

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustee Meeting**  
**September 17, 2019**

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: July 3<sup>rd</sup>, July 16<sup>th</sup>, August 7<sup>th</sup>, August 20<sup>th</sup>
5. Treasurer Report
6. Trustee Committee Reports
7. District Manager's Report

**OLD BUSINESS**

(Resident comments agenda item 3 minutes)

**MOTIONS**

8. Hiring of Attorney/Lobbyist for \$25,000
9. Fence Agreement, Board Approval
10. Hiring of Additional Legal Counsel for the District
11. Raise Ramp Access Fees
12. Compel Secretary to Perform Duties
13. No Subletting of the Recreation Hall
  - (a.) Insurance Regulations
14. Clubs Must Be Board Recognized to Use District Amenities
15. FOB Contract/Ramp Access Revision 1019A
16. Office Personnel Schedules
17. Suspend Policy & Procedure Committee until January, 2020
18. Approval of Public Record Policy 1034PR
19. Policy 1002 PR, Agenda Procedure Clarification
20. Approve Revision to 1010P Swimming Pool Policy Hours
21. Banner Policy Revision 1017P
22. Request appointment of Kathi Frost and Mary Lou Smith to Policy & Procedure Committee
23. FOB Contract 1026 FOBC
24. Renew Auditor Contract for Another Year (2020)
23. Additional Agenda items as needed

**NEW BUSINESS**

(Resident comments agenda item 3 minutes)

22. Hall and Marina Updates
23. Announcements from Clubs and Organizations
24. 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  
**Balance Sheet**  
As of August 31, 2019

Aug 31, 19

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking-Operating 5/3 2537	125,403.26
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	42,700.00
1006 · Checking-Payroll 5/3 2545	19,209.57
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	6,147.65
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing (funds for Roofing)	26,607.39
1022 · Reserve Fund-Hall Upgrade (Funds for Hall upgrade)	132,054.87
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA (Funds for furniture)	15,000.00
1026 · Reserve Fund-Park/Landscaping (Funds for playground and landscaping)	8,202.09
1027 · Reserve Fund- Parking Lot (funds for parking lot)	5,267.19
1031 · Reserve Fund-Air Conditioning	257.00
1032 · Reserve Fund - Marina (Marina Maintenance and Repair)	1,075,940.44
1019 · Savings Reserves 5/3 5013 - Other	-116,070.14

**Total 1019 · Savings Reserves 5/3 5013** 1,148,058.84

**Total Checking/Savings** 1,341,908.99

**Accounts Receivable**

1100 · Accounts Receivable 25,458.02

**Total Accounts Receivable** 25,458.02

**Other Current Assets**

1200 · Prepaid Insurance 8,796.26

**Total Other Current Assets** 8,796.26

**Total Current Assets** 1,376,163.27

**Fixed Assets**

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	411,150.19
1940 · Recreation Area F & E	98,556.63
1960 · Machines & Equipment	86,719.22
1980 · Office Furniture and Equipment	34,482.06
1990 · Other Furniture and Equipment	54,459.88
1995 · Accumulated Depreciation	-1,112,415.76

**Total Fixed Assets** 981,242.15

**Other Assets**

SUSPENSE 505.51

1025- · Net Payroll 190.92

1800 · Utility Deposits 280.00

**Total Other Assets** 976.43

**TOTAL ASSETS** 2,358,381.85

**LIABILITIES & EQUITY**

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
 As of August 31, 2019

	<u>Aug 31, 19</u>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	350.00
<b>Total Accounts Payable</b>	<u>350.00</u>
<b>Credit Cards</b>	
2051 · Staples Credit Card (Credit card)	44.00
2052 · Sam's Credit Card (credit card)	<u>-157.75</u>
<b>Total Credit Cards</b>	<u>-113.75</u>
<b>Other Current Liabilities</b>	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2212 · Medicare Tax Payable	-0.02
2300 · Garnishment of Wages	80.47
2100 · Payroll Liabilities - Other	<u>7,768.76</u>
<b>Total 2100 · Payroll Liabilities</b>	<u>7,849.21</u>
2110 · Recovery Fee (Recovery Fee for wage garnish)	10.00
2171 · Sales Tax Payable	762.77
2500 · Security Deposits	
2501 · Hall Security Deposits	957.00
2502 · Marina Security Deposits	40,500.00
2503 · Screen Room Deposit (Screen Room Deposit)	-21.56
2504 · Key Depsit (Screen room bathroom key deposit)	-90.00
2500 · Security Deposits - Other	<u>5,210.00</u>
<b>Total 2500 · Security Deposits</b>	<u>46,555.44</u>
2600 · Deferred Revenues	<u>13,707.59</u>
<b>Total Other Current Liabilities</b>	<u>69,672.18</u>
<b>Total Current Liabilities</b>	<u>69,908.43</u>
<b>Total Liabilities</b>	69,908.43
<b>Equity</b>	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,567,621.30
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	488,112.87
Net Income	136,961.46
<b>Total Equity</b>	<u>2,288,473.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,358,381.85</u></u>

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance August 2019

Ordinary Income/Expense	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
<b>Income</b>					
4000 · Assessments					
4005 · Property Tax	0.00	42,939.00	508,428.59	472,329.00	515,268.00
4006 · commission fees (fees withheld by K. Burton)	0.00	-1,416.67	-14,722.43	-15,583.33	-17,000.00
4007 · Excess fees (Excess commission fees)	0.00	250.00	0.00	2,750.00	3,000.00
<b>Total 4000 · Assessments</b>	<b>0.00</b>	<b>41,772.33</b>	<b>493,706.16</b>	<b>459,495.67</b>	<b>501,268.00</b>
<b>4100 · Rent</b>					
4111 · Screen Room Rental	50.00	66.67	995.25	733.33	800.00
4120 · Hall Rentals	0.00	1,166.67	18,949.01	12,833.33	14,000.00
4130 · Sales Tax Collected	0.00		0.00	0.00	0.00
4150 · Marina Rentals (All Marina income rentals)					
4151 · Slip Rental (All Resident Rentals)					
4152 · Resident slip rentals	144.00	3,833.33	36,297.76	42,166.67	46,000.00
4153 · Non Resident slip rentals	344.00	5,666.67	73,225.99	62,333.33	68,000.00
4155 · Short Term Slip Rental (Short Term Slip rental \$10. per day)	0.00	8.33	92.35	91.67	100.00
4158 · Homeowner-Non Resident	0.00		1,065.00	0.00	0.00
4151 · Slip Rental (All Resident Rentals) - Other	-507.75		-507.75	0.00	0.00
<b>Total 4151 · Slip Rental (All Resident Rentals)</b>	<b>-19.75</b>	<b>9,508.33</b>	<b>110,173.35</b>	<b>104,591.67</b>	<b>114,100.00</b>
4154 · Small Boat Area (Small Boat Storage Area)	5.00	166.67	2,264.81	1,833.33	2,000.00
4156 · Trailer Space Rental	282.00	266.67	2,766.00	2,933.33	3,200.00
<b>4157 · Gate Keys</b>					
4159 · seawall restoration fee (portion for seawall)	0.00		0.00	0.00	0.00
4157 · Gate Keys - Other	80.00	416.67	4,840.00	4,583.33	5,000.00
<b>Total 4157 · Gate Keys</b>	<b>80.00</b>	<b>416.67</b>	<b>4,840.00</b>	<b>4,583.33</b>	<b>5,000.00</b>
4805 · late fees	0.00	25.00	2,077.18	275.00	300.00
4825 · Work Area/Pressure Washer	240.00	50.00	990.00	550.00	600.00
<b>Total 4150 · Marina Rentals (All Marina income rentals)</b>	<b>587.25</b>	<b>10,433.34</b>	<b>123,111.34</b>	<b>114,766.66</b>	<b>125,200.00</b>
<b>Total 4100 · Rent</b>	<b>637.25</b>	<b>11,666.68</b>	<b>143,055.60</b>	<b>128,333.32</b>	<b>140,000.00</b>
4115 · Bathroom Key Deposit (Deposit for key use)	0.00		0.00	0.00	0.00
4200 · Associate Memberships	0.00		0.00	0.00	0.00
4300 · Pool					

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
4320 · Pool Income - Guests & Passes	0.00		0.00	0.00	0.00
4330 · Pool - Swim Lessons	0.00		50.00		
4340 · Pool concession stand (all sales from concessions)	0.00		0.00	0.00	0.00
4360 · Pool FOB	80.00		4,070.70		
<b>Total 4300 · Pool</b>	<b>80.00</b>		<b>4,120.70</b>	<b>0.00</b>	<b>0.00</b>
4400 · Donations					
4405 · General Donations	0.00	4.17	0.00	45.83	50.00
4400 · Donations - Other	0.00		0.00	0.00	0.00
<b>Total 4400 · Donations</b>	<b>0.00</b>	<b>4.17</b>	<b>0.00</b>	<b>45.83</b>	<b>50.00</b>
4500 · Publications					
4520 · Banner - Subscriptions	0.00	4.17	0.00	45.83	50.00
4530 · Banner - Classified Ads	0.00	916.67	2,881.60	10,083.33	11,000.00
<b>Total 4500 · Publications</b>	<b>0.00</b>	<b>920.84</b>	<b>2,881.60</b>	<b>10,129.16</b>	<b>11,050.00</b>
4600 · Interest Income (Interest Income)	2,362.31	141.67	21,297.43	1,558.33	1,700.00
4800 · Miscellaneous Income					
4802 · Office Services	8.00		82.58		
4810 · Vending Machine (Processing fee on wages)	0.00		0.00	0.00	0.00
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		0.04		
4800 · Miscellaneous Income - Other	0.00	279.17	699.70	3,070.83	3,350.00
<b>Total 4800 · Miscellaneous Income</b>	<b>8.00</b>	<b>279.17</b>	<b>782.32</b>	<b>3,070.83</b>	<b>3,350.00</b>
4999 · Uncategorized Income	0.00		-0.64		
<b>Total Income</b>	<b>3,087.56</b>	<b>54,784.86</b>	<b>665,843.17</b>	<b>602,633.14</b>	<b>657,418.00</b>
<b>Gross Profit</b>	<b>3,087.56</b>	<b>54,784.86</b>	<b>665,843.17</b>	<b>602,633.14</b>	<b>657,418.00</b>
<b>Expense</b>					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	7,740.01	5,360.67	67,089.98	58,967.33	64,328.00
5125 · Wages - Office	0.00		0.00	0.00	0.00
5130 · Wages - Maintenance	13,346.00	7,381.00	103,243.46	81,191.00	88,572.00
5132 · Wages - Dockmaster	700.00	700.00	6,300.00	7,700.00	8,400.00
5133 · Marina Project Manager	0.00		2,292.50		

