lease and purchase. He said leasing is cheaper than buying. He said he has narrowed down to two, from six, and he will look at them. He is trying to get the lease cost for the same of less than now and less on the print per copy; one cent for b/w copy and less than a half a cent on a color copy. Jim said we need color copy for things. He said each club, and each person, or event, will have a code so we know who makes copies and track it. Sharon said we need guidelines so the clubs can't print hundreds of copies. Jim said there will a couple of companies to choose from. Sharon said the maintenance contract is the concern. Jim said he has reviewed the contracts. Jim said he is looking for open ended sentences that when the power goes out and we have to initialize the IP address, he doesn't pay hundreds of dollars per hour to redo it. Sharon said she wants periodic service without us calling them in and getting charged. Barbara Greenberg said some of the costs for the toner are high. Jim said he has tossed those companies out. Jim said there is an HP copier he is looking at. Jim said the new copiers tell you how many copies you have left before the toner goes and sends an order that can be accepted or rejected. Belle suggested they include for staff on how to find those difficult jams.

Terry asked about the neutral colors for the hall. Jim said it is not decided. Terry said she didn't like the sign color. Jim said it is a wood. Gwen and Terry said they like blue and white. Gwen said it is beachy. Jim said the wood is parks and recreation.

Item 5. Pool: Sound and Baby Changing Station. Jim said several people have asked for baby changing stations in the pool area. He said he may be bringing purchasing one to the Board. Men's or woman's bathrooms was discussed. Jim said he will shop prices. Sharon asked if there is an out of the way place, outside of the bathrooms.

Gwen suggested that a ribbon cutting celebration be set for the boat ramp and put pictures in the August Banner.

Belle said you can see the bay from the back windows and if we raise the screen room roof it would be easier to see. Jim said he can put windows in the back but wanted to lower the cost.

We adjourned at 9:15 PM and the hall plans were reviewed.



Handwritten signatures and date in blue ink. The date is 7/12/19.



House and Grounds/Policy and Procedure Committee  
July 10, 2019

Keeping it in the sunshine: NOTES prior to the meeting.

Prior to getting to the Agenda Sharon and Jim discussed the timeline for committee meeting minute submittals. There are none. She said Gwen submits them to her and then Sharon submits them to the office. Jim said that he read every committee needs two residents and a Board member. Sharon said we are supposed to but we have not been able to get residents to volunteer. She said they have tried, and asked if you quit functioning because you can't get enough people? Jim said it was a catch 22 and you can't just sit and do nothing. Sharon said Gwen is on her Committee and they have a quorum.

Jim said he has the Hall plans that just came today from the Engineer that can be reviewed later. He said he turned in the commencement to the County for the Marina. He asked about the three things on the Policy and Procedure Committee Agenda. Sharon said the Banner, Public Records Policy that can be skipped tonight and the swimming pool rules. Jim said we will cover them tonight.

Jim said he met with contractors today who are getting their bids together for the Marina work.

Sharon asked Jim if he read a letter and asked what part of the Bylaws are illegal. Jim had not seen it. Sharon said the attorney has reviewed the Bylaws and found them ok twice. Sharon said the Bylaws are for the Board function, to do their business and previously twice the residents had approved the Bylaws and the attorney said it (current Bylaws) are ok. She said the Charter gives the Board the authority to have reasonable rules to conduct their business. Sharon asked Jim to read it so he knows that.