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance  
August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
5135 · Wages - Pool	11,015.87	3,525.00	40,741.58	38,775.00	42,300.00
5136 · Wages-Swim Lessons	0.00		0.00	0.00	0.00
5140 · Wages - Paid Holiday	0.00		0.00	0.00	0.00
5145 · Wages - Sick pay	0.00		0.00	0.00	0.00
5156 · Wages-Overtime (All overtime over 40 hours)	0.00		0.00	0.00	0.00
5157 · Wages-Vacation (Vacation time)	0.00		0.00	0.00	0.00
5160 · Bonus Pay	0.00		0.00	0.00	0.00
5170 · Health Insurance Compensation (Employee Insurance Allotment)	675.00	400.00	4,800.00	4,400.00	4,800.00
5210 · FICA-941 Taxes	2,556.72	1,250.00	15,822.83	13,750.00	15,000.00
5215 · Unemployment Taxes	60.45	41.67	526.05	458.33	500.00
5330 · Hall Monitor	143.00	208.33	3,734.50	2,291.67	2,500.00
5450 · Cell Phone	0.00	56.25	0.00	618.75	675.00
5610 · Accounting Fees	1,300.00	1,250.00	15,725.00	13,750.00	15,000.00
6080 · Travel Mileage	0.00	83.33	430.21	916.67	1,000.00
5100 · Wages, Taxes and Fees - Other	0.00		0.00	0.00	0.00
Total 5100 · Wages, Taxes and Fees	37,537.05	20,256.25	260,706.11	222,818.75	243,075.00
Total 5000 · Administration Expenses	37,537.05	20,256.25	260,706.11	222,818.75	243,075.00
5200 · Marina Expense					
5240 · Sales Tax	0.00		0.00	0.00	0.00
5250 · Property Tax	0.00	666.67	4,730.41	7,333.33	8,000.00
5570 · Small Boat Area	0.00	8.33	0.00	91.67	100.00
5575 · Marina Repair/Maintenance	0.00	291.67	5,705.35	3,208.33	3,500.00
Total 5200 · Marina Expense	0.00	966.67	10,435.76	10,633.33	11,600.00
5300 · Security					
5310 · Security Systems	39.99		936.94	0.00	0.00
5311 · Security Camera Maintenance (Security Camera Repair and Maintenance)	1,714.13	125.00	12,259.79	1,375.00	1,500.00
5320 · Gate Closing Expense	125.00	125.00	1,375.00	1,375.00	1,500.00
5335 · Key Fobs	0.00	62.50	0.00	687.50	750.00
5300 · Security - Other	0.00		1,395.21		
Total 5300 · Security	1,879.12	312.50	15,966.94	3,437.50	3,750.00
5400 · Utilities					
5410 · Electric	0.00	1,666.67	13,281.57	18,333.33	20,000.00

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance

August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
5420 · Water/Sewer	985.01	1,250.00	14,032.11	13,750.00	15,000.00
5430 · Telephone/Pager/Cable/Web	329.94	375.00	2,382.12	4,125.00	4,500.00
5440 · Gas/Propane	19.01	51.67	861.03	568.33	620.00
<b>Total 5400 · Utilities</b>	<b>1,333.96</b>	<b>3,343.34</b>	<b>30,556.83</b>	<b>36,776.66</b>	<b>40,120.00</b>
5500 · Building and Grounds					
5510 · Supplies Maintenance	0.00		0.00	0.00	0.00
5511 · Professional/Contract Services (outside contractors)	659.29	916.67	12,831.91	10,083.33	11,000.00
5512 · Repairs, Maintenance & Supplies	450.00	1,000.00	11,694.03	11,000.00	12,000.00
5513 · Contract Services (Outside Contractor)	0.00		0.00	0.00	0.00
5515 · Janitorial and Cleaning	139.98	133.33	2,965.94	1,466.67	1,600.00
5516 · Gasoline (Grounds machinery fuel)	47.70	41.67	298.01	458.33	500.00
5520 · Maintenance Equipment	21.99	291.67	2,782.71	3,208.33	3,500.00
5530 · Pest Control	0.00	125.00	2,290.50	1,375.00	1,500.00
5560 · Landscaping	1,550.00	1,333.33	8,851.30	14,666.67	16,000.00
5580 · Pool Maintenance	0.00	125.00	5,473.79	1,375.00	1,500.00
5585 · Pool Repair/Replacement (Pool Repair)	219.96	416.67	654.92	4,583.33	5,000.00
5590 · Pool Chemicals	1,005.45	916.67	13,041.80	10,083.33	11,000.00
5683 · Certification Reimbursement (Pool attendant certification)	0.00	58.33	600.00	641.67	700.00
6500 · Playground Expense	0.00	183.33	0.00	2,016.67	2,200.00
<b>Total 5500 · Building and Grounds</b>	<b>4,094.37</b>	<b>5,541.67</b>	<b>61,484.91</b>	<b>60,958.33</b>	<b>66,500.00</b>
5600 · Other Administration Expense					
5519 · Leased Equipment	0.00	173.33	2,114.34	1,906.67	2,080.00
5650 · Postage	0.00	66.67	688.18	733.33	800.00
5660 · Legal Fees	900.00	666.67	9,423.00	7,333.33	8,000.00
5665 · Seminars, Training and Fees	0.00	20.83	1,625.39	229.17	250.00
5670 · Office Supplies/Expenses	701.64	660.00	5,878.24	7,260.00	7,920.00
5680 · Audit Fees					
5685 · Employment Agency	0.00		0.00	0.00	0.00
5680 · Audit Fees - Other	0.00	666.67	10,900.00	7,333.33	8,000.00
<b>Total 5680 · Audit Fees</b>	<b>0.00</b>	<b>666.67</b>	<b>10,900.00</b>	<b>7,333.33</b>	<b>8,000.00</b>
5682 · Organizational Fees and License	0.00	66.67	36.00	733.33	800.00
5686 · Website Maintenance	100.00	16.67	3,401.28	183.33	200.00

**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
5690 · Advertising	176.67	166.67	1,102.41	1,833.33	2,000.00
6020 · Bank Fees	308.10	4.17	5,684.27	45.83	50.00
6040 · Trustee Election	0.00	354.17	0.00	3,895.83	4,250.00
<b>Total 5600 · Other Administration Expense</b>	<b>2,186.41</b>	<b>2,862.52</b>	<b>40,853.11</b>	<b>31,487.48</b>	<b>34,350.00</b>
5630 · Insurance-Business					
5631 · Insurance - Liability (FI Municipal)	2,168.75	704.33	8,507.75	7,747.67	8,452.00
5632 · Insurance - Workers Compensatio	3,411.75	872.50	12,588.75	9,597.50	10,470.00
5633 · Insurance - Auto Liability	40.00	13.00	157.00	143.00	156.00
5634 · Insurance -Property	4,692.75	1,168.50	13,384.25	12,853.50	14,022.00
5635 · Insurance - Flood	1,293.00	750.00	11,913.36	8,250.00	9,000.00
<b>Total 5630 · Insurance-Business</b>	<b>11,606.25</b>	<b>3,508.33</b>	<b>46,551.11</b>	<b>38,591.67</b>	<b>42,100.00</b>
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	266.67	735.01	2,933.33	3,200.00
5711 · Banner composition	0.00	500.00	4,790.00	5,500.00	6,000.00
5720 · Banner - Printing Costs	557.90	833.33	8,221.47	9,166.67	10,000.00
5740 · Banner - Paper Delivery	250.00	250.00	2,750.00	2,750.00	3,000.00
5750 · Banner - Office Supplies					
5751 · office equipment (computer/printer)	0.00		0.00	0.00	0.00
5752 · Office supplies	0.00	0.00	0.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00	0.00	0.00	0.00	0.00
<b>Total 5750 · Banner - Office Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables (Tide Tables Schedules)	0.00	10.50	147.00	115.50	126.00
5762 · King Features (King Features)	0.00	22.92	227.90	252.08	275.00
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
<b>Total 5760 · Banner - Miscellaneous Expenses</b>	<b>0.00</b>	<b>33.42</b>	<b>374.90</b>	<b>367.58</b>	<b>401.00</b>
<b>Total 5700 · Publications Expense</b>	<b>807.90</b>	<b>1,883.42</b>	<b>16,871.38</b>	<b>20,717.58</b>	<b>22,601.00</b>
5800 · District Recreation					
5830 · Expenses -	300.00	983.33	3,782.59	10,816.67	11,800.00
5800 · District Recreation - Other	0.00		0.00	0.00	0.00
<b>Total 5800 · District Recreation</b>	<b>300.00</b>	<b>983.33</b>	<b>3,782.59</b>	<b>10,816.67</b>	<b>11,800.00</b>
5880 · Concession Stand (Concession Stand Expense)	0.00	0.00	15.34	0.00	0.00



**Bayshore Gardens Park & Recreation District**  
**Profit & Loss Budget Performance**  
August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
5885 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
5900 · Capital Layout					
5901 · ADA Lift for Pool	0.00	750.00	8,268.20	8,250.00	9,000.00
5902 · ADA Compliant Ramp for Rec Ctr	0.00	416.67	6,900.00	4,583.33	5,000.00
5903 · Sheds to Replace Porta Potty	0.00	666.67	0.00	7,333.33	8,000.00
5904 · Resurface Breezeway	5,986.00	833.33	5,986.00	9,166.67	10,000.00
5906 · Fishing Pier Repair	0.00	1,750.00	0.00	19,250.00	21,000.00
5907 · Pickleball Crt @ Basketball Crt	0.00	58.33	74.64	641.67	700.00
5908 · Add Heat to AC	0.00	833.33	0.00	9,166.67	10,000.00
5909 · Screen Room Repair	0.00	2,500.00	0.00	27,500.00	30,000.00
5911 · Rec Hall Repairs	17,638.72	6,148.50	17,675.22	67,633.50	73,782.00
5912 · Automatic Gate to the Beach	0.00	1,170.00	0.00	12,870.00	14,040.00
5915 · Air Conditioner	0.00		0.00	0.00	0.00
5920 · Furniture & Equipment	0.00		0.00	0.00	0.00
5940 · Security Cameras	0.00		0.00	0.00	0.00
Total 5900 · Capital Layout	23,624.72	15,126.83	38,904.06	166,395.17	181,522.00
5950 · ADA (ADA)					
5953 · ADA Port-A-Potty	0.00		0.00	0.00	0.00
5950 · ADA (ADA) - Other	0.00		0.00	0.00	0.00
Total 5950 · ADA (ADA)	0.00		0.00	0.00	0.00
5960 · Marina Construction					
5961 · Marina Contractors(cap imp)	0.00	0.00	2,841.50	0.00	0.00
5962 · Material(cap imp)	0.00		0.00	0.00	0.00
Total 5960 · Marina Construction	0.00	0.00	2,841.50	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	0.00	0.00	1.09	0.00	0.00
6030 · Penalties & Interest	0.00		0.00	0.00	0.00
6120 · Deposited Item Charge Back (Bounced check charge back)	0.00		0.00	0.00	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	0.00	0.00	1.09	0.00	0.00
6900 · Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
7000 · Future Projects	0.00		0.00	0.00	0.00

**Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance**

August 2019

	Aug 19	Budget	Oct '18 - Aug 19	YTD Budget	Annual Budget
8000 · Other Expenses (Other Expenses)					
8001 · Hall Rewiring Project Exp (all expenses incurred)	0.00		0.00	0.00	0.00
Total 8000 · Other Expenses (Other Expenses)	0.00		0.00	0.00	0.00
9010 · Bank Service Charges	31.50		91.00		
Total Expense	83,401.28	54,784.86	529,061.73	602,633.14	657,418.00
Net Ordinary Income	-80,313.72	0.00	136,781.44	0.00	0.00
	<b>-80,313.72</b>	<b>0.00</b>	<b>136,781.44</b>	<b>0.00</b>	<b>0.00</b>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 8/26/19

MEETING DATE 9-17-19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson

Subject: Enforcement

Reason we do not have authority

BRIEF EXPLANATION

4 attorneys + have advised the districts  
to correct their Charters -

MOTION IF NEEDED

to employ attorney - 5K Person, Cohen, &  
Lobbyist David Rambo @ 20K  
Mooney  
or hire our attorney & select a lobbyist

Supporting documentation attached

Received by Hisa C Date 8/26/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

**From:** James Dye  
**Sent:** Thursday, September 5, 2019 11:46 AM  
**To:** James Frost  
**Subject:** RE: fence contract

Couple of things – unusual to allow private use of public property. It's ok, but need to make sure the public interest is protected. I think the agreement needs indemnity clauses where he protects the District should something happen – fence falls down or blows away and hurts persons or property. District should make sure some kind of minimal insurance is kept by the owner. The insurance coverage would be in addition to an indemnity clause. His homeowners' policy may be good enough but District should see the policy limits and insurance policy should be inspected to make sure it covers an improvement on District property. I'd suggest a minimum \$500K of coverage but you should ask your own insurer what is a good limit. As to the time, I think the District can get what it's comfortable with. If you are only willing to allow the fence while the current owner owns it, the agreement should say that. Additionally, something needs to be put in the public record about removal of the fence when property is sold or title otherwise transfers so that a new owner knows the fence has to be removed upon transfer. A one page document referencing the agreement should put a new owner on notice of the fence agreement. A new owner can always come in and request an extension of the agreement for the benefit of the new owner but the Board can decide if that's a good idea at that time. You may want a clause allowing the District to have the fence removed with notice for the convenience of the District – 60 days for example. Then owner has to move it to his side of the line then.

*Will not cover when not on his property?*

*→*  
*→*

How far into the property is the fence? How long has it been there?

*James D. Dye, Esq.*

Dye, Harrison, Kirkland, Petruff, Pratt & St. Paul, PLLC  
1206 Manatee Avenue West  
Bradenton, FL 34205  
941-748-4411  
jdye@dyeharrison.com  
Board Certified, City, County, and Local Government Law

*Board approval for removal*

*Spouse added.*



**From:** James Frost <bsgbot04jimf@gmail.com>  
**Sent:** Thursday, September 05, 2019 10:49 AM  
**To:** James Dye <jdye@dyeharrison.com>  
**Subject:** fence contract

Please call me when you read this .

The question was raised can we go into a long term contract with no ending for future boards and what if he sells his house.

# AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Joseph Gortych and Jennifer Wowk of 6920 26<sup>th</sup> Street West, Bradenton, FL 34207 (First Party) and Bayshore Gardens Park & Recreation District, principal office located at 6919 26<sup>th</sup> Street West, Bradenton, FL 34207 (Second Party).

**WITNESSETH:** That in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated, the said party of the first part does hereby covenant and agree to the following:

**WHEREAS**, First Party installed a 6 foot high privacy fence on the property of Bayshore Gardens without permission, express or implied, from the Bayshore Gardens District. Manatee County Code Enforcement was notified of the fence placement and was called to the residence of First Party to inspect the fence.

**WHEREAS**, Upon inspection, Manatee County Code Officer, Ernie White, advised that the fence was placed without a permit, a mandatory requirement when the property is in a flood zone. The Code Officer further noted that the fence was placed on Bayshore Gardens property.

**WHEREAS**, First Party was advised by Code Officer Ernie White that he needed to pay the permit fees and remove the fence within thirty (30) days if an agreement was not made with Second Party to leave the fence on Bayshore Gardens property.

**THE PARTIES HEREIN AGREE TO THE FOLLOWING:**

The Board of Trustees of Bayshore Gardens, at a scheduled and noticed meeting held on September 17, 2019, authorized the fence to remain on the property of Bayshore Gardens upon payment in full of the permit fees and any and all fees associated with the fence placement by First Party. Proof of payment in full to be provided to the District office. Party of the First Part agrees to maintain the fence in accordance with Manatee County Ordinance, Chapter 2-37, Property Maintenance and Structural Standards.

First Party agrees to "indemnity, defend, and hold harmless" Second Party from and against any and all claims, damages, losses, charges, damage, injury and expenses, including but not limited to attorney's fees and court costs, liability or exposure, however caused, resulting from or arising out of First Party's placement of a privacy fence on the property of Second Party.

\_\_\_\_\_  
Initials/First Party      Initials/First Party

\_\_\_\_\_  
Initials/First Party

Second Party reserves the right to request removal of the fence from their property upon sixty (60) day written notice, certified mailing, return receipt to First Party, who agrees to remove the fence within the stated time frame.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. This agreement shall be enforced under the laws of the State of Florida. This is the entire agreement.

Signed the first day and year first above written.

\_\_\_\_\_  
First Party, Joseph Gortych

\_\_\_\_\_  
First Party, Jennifer Wowk

Bayshore Gardens Park & Recreation District

By: \_\_\_\_\_  
James Frost, Chairman of the Board

**STATE OF FLORIDA**

**COUNTY OF MANATEE**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by Joseph Gortych and Jennifer Wowk, First Party.

\_\_\_\_\_  
Signature of Notary – State of Florida

\_\_\_\_\_  
Printed Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

# AGREEMENT

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between Timothy Haden and Cindy Petrat-Hayden of 6924 26<sup>th</sup> Street West, Bradenton, FL 34207 (First Party) and Bayshore Gardens Park & Recreation District, principal office located at 6919 26<sup>th</sup> Street West, Bradenton, FL 34207 (Second Party).

**WITNESSETH:** That in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated, the said party of the first part does hereby covenant and agree to the following:

**WHEREAS**, First Party installed a 6 foot high privacy fence on the property of Bayshore Gardens without permission, express or implied, from the Bayshore Gardens District. Manatee County Code Enforcement was notified of the fence placement and was called to the residence of First Party to inspect the fence.

**WHEREAS**, Upon inspection, Manatee County Code Officer, Ernie White, advised that the fence was placed without a permit, a mandatory requirement when the property is in a flood zone. The Code Officer further noted that the fence was placed on Bayshore Gardens property.

**WHEREAS**, First Party was advised by Code Officer Ernie White that he needed to pay the permit fees and remove the fence within thirty (30) days if an agreement was not made with Second Party to leave the fence on Bayshore Gardens property.

**THE PARTIES HEREIN AGREE TO THE FOLLOWING:**

The Board of Trustees of Bayshore Gardens, at a scheduled and noticed meeting held on September 17, 2019, authorized the fence to remain on the property of Bayshore Gardens upon payment in full of the permit fees and any and all fees associated with the fence placement by First Party. Proof of payment in full to be provided to the District office. Party of the First Part agrees to maintain the fence in accordance with Manatee County Ordinance, Chapter 2-37, Property Maintenance and Structural Standards.

First Party agrees to "indemnity, defend, and hold harmless" Second Party from and against any and all claims, damages, losses, charges, damage, injury and expenses, including but not limited to attorney's fees and court costs, liability or exposure, however caused, resulting from or arising out of First Party's placement of a privacy fence on the property of Second Party.

\_\_\_\_\_  
Initials/First Party      Initials/First Party

\_\_\_\_\_  
Initials/First Party

Second Party reserves the right to request removal of the fence from their property upon sixty (60) day written notice, certified mailing, return receipt to First Party, who agrees to remove the fence within the stated time frame.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. This agreement shall be enforced under the laws of the State of Florida. This is the entire agreement.

Signed the first day and year first above written.

\_\_\_\_\_  
First Party, Timothy Haden

\_\_\_\_\_  
First Party, Cindy Petrat-Hayden

Bayshore Gardens Park & Recreation District

By: \_\_\_\_\_  
James Frost, Chairman of the Board

**STATE OF FLORIDA**

**COUNTY OF MANATEE**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2019, by Timothy Haden and Cindy Petrat-Hayden, First Party.

\_\_\_\_\_  
Signature of Notary – State of Florida

\_\_\_\_\_  
Printed Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/6/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

**BOT**  
REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Dan Rawlinson

Subject: Legal Counsel

Reason \_\_\_\_\_

BRIEF EXPLANATION

~~\*~~ additional Counsel for Bayshore Gardens

MOTION IF NEEDED

Motion to hire additional legal counsel with experience in special tax districts

Supporting documentation attached

Received by [Signature] Date 9/6/19

Approved April 17, 2018 Sharon Denson

Revised \_\_\_\_\_

Effective 4/17/18

Dan Rawlinson

**MBDV** | **Manson Bolves  
Donaldson Varn**  
Attorneys At Law

Integrity. Intelligence. Diligence.

*\$ 250 per hr.*

June 13, 2019

VIA ELECTRONIC MAIL

Jodie Lawman  
District Manager  
Bayshore Gardens Park & Recreation District  
6919 26th Street W.  
Bradenton, FL 34207  
managerbgrd@outlook.com

Re: Bayshore Gardens Park & Recreation District Legal Representation

Dear District Manager Lawman:

Thank you for considering Manson Bolves Donaldson Varn, PA (MBDV) in the provision of legal services to the Bayshore Gardens Park & Recreation District (District). As requested, this letter will serve as a proposal of the terms under which MBDV will provide legal services to the District.

MBDV is a Florida-based law firm with public and private clients ranging from special districts to large, multi-billion dollar businesses. The firm focuses on water, environmental, administrative and governmental law as well as business, contracting and construction. We assist our clients by negotiating with state and local agencies, and navigating issues through the complex, and sometimes conflicting, governmental process. In addition, our legislative practice represents clients with local, regional and state bodies. MBDV also provides representation for clients on transactions between governments and private interests, including the negotiation and drafting of interlocal agreements. Our understanding of government provides a unique perspective for our clients.

MBDV has long provided its clients with effective representation before all levels of Florida government including state, regional, county, city and special districts. Over the years, MBDV has successfully served as general counsel and/or special counsel to numerous public state and regional agencies and local governments. Serving on staff for governmental agencies for both state and local governments allows MBDV to provide a unique perspective and knowledge to our clients. One of the reasons we are successful is that the MBDV team has held positions in state and regional agencies, including two former General Counsels for the Southwest Florida Water Management District (SWFWMD), a General Counsel for the South Florida Water Management District, and the General Counsel and Director of Office Water Policy for the Florida Department of Environmental Protection (FDEP).

The approach of MBDV is to always put the best resources to the issue. We work as a state and regional team to maximize our efficiency, analysis, and relationships. As

Tallahassee

Tampa

Orlando

this representation includes general legal services to the District, I would be the lead attorney but would have other attorneys assist depending on the issue.

I am a Board Certified in City, County and Local Government Law and also have an AV Rating by Martindale-Hubbe. As a former legislative committee attorney, I have 21 years of experience working with special districts. Immediately upon graduating law school, I worked for the Florida House of Representatives Community Affairs Committee, where I worked on special districts and local government issues. Upon leaving the Florida House of Representatives, I represented clients before legislative and executive branches of government, agencies, Cabinet, and gubernatorial commissions on local government, including special districts, growth management, and environmental issues. I served as General Counsel for the SWFWMD from 2011 to 2015. In my role as General Counsel, I provided legal advice and counsel to the SWFWMD's Governing Board, the Executive Director, and staff regarding the interpretation and applicability of laws, regulations, and judicial decisions or rulings from federal, state, and administrative branches, courts, or agencies affecting the SWFWMD. In addition, I have served as general and special counsel for local governments and special districts providing guidance related to government, environmental, and land use issues. Finally, I have significant experience in government procurement issues and negotiating and drafting complex and technical interlocal agreements, contracts and other transaction documents.

Craig Varn has over 23 years of experience representing the private sector and governments before legislative and executive branches of government, agencies, Cabinet and gubernatorial commissions on growth management, environmental and local government issues. Prior to re-joining MBDV, Craig served as General Counsel for the FDEP where he was responsible for managing it's legal team and overseeing legal actions including rule-making, enforcement, reviewing program innovations, and reviewing policy decisions for consistency with Florida Statutes. He also served as the chief policy adviser to Senate President Jeff Atwater on all environmental, growth management, agriculture, and utility issues. Craig was an active participant in the drafting of growth management and environmental legislation. Before becoming an attorney, Craig worked as an engineer designing stormwater management facilities, drainage systems, and support structures, utilizing computer analysis and design and assisted clients in environmental permitting for stormwater management facilities and marinas. As an attorney, Craig has successfully represented a broad range of clients and understands the complexities associated with marinas. His specialties include environmental resource permitting, sovereign submerged land, and regulatory compliance and enforcement issues.

Amy Wells Brennan has extensive experience on legal issues related to special districts. Most recently, Amy served as Deputy General Counsel for the SWFWMD. She provided legal representation to the SWFWMD on matters including sunshine law, public records, and ethics, regulation, water use and supply, human resources, and land management and acquisition.

Doug Manson has more than 25 years of experience representing private sector and governments in water, environmental, administrative, and governmental law. Doug has served as Special Counsel or General Counsel for the Peace River Manasota Regional Water Supply Authority since 1996.

MBDV fees are based upon the ethical rules. The amount of the District's statement will be the fair value of the services provided taking into account the time spent, the type of service being asked to perform, any special level of expertise required, the size and scope of the matter, the results obtained, and other relevant considerations. MBDV proposes an hourly rate of \$250.00. The District will be provided the most effective support systems available, while at the same time allocating the costs of such systems in accordance with the usage of the services by individual clients. Therefore, in addition to fees for legal services, the District will also be charged separately for certain costs and expense disbursements, including travel expenses; messenger, courier and other communication costs; document reproduction; and computer research facilities. Billing statements will be rendered on a monthly basis and are due and payable upon receipt. Every effort will be made to include disbursements in the statement for the month in which the disbursements are incurred. Some disbursements are not available until the following month in which case a supplemental statement will be rendered for these additional charges.

MBDV appreciates the opportunity to be of service to the District. Our goal is to provide legal services to the District on the most efficient basis possible. Please do not hesitate to contact me should you have any questions or comments.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laura Jacobs Donaldson".

Laura Jacobs Donaldson



# PERSSON, COHEN & MOONEY, P.A.

ATTORNEYS AND COUNSELORS AT LAW

David P. Persson\*\*  
Andrew H. Cohen  
Kelly M. Fernandez\*  
Maggie D. Mooney\*  
R. David Jackson\*  
Regina A. Kardash\*

\* Board Certified City, County and Local Government Law  
\*\* Of Counsel

Telephone (941) 306-4730  
Facsimile (941) 306-4832  
Email: acohen@swflgovlaw.com

Reply to: Lakewood Ranch

August 7, 2019

# 285.00  
per hour

VIA REGULAR U.S. MAIL  
AND E-MAIL [managerbgrd@outlook.com](mailto:managerbgrd@outlook.com)

Bayshore Gardens Park & Recreation District  
c/o Jodie Lawman, District Manager  
6919 26<sup>th</sup> Street W.  
Bradenton, Florida 34207

Re: Bayshore Gardens Park & Recreation District

Dear Ms. Lawman:

Please allow this correspondence to serve as our proposal to provide District Attorney services for Bayshore Gardens Park & Recreation District. Our firm appreciates the opportunity of being considered for the position.

As you may know, currently our firm represents forty-nine (49) local government clients across southwest Florida. We serve as counsel to multiple community development districts as well as other local governmental entities including the Holiday Park Park and Recreation District, which is very similar to your district. Kelly Fernandez is the City Attorney for the City of Venice and Maggie Mooney is the Town Attorney for the Town of Longboat Key, while David Jackson serves as the Assistant City Attorney and Assistant Town Attorney to these municipalities, respectively.

Approximately ninety percent (90%) of my personal practice is dedicated to special district and related governmental work and the remainder is dedicated to community association collections. I am the primary counsel for the Holiday Park Park and Recreation District. Our firm's experience is with all facets of municipal and special district representation including financing and assessment support. I have

---

Lakewood Ranch  
6853 Energy Court  
Lakewood Ranch, Florida 34240

Venice  
236 Pedro Street  
Venice, Florida 34285

performed numerous bond validations and represented multiple districts in the issuance and refinancing of bonds as well as the implementation and revisions to assessments for both bond debt and operations and maintenance.

I would be the primary counsel for the District with David Jackson as alternate counsel. I would respectfully submit that our firm's background in representing special districts, (including Holiday Park Park and Recreation District) other local government entities and community associations would be an asset and benefit to our representation of Bayshore Gardens Park & Recreation District.

Our firm would propose to provide services to the District on an hourly basis. The rate of compensation for routine work that we would perform including, but not limited to, contract review, research, consulting and attendance at meetings would be \$285.00 per hour for attorney time (applicable to all attorneys in the firm) whether for litigation or non-litigation matters. Travel time would be billed at our regular hourly rate but we are in close proximity to your community. We do not bill clients for incidental costs. Non-routine matters such as bond financings would be billed separately. If the Board has any questions about our practices or client representation, we would be happy to respond or put the Board in contact with other districts with whom we work.

I have included résumés of all attorneys in our firm. In addition, I have included a list of the local government clients we currently represent as well as a list of my references with contact information. I would encourage you or members of the Board of Trustees to contact any of my references.

I will be pleased to answer any additional questions you or the Board may have and would appreciate the opportunity to meet with you and/or the Board at your convenience if it is appropriate.

Respectfully,

A handwritten signature in black ink, appearing to read 'A. H. Cohen', written in a cursive style.

Andrew H. Cohen

AHC/ag  
Enclosures

Community Development District List

Aqua One Community Development District Bradenton, Florida	Lakewood Ranch Community Development Dist. 4 Lakewood Ranch, Florida
Bobcat Trail Community Development District North Port, Florida	Lakewood Ranch Community Development Dist. 5 Lakewood Ranch, Florida
Buckhead Trails Community Development District Palmetto, Florida	Lakewood Ranch Community Development Dist. 6 Lakewood Ranch, Florida
Cone Ranch Community Development District Parrish, Florida	Legends Bay Community Development Dist. Manatee County, Florida
Copperstone Community Development District Parrish, Florida	Lexington Community Development District Parrish, Florida
Cross Creek Community Development District Bradenton, Florida	Mandarin Grove Community Development District Palmetto, Florida
Greyhawk Landing Community Development Dist. Bradenton, Florida	Meadow Pointe II Community Development District Wesley Chapel, Florida
Heritage Lake Park Community Development Dist. Port Charlotte, Florida	University Place Community Development Dist. Bradenton, Florida
Heritage Harbour South Comm. Development Dist. Bradenton, Florida	Venetian Community Development District Venice, Florida
Heritage Isles Community Development District Tampa, Florida	Waterlefe Community Development District Bradenton, Florida
Heritage Oak Park Community Development Dist. Port Charlotte, Florida	Wildcat Preserve Community Development District Parrish, Florida
K-Bar Ranch II Community Development District Tampa, Florida	
Laguna Lakes Community Development District Ft. Myers, Florida	
Lake St. Charles Community Development District Riverview, Florida	
Lakewood Ranch Community Development Dist. 2 Lakewood Ranch, Florida	

### Fire Districts

Bonita Springs Fire Control & Rescue District  
Bonita Springs, Florida

Cedar Hammock Fire Control District  
Manatee County, Florida

Manatee County Fire Chief Association  
Manatee County, Florida

North River Fire District  
Manatee County, Florida

Parrish Fire Rescue District  
Manatee County, Florida

Southern Manatee Fire District  
Manatee County, Florida

Trailer Estates Fire Control District  
Manatee County, Florida

### Other Special Districts

Holiday Park Park and Recreation District  
Sarasota County, Florida

Longboat Key Beach Erosion Control District A (Beachside)  
Longboat Key, Florida

Longboat Key Beach Erosion Control District B (Bayside)  
Longboat Key, Florida

Spring Lake Improvement District  
Highlands County, Florida

Westchester Special Dependent District  
Hillsborough County, Florida



Firm Municipal Clients

City Attorney for Belleair Shore  
Pinellas County, Florida

Lehigh Acres Municipal Services Improvement District  
Lee County, Florida

Town Attorney for Town of Longboat Key  
Longboat Key, Florida

City Attorney for City of Venice  
Venice, Florida

City Attorney for Town of Indian Shores  
Pinellas County, Florida

Special Counsel for City of North Port  
Sarasota County, Florida

Special Magistrate for City of Palmetto  
Manatee County, Florida

Board Counsel for City of Punta Gorda Building Board  
Charlotte County, Florida

Manatee County Hearing Officer  
Manatee County, Florida

Board Attorney for City of Sarasota Nuisance Abatement Board  
Sarasota, Florida

Other

Pinellas County Homeless Leadership Board  
Pinellas County, Florida

## REFERENCES

Holiday Park Park and Recreation District

Mr. Dick Gortz - Chairman

5401 Holiday Park Blvd.

North Port, FL 34287

216/789-0901

[rich.gortz5401@gmail.com](mailto:rich.gortz5401@gmail.com)

Lakewood Ranch Community Development Districts

Ms. Anne Ross - Executive Director

8175 Lakewood Ranch Boulevard

Bradenton, FL 34202-5208

941/907-0202

[anne.ross@lwrtownhall.com](mailto:anne.ross@lwrtownhall.com)

Waterlefe Community Development District

Mr. Kenneth E. Bumgarner - Chairman

10309 Winding Stream Way

Bradenton, Florida 34212

941/748-2107

[ken@waterlefecdd.com](mailto:ken@waterlefecdd.com)



**PERSSON, COHEN & MOONEY, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

**ANDREW H. COHEN**

6853 Energy Court, Lakewood Ranch, Florida 34240

Tel: (941) 306-4730 Fax: (941) 306-4832

E-Mail: [acohen@swflgovlaw.com](mailto:acohen@swflgovlaw.com)

Practice areas include: Governmental Law, Special Districts  
and Community Association collections

Education:

University of Florida College of Law  
Gainesville, Florida  
Juris Doctorate, 1996

New College (Honors College  
for the State University System)  
Sarasota, Florida  
B.A. Political Science, 1993

Qualifications:

- Over 22 years of legal practice
- Representation of multiple special districts across Southwest Florida
- Representation of numerous community associations in the collection of past-due assessments
- Lecturer on community association collections and Florida's Public Records and Sunshine laws

Affiliations:

- Florida Bar Association; Sarasota County Bar Association
- Trustee of the Hershorin Schiff Community Day School Board of Trustees

Awards:

Evan J. Yegelwel Book Award in Environmental Law, Spring 1996



# PERSSON, COHEN & MOONEY, P.A.

ATTORNEYS AND COUNSELORS AT LAW

## R. DAVID JACKSON

6853 Energy Court, Lakewood Ranch, Florida 34240

Tel: (941) 244-5351

E-Mail: [djackson@swflgovlaw.com](mailto:djackson@swflgovlaw.com)

Practice areas include: Governmental Law, Special Districts and Environmental Law

### Education:

Stetson University College of Law  
Gulfport, Florida  
Juris Doctorate, 1999

University of Florida  
Gainesville, Florida  
B.S. Civil Engineering, 1994

### Qualifications:

- Board Certified in City, County and Local Government Law
- Over 19 years of legal practice
- Representation of public and private clients on a variety of issues including, but not limited to, civil and administrative proceedings
- Lecturer on Florida's Public Records and Sunshine Laws
- Formerly served as Assistant General Counsel to the Southwest Florida Water Management District

### Affiliations:

Florida Bar Association  
United States Patent and Trademark Office, registered Attorney  
Chair - Leadership Manatee Board of Governors  
Member, Executive Board of Directors - Braden River Soccer Club



**PERSSON, COHEN & MOONEY, P.A.**  
ATTORNEYS AND COUNSELORS AT LAW

**MAGGIE D. MOONEY**

6853 Energy Court, Lakewood Ranch, Florida 34240

Tel: (941) 306-4730 Fax: (941) 306-4832

E-Mail: mmooney@swflgovlaw.com

Practice areas include: Local Government and Special Districts, Zoning and Land Use Law

Education:

University of Florida College of Law, Gainesville, Florida  
J.D. and Certificate in Environmental & Land Use, 2001

Florida State University, Tallahassee, Florida,  
B.S. in Communications, Cum Laude, 1997

Qualifications:

- Board Certified in City, County and Local Government Law
- Represented private and government clients before all courts in Florida, including Florida federal district Courts
- Lecturer on Florida's Public Records and Sunshine Laws, Ethics Laws, Public Procurement and Intergovernmental Conflict

Affiliations:

The Florida Bar, May 2001 - present  
Florida Bar City, County and Local Government Section,  
Executive Council Board Member (2011-2014)  
Manatee and Sarasota County Bar Associations  
Chair, Sarasota County Bar Association's Local & State  
Government Section (2016-present)

Awards:

Biz941 Magazine's "Top 25 People to Watch" (2009)  
Government/Cities/Municipalities by Super Lawyers  
Magazine (2011-2015)  
"AV" Rated by Martindale Hubbell



# PERSSON, COHEN & MOONEY, P.A.

ATTORNEYS AND COUNSELORS AT LAW

## KELLY M. FERNANDEZ

6853 Energy Court, Lakewood Ranch, Florida 34240

Tel: (941) 306-4730 Fax: (941) 306-4832

E-Mail: [kfernandez@swflgovlaw.com](mailto:kfernandez@swflgovlaw.com)

Practice areas include: Governmental Law, Zoning and Land Use, and Community Association Law

### Education:

University of Florida College of Law, Gainesville, Florida  
J.D., *with honors*, May 2003

University of Florida, Gainesville, Florida  
B.S. in Wildlife Ecology and Conservation, May 2000  
Minors in Zoology and Agriculture & Natural Resources Ethics & Policy

### Qualifications:

- Board Certified in City, County and Local Government Law
- Represents local governments, community development districts and community associations in Southwest Florida
- Handles litigation within the administrative and state courts
- Previously represented the Florida Department of Community Affairs in growth management and emergency management matters
- Lectures on various local government issues including vacation rentals, quasi-judicial hearings and public records and Sunshine Law.

### Affiliations:

The Florida Bar, October 2003 - present  
Florida Bar City, County, and Local Government Section  
Florida Bar Environmental and Land Use Law Section  
Executive Council, 2006-2012  
Sarasota County Bar Association, 2009-present  
Junior League of Sarasota, 2009-present  
Leadership Sarasota Class of 2018

### Awards:

Florida Bar Environmental and Land Use Law Section's Judy Florence Memorial Outstanding Service Award, 2006



# PERSSON, COHEN & MOONEY, P.A.

ATTORNEYS AND COUNSELORS AT LAW

REGINA ANN KARDASH

6853 Energy Court

Tel: (941) 306-4730 Fax: (941) 306-4832

E-Mail: rkardash@swflgovlaw.com

Practice areas include: Local Government, Special Districts,  
Zoning and Land Use

Education:

Stetson University College of Law

International Law Focus

Gulfport, Florida

Juris Doctor, 2007

Florida Southern College

Humanities, concentrations in Art History and Theology

Lakeland, Florida, Bachelor of Arts Cum Laude, 2002

Qualifications:

- Board Certified in City, County and Local Government Law
- Town Attorney, Indian Shores
- Town Attorney, Belleair Shore

Affiliations:

The Florida Bar, 2009 - present

Federal Middle District of Florida, 2010 - present

St. Petersburg Bar Association, 2008 - present

Clearwater Bar Association, 2014 - present

Pinellas County Chapter, Florida Association of Women Lawyers, 2010 - present (Past President)

Florida Municipal Attorneys Association, 2008 - present

Awards:

2013 Leaders in the Law Recipient

Sixth Judicial Circuit Pro Bono Recognition, Honorable Mention, 2015 & 2016

## Bayshore Gardens

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**From:** James Frost <bsgbot04jimf@gmail.com>  
**Sent:** Thursday, September 12, 2019 8:46 AM  
**To:** Bayshore Gardens  
**Subject:** FW: Special District Counsel

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Sent from Mail for Windows 10

**From:** Jennifer Cowan  
**Sent:** Wednesday, September 11, 2019 10:59 AM  
**To:** 'James Frost'; Christine Jenkins  
**Subject:** RE: Special District Counsel

Chairman Frost –

Thank you for your inquiry into LLW's experience with special districts and any potential conflict with your District. A preliminary conflict check show that there would be no conflict in representing the District, should the opportunity arise. Additionally, you inquired about our training and representation of other special taxing districts.

We currently represent many special districts throughout the state of Florida, both independent and dependent special districts. In that representation, we provide many services to our special district clients, including but not limited to, sunshine law, public records and ethics training for board members and staff; training and policy development in procurement regulations governing special districts; advice on employment matters; development of interlocal agreements with neighboring local government entities, legislative update reports and representation (when requested), litigation/appellate services (if needed), and much more. For more information on our firm and its attorneys, I would encourage you to visit our website at <http://www.llw-law.com/practices/governmental-law/>. Please note many of our attorneys are Board Certified in City, County and Local Government, which is the highest level of evaluation by the Florida Bar of the competency and experience of attorneys' practicing in local government law.

As for our rates, normally when a local government is seeking to acquire counsel they will send out a Request for Proposal which will detail the services the local government is seeking and we will provide a rate structure based on that scope. Without that information, I can tell you that our rate structures vary depending on the needs of the local governments – some local government pay a fixed month rate regardless of how many times they call or needs us, other local governments prefer an hourly rate. If LLW is providing litigation or other specialized services our rates vary depending on the service. If LLW is providing general counsel services to the local government on an hourly basis, then our rates are general range from \$215 - \$275 per hour for attorneys and \$185 per hour for paralegal; however, again there are multiple rate structures offered and they are greatly dependent on the needs of the client.

Also, you specifically asked whether I represent any special districts. Yes, I represent several special districts as their general counsel and serve as city attorney for the a municipality in Pinellas County. I am Board Certified in City, County and Local Government law and AV Preeminent rated by Martindale Hubbell. For more information on me, please see <http://www.llw-law.com/attorneys/jennifer-r-cowan/>.

I hope this information is helpful to you and if you need anything more, please feel free to call me at (941) 708-4040.



All the best to you,  
Jennifer

**From:** James Frost [mailto:bsgbot04jimf@gmail.com]  
**Sent:** Monday, September 9, 2019 1:05 PM  
**To:** Christine Jenkins <cjenkins@llw-law.com>; Jennifer Cowan <jcowan@llw-law.com>  
**Subject:** Special District Counsel

Hello Ms. Jenkins:

Please confirm if there are any conflicts of interest with board members regarding the possibility of legal representation.

Board Members are:

Dan Rawlinson  
Steve Watkins  
Sharon Denson  
Jim Frost  
Thom Williams  
Sandy McCarthy  
Terry Zimmerly  
Barbara Susdorf  
Belle Baxter

In addition, please provide your hourly rate and travel time expense, if applicable.  
Do you provide board training for special taxing districts and/or Sunshine law?

Do you presently represent any special taxing districts?

Thank you for your time and consideration.  
Jim Frost, Chairman  
Bayshore Gardens Park & Recreation District  
813-810-9767 Cell

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/5/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Let Donald Rawlinson

Subject: Key Jobs

Reason \_\_\_\_\_

BRIEF EXPLANATION

Our ramp access is too low and needs to be raised.

MOTION IF NEEDED

I move to raise the price of a key job for the ramp from \$43 to \$83 as of Oct 1, 2019

Supporting documentation attached

Received by Dia Cruz Date 9/5/19

Approved April 17, 2018 Sharon Denson

Revised \_\_\_\_\_

Effective 4/17/18

Donald Rawlinson

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/6/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

~~REGULAR~~ <sup>BOT</sup> MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Dan Rawlinson

Subject: Secretary

Reason \_\_\_\_\_

BRIEF EXPLANATION

Motion to compel Secretary to perform duties

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 9/6/19

Approved April 17, 2018 Sharon Denson

Revised \_\_\_\_\_

Effective 4/17/18

Dan Rawlinson

Section 286.011 (2) requires that minutes of a public board must be **promptly** recorded (written) and open to the public for inspection. Workshop minutes are subject to this requirement. (AGO 08-65) The term promptly is not defined in the statute and is construed in its plain and ordinary sense to mean **"done without delay."**

To date, the minutes of the work session meetings **August 7, 2019 and September 4, 2019** have not been received by the office.

This puts the District in a position of violating the Sunshine Law. The Board, as the governing body of the District, has a duty to make sure that we are acting in accordance with the statute. When officers of the Board do not perform the duties of their position, it is the responsibility of this Board to take the necessary action needed to compel officers to perform the duties of their appointed position or remove them for failure to perform their duties. By continuing to overlook this, we all are liable as a Board and can be held accountable and fined up to \$500 each.

**"Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by a fine not exceeding \$500." 286.011(3)(a).**

This Board has a legal responsibility to make sure this District complies with the law and failure to do so makes us all complicit and liable.

*Don Rawlinson*

### ARTICLE III

#### DUTIES OF THE TRUSTEE

Section 1. The Chairman will preside over the meetings. Be responsible for approving the agenda at least seven days from the meeting day. The Chairman will serve as Liaison between the Board of Trustees and the Office Manager consistent with board policy and procedure.

The First Vice -Chair, will assist the Chair in his/her duties, preside at the meeting in the absence of the Chair.

The Second Vice-Chair will assist the Chair and the first Vice Chair as directed and will preside at the meetings in the absence of the Chair and the First Vice Chair.

The Secretary Will take the minutes of the meetings and submit to District Office as a public record, will make sure all legal requirements for meetings are adhered to. Oversee the preparation of the agenda with the District Manager. Annually place a legal notice in the Bradenton Herald with all of the regularly scheduled, Budget meeting, Organizational Meeting and Official Committee meetings. The Secretary will receive and respond to all Official Correspondence and distribute to all Trustees.

The Treasurer will be responsible for the disbursements of all district funds, deposits, and investments. All disbursements are by check. Arrange for annual audit. By April 1<sup>st</sup> prepare annual financial statement and publish in newspaper of general circulation (Article IV, sec 1). By June 1<sup>st</sup> prepare and deliver assessment resolution to Property Appraiser to assess and to the Tax collector to collect the assessment. By July 1<sup>st</sup>, prepare and adopt an itemized budget in compliance with FS 189.016. April, publish financial statements in newspaper of general circulation. Sign all checks with a co-signer Trustee, the Chairman, first Vice Chair, or second Vice Chair. If the Treasurer is absent, the Chair acts on behalf of the Treasurer.

### ARTICLE IV

#### MEETINGS OF THE BOARD OF TRUSTEES

Section 1. All meetings shall be held in the offices of the District. The notice for all Regular, Work Session, Budget, Organization Meeting and Official Committee meetings shall be published in a paper published daily for at least five days per week in Manatee County (Bradenton Herald , Legal Notices ) (FS 189.015) and at least seven days prior to the meeting. This may be done annually, semi-annually or quarterly in the Legal Notices. The agenda/supporting documentation shall be posted on the Bayshore Gardens website. The meetings dates will also be included in the Banner calendar.

Section 2. A quorum must be established for any regular, special, or emergency meeting. Five (5) Trustees shall constitute a quorum.

Section 3. No member of Board of Trustees or committee who is present at any meeting of such a body at which official decision, ruling, or other official act is to be taken or adopted may abstain from voting

20

Select Year:  

## The 2019 Florida Statutes

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[Title XIX](#)[Chapter 286](#)[View Entire Chapter](#)

PUBLIC BUSINESS PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS

**286.011 Public meetings and records; public inspection; criminal and civil penalties.—**

(1) All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings.

(2) The minutes of a meeting of any such board or commission of any such state agency or authority shall be promptly recorded, and such records shall be open to public inspection. The circuit courts of this state shall have jurisdiction to issue injunctions to enforce the purposes of this section upon application by any citizen of this state.

(3)(a) Any public officer who violates any provision of this section is guilty of a noncriminal infraction, punishable by fine not exceeding \$500.

(b) Any person who is a member of a board or commission or of any state agency or authority of any county, municipal corporation, or political subdivision who knowingly violates the provisions of this section by attending a meeting not held in accordance with the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(c) Conduct which occurs outside the state which would constitute a knowing violation of this section is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

(4) Whenever an action has been filed against any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision to enforce the provisions of this section or to invalidate the actions of any such board, commission, agency, or authority, which action was taken in violation of this section, and the court determines that the defendant or defendants to such action acted in violation of this section, the court shall assess a reasonable attorney's fee against such agency, and may assess a reasonable attorney's fee against the individual filing such an action if the court finds it was filed in bad faith or was frivolous. Any fees so assessed may be assessed against the individual member or members of such board or commission; provided, that in any case where the board or commission seeks the advice of its attorney and such advice is followed, no such fees shall be assessed against the individual member or members of the board or commission. However, this subsection shall not apply to a state attorney or his or her duly authorized assistants or any officer charged with enforcing the provisions of this section.

(5) Whenever any board or commission of any state agency or authority or any agency or authority of any county, municipal corporation, or political subdivision appeals any court order which has found said board, commission, agency, or authority to have violated this section, and such order is affirmed, the

they could be heard at a meeting would foreclose easy access to such meeting to members of the general public who wish to bring specific issues before the governing body.

See also, Grapski v. City of Alachua, 31 So. 3d 193, 199 (1st DCA 2010), rev. denied, 47 So. 3d 1288 (Fla. 2010) (“If the meeting itself is properly noticed, chapter 286 does not require the governmental entity to give notice of potential deviation from a previously announced agenda.”).

The Administrative Procedure Act, on the other hand, does require that an agenda be published. The Administrative Procedure Act requires agencies to give notice of public meetings, hearings, and workshops by publication in the Florida Administrative Register and on the agency’s website not less than seven (7) days before the event. The agenda must be published on the agency’s website, along with any meeting materials. Section 120.525, F.S.

While these specific requirements are imposed by the Administrative Procedure Act, rather than the Sunshine Law, the requirements of the Administrative Procedure Act satisfy the Sunshine Law’s reasonable notice requirement. Similarly, if a public board or commission acts as a quasi-judicial body, or takes official action on a matter that affects individual rights of citizens, rather than rights of the public at large, the notice must include specific language regarding a record of the proceeding required by Section 286.0105, F.S.

#### C. Minutes of the Meetings Must Be Taken and Promptly Recorded.

Section 286.011(2), F.S., requires that there be minutes of a public board or commission meeting. The minutes must be promptly recorded and open to the public for inspection. Workshop meetings are subject to this requirement. AGO 08-65 and AGO 74-62. The term “promptly” is not defined by the statute. Therefore, “promptly” is construed in its plain and ordinary sense to mean “done without delay.” Inf. Op. to Board of Trustees, Northwest Florida State College, January 27, 2009.

As used in Section 286.011, F.S., the term “minutes,” refers to a brief summary or a series of notes reflecting the events of the meeting. AGO 82-47. A verbatim transcript of the meeting is not required. If a transcript is prepared, the written transcript can satisfy the minutes requirement. If there is a recording of the meeting, the recording is also a public record subject to mandatory disclosure. A recording, however, will not satisfy the minutes requirement because it is not written. AGO 08-65.

Draft minutes of a board meeting may be circulated to individual board members for review prior to approval. Any changes, corrections or deletions must be discussed and adopted during an open public meeting. AGO 02-51; AGO 74-294. However, as soon as the draft minutes have been prepared, the minutes are a public record subject to mandatory disclosure before they are formally adopted by the board. AGO 86-21.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/9/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

B.O.T  
REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Jim Frost

Subject: No Subletting of HALL.

Reason \_\_\_\_\_

BRIEF EXPLANATION

No flea market In HALL. / ~~no flea market in hall~~

MOTION IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by Jodie Lowman Date 9-9-19

Approved April 17, 2018 Sharon Deason,

Revised \_\_\_\_\_

Effective 4/17/18





**Florida League of Cities, Inc.**  
LOCAL SELF-GOVERNMENT  
*the keystone of American democracy*

PO Box 530065 :: Orlando, Florida 32853-0065

**Melissa J. Solis, CPCU, RMPE, CPM**

Underwriter  
Dept of Insurance and Financial Services  
Direct dial: (407) 367-1831  
Toll free: (800) 445-6248 x1831  
Fax: (407) 425-9378 (Routing # 1831)  
[msolis@flcities.com](mailto:msolis@flcities.com)



← get social with the FLC →



**From:** Andy Hanson  
**Sent:** Tuesday, April 21, 2015 10:51 AM  
**To:** Melissa Solis  
**Subject:** Fwd: liability

Thanks!

*Sent from my Verizon Wireless 4G LTE DROID*

----- Original Message -----

**Subject:** Fwd: liability  
**From:** Ken Blaser <[KBlaser@flcities.com](mailto:KBlaser@flcities.com)>  
**To:** Valerie Burns <[VBurns@flcities.com](mailto:VBurns@flcities.com)>, Andy Hanson <[AHanson@flcities.com](mailto:AHanson@flcities.com)>  
**CC:**

Another coverage question. I can provide information on hold harmless and named insured however I'm not sure if the vendors are commercial or just a craft show type with private citizens. I'll check.

*Sent from my Verizon Wireless 4G LTE smartphone*

----- Original message -----

**From:** bayshoregardens Gardens  
**Date:** 04/21/2015 8:34 AM (GMT-05:00)  
**To:** Ken Blaser  
**Subject:** liability

Good morning Ken,

I have a liability question. We have a trustee who is also the president of Crime Watch. Twice a year he has an attic sale in the hall. He sells table space to vendors inside the hall and outside in the parking lot. The vendors outside set up tents. My question is, **who is liable if someone gets hurt and do they have to provide liability insurance?** Thank you

Joanne Manse  
District Manager

**From:** Melissa Solis <MSolis@flcities.com>  
**Sent:** Wednesday, April 22, 2015 3:39 PM  
**To:** bayshoregardens@hotmail.com  
**Cc:** Andy Hanson  
**Subject:** Tenant User Liability Insurance Program (TULIP)  
**Attachments:** TULIP Brochure 2013.pdf; TULIP Flyer Member 2013.pdf; Bayshore Gardens Park & Rec District TULIP Flyer Tenant User 2013.pdf; Bayshore Gardens Park & Rec District TULIP How-To Guide 2013.pdf

Good afternoon Joanne,

Andy asked that I send you information regarding the Tenant User Liability Insurance Program (TULIP).

The District's Florida Municipal Insurance Trust (FMIT) insuring agreement will only protect the District for its negligence. The District's FMIT insuring agreement will not extend coverage to any of the vendors and participants for their negligence.

It is up to the District if you wish to require the vendors to show proof of insurance. If the District does require proof of insurance and the vendor does not currently have insurance, you may direct them to purchase coverage through the TULIP website.

The Tenant User Liability Insurance Program (TULIP) provides insurance coverage to individuals, groups, vendors, etc. that wish to utilize District owned property but do not currently have their own insurance coverage. This program is very helpful for events that take place on District owned property.

The first and second attachments are for the District, which detail the Tenant User Liability Insurance Program (TULIP). The third and fourth attachments are for the Tenant User, which provide details, instructions and the **District's unique TULIP program code**.

When coverage is purchased, the tenant user, District (you) and I automatically receive via e-mail a Certificate of Insurance with the District listed as additional insured.

If the District wishes, you may have the tenant user purchase coverage through TULIP and then reimburse the tenant user.

If the tenant user is selling liquor (cash, mandatory donations, ticket sales), they must also purchase Liquor Liability. They will answer yes to this question on the website. If the tenant user is only serving liquor (no exchange of cash, mandatory donations, ticket sales), then this exposure is covered under Host Liquor which is included in the TULIP General Liability subject to the policy terms, limits, conditions and exclusions. You may wish to discuss with the District attorney and council if you will want to allow alcohol on the premises or not.

You may use the attached information to practice on the website and see what the premiums will look like. The premium depends on type of event, number of days, number of attendees, liquor or no liquor, and some other factors.

If you have any questions, please feel free to ask me.

Thank you,  
Melissa

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9-9-19

MEETING DATE 9-17-19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION \_\_\_ SPECIAL MEETING \_\_\_ EMERGENCY \_\_\_  
COMMITTEE MEETING \_\_\_ BUDGET \_\_\_

Trustee requesting

Jim Frost

Subject:

Clubs must be Board Reconciled to use District

Reason

Admins ~~\_\_\_\_\_~~ ~~\_\_\_\_\_~~

BRIEF EXPLANATION

See charter

MOTION IF NEEDED

Supporting documentation attached

Received by

Jodie Lawman

Date

9-9-19

Approved April 17, 2018 Sharon Deason

Revised \_\_\_\_\_

Effective 4/17/18

trustees of the district for that purpose, which election shall be held and notice thereof given under the same requirements as are set forth hereunder for the election of trustees and the levying and collecting of district assessments; provided, however, that the district shall not be abolished while it has outstanding indebtedness without first making adequate provisions for the liquidation of such outstanding indebtedness.

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.

Section 4. Indemnification.—Any trustee who is made a party to any action, suit, or proceeding solely by reason of his or her holding office in the district shall be indemnified by the district against reasonable expenses including attorney's fees incurred by him or her in defending such suit, action, or proceeding, except with respect to matters wherein it shall be adjudged in such proceeding that such trustee is liable for negligence or misconduct in the performance of his or her duties.

Section 4. It is intended that the provisions of this act shall be liberally construed for accomplishing the work authorized and provided for, or intended to be provided for, by this act, and where strict construction would result in the defeat of the accomplishment of any part of the work authorized by this act, and a liberal construction would permit or assist in the accomplishment of any part of the work authorized by this act, the liberal construction shall be chosen.

Section 5. If any clause, section, or provision of this act shall be declared to be unconstitutional or invalid for any cause or reason, the same shall be eliminated from this act, and the remaining portion of this act shall be in force and effect and be as valid as if such invalid portion thereof had not been incorporated therein.

Section 6. Chapters 79-509 and 97-357, Laws of Florida, are repealed.

Section 7. This act shall take effect upon becoming a law.

Approved by the Governor April 25, 2002.

Filed in Office Secretary of State April 25, 2002.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9-13-19

MEETING DATE 9-17-19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Jim Frost

Subject: FOB Contract Revision 1019 A

Reason Motion not received by P+P Chair

BRIEF EXPLANATION

Important this contract come  
before the board for vote.  
New fiscal yr. Oct. 1st.

WAS Sent In via P+P committee Revised Pt.  
I sent it to ~~Legal~~ Legal for Review

MOTION IF NEEDED

approve revised policy

Supporting documentation attached

Received by Jodie Lawman Date 9-13-19

Approved April 17, 2018:

Revised \_\_\_\_\_

Effective 4/17/18

Current

Gate Key # \_\_\_\_\_

Decal # \_\_\_\_\_

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT**

**GATE KEY CARD ACCEPTANCE AND GATED PARKING AGREEMENT 1019 A**

As a boat owner resident privileges in Bayshore Special Tax District, I/we accept and understand the Rules and Regulation below and will produce documents required:

1. Copy of my current vessel/trailer registration, drivers' license, and proof of insurance on the vehicle, must be presented at the time of request for a gate key. Vehicle must be registered in my/our name and address.

2. A maximum of three (3) gate key cards are permitted per household per tow vehicle/slip holder. Person in household obtaining gate key must come into the office and show proper identification and proof of residence.

3. Gate key cards are solely for the use of those assigned the key. Unauthorized or misuse of card will necessitate deactivation of the card. Loaning of gate key card to unauthorized person will void contract except under emergency weather conditions I/we authorize Name \_\_\_\_\_ Phone # \_\_\_\_\_/\_\_\_\_\_ to be issued a gate key to secure boat under emergency conditions only.

4. Gate key cards held by owners trailering in their boats are subject to renewal yearly on October 1<sup>st</sup>. No notices will be sent out. Notices will be posted at the Marina gates, the launch ramp and published in the Bayshore Banner.

5. A numbered Bayshore Gardens parking decal will be issued with each key card. The decal must be displayed on the outside of front windshield of the registered vehicle. Bayshore Gardens annual stickers will be issued for display on trailers and vessels. Gate key cardholders may obtain additional parking decals. The same registration documentation, as cited in 1 above is required for each vehicle issued a decal. Tow vehicle not registered with the office and/or not displaying the proper numbered parking decal are subject to being impounded at owner's expense. (exception in 3 above for emergency)

THE RULES ABOVE WILL BE STRICTLY ENFORCED. I HAVE READ AND FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND AN ANNUAL FEE OF \$40.00 plus tax PER CARD WILL BE CHARGED TO TRAILERED BOAT OWNERS (non slip holders). LOST KEY REPLACEMENT COST IS \$40.00 plus tax PER CARD.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Trailer tag # \_\_\_\_\_ Vehicle Tag # \_\_\_\_\_ Vessel registration # \_\_\_\_\_

ATTACH A COPY OF DRIVERS LICENSE , VESSEL/TRAILER REGISTRATION, AND PROOF OF INSURANCE **FOR EACH KEY HOLDER**

Accepted by \_\_\_\_\_

Approved 6/19/18 Date effective 6/19/18 Revised 8/21/18 Effective date 8/21/18



Proposed

FOB# \_\_\_\_\_  
FOB# \_\_\_\_\_  
Decal # \_\_\_\_\_

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
GATED PARKING AGREEMENT**

1019 A

1. Copy of my current vessel/trailer registration, drivers' license, and proof of insurance on the vehicle, must be presented at the time of request for a gate FOB. Vehicle must be registered in my/our name and address.
2. A maximum of three (3) gate FOBs are permitted per household per tow vehicle/slip holder. Person in household obtaining gate FOB must come into the office and show proper identification and proof of residence.
4. Gate FOB's held by owners trailering in their boats are subject to renewal yearly on October 1<sup>st</sup>. No notices will be sent out. Notices will be posted at the Marina gates, the launch ramp and published in the Bayshore Banner.
5. A numbered Bayshore Gardens parking decal will be issued with each FOB. The decal must be displayed on the outside of front windshield of the registered vehicle. Bayshore Gardens annual stickers will be issued for display on trailers and vessels. Gate FOB holders may obtain additional parking decals. The same registration documentation, as cited in 1 above is required for each vehicle issued a decal. Tow vehicle not registered with the office and/or not displaying the proper numbered parking decal are subject to being impounded at owner's expense. (exception in 3 above for emergency)

THE RULES ABOVE WILL BE STRICTLY ENFORCED. I HAVE READ AND FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO ABIDE BY THEM. *I understand that violation of any of the rules of Bayshore Gardens can result in the deactivation of the FOB.* I FURTHER UNDERSTAND AN ANNUAL FEE OF \$80.00 plus tax PER FOB WILL BE CHARGED TO TRAILERED BOAT OWNERS (non slip holders). LOST FOB REPLACEMENT COST IS \$40.00 plus tax PER FOB.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Trailer tag # \_\_\_\_\_ Vehicle Tag # \_\_\_\_\_ Vessel registration # \_\_\_\_\_

ATTACH A COPY OF DRIVERS LICENSE , VESSEL/TRAILER REGISTRATION, AND PROOF OF INSURANCE **FOR EACH KEY HOLDER**

Accepted by \_\_\_\_\_ date \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10 SEP 2019

MEETING DATE 17 SEP 2019  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting S. WATKINS

Subject: DISTRICT OFFICE EMPLOYEES WORK HOURS

Reason OVER BUDGET ON EMPLOYEE PAY

BRIEF EXPLANATION

1. THERE HAS ALWAYS BEEN 1 PART AND 1 FULL-TIME POSITIONS.
2. BOARD NEVER APPROVED FOR 2 FULL TIME POSITIONS.
3. BOTH EMPLOYEES ARE WORKING FULL TIME.

MOTION IF NEEDED

MOTION: APPROVE BY BOARD 1 FULL-TIME & 1 PART-TIME POSITION FOR OFFICE STAFF: OFFICE MANAGER FULL-TIME AND OFFICE ASSISTANT PART-TIME

Supporting documentation attached

Received by [Signature] Date 9/10/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18



## BAYSHORE GARDENS PARK AND RECREATION DISTRICT

### Part-Time Administrative Assistant Job Description

Approved April, 2010

Function: This part time position will report to and provide administrative support for the Manager on an as needed basis for the operation of the recreation center, marina & park. It includes responsibility for maintaining various records, preparing correspondence. Must have strong communication skills. Also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of management and staff, as well as outside clients and vendors. Employee may supervise others during Managers absence.

Responsibilities include but are not limited to the following:

- Answers phones, directs calls, and handles office details including filing, faxing, routinely re-ordering department supplies
- Prepares and mails bulk materials and purchases stamps when needed
- Assists with coordination and contracts for use of facilities including main hall, picnic area, pool and marina
- Initiates correspondence requiring knowledge of District procedures and policies.
- Has knowledge of and will interpret and handle routine matters in accordance with District policy including implementation of all district procedures such as hurricane preparation, marina rules and pool procedures
- Assure discreet handling of all business
- Take initiative in manager's absence

Knowledge, Skills, and Abilities required at this level include:

- A major emphasis on secretarial skills, good written and oral skills, with strong attention to detail
- The ability to be well-organized self-motivated, have good judgment, possess proofreading skills and follow oral and written instructions.
- The ability to maintain effective working relationships with others.

To Whom it May Concern:

It was brought to my attention that it was stated that the office assistant's position should be part time position. At my official interview on Friday 1/25/2019 that was given by the former Chairman for the Board of Trustees; Sharon Denson and District Manager; Jodie Lawman that this position Monday through Friday from 8am to 4pm, with a ½ hour uncompensated lunch. Chairman Denson described to me in detail what my hours would be, my compensation, the job description and what my day to day job duties would entail. If it would have been mentioned to me that this was ever a part time position, unfortunately I wouldn't have been able to accept the position as that is not or was what I was looking for.

Thank you,

A handwritten signature in black ink, appearing to read 'Gia Cruz', with a large, sweeping flourish at the end.

Gia Cruz

Office Assistant

8/26/19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/10/19

MEETING DATE 9/17/19

At least 8 days prior to meeting date

REGULAR MEETING \_\_ WORK SESSION \_\_ SPECIAL MEETING \_\_ EMERGENCY  
\_\_ COMMITTEE MEETING \_\_ BUDGET

Trustee requesting Anita Belle Baskin

Subject: Policies & Procedures

Reason \_\_\_\_\_

BRIEF EXPLANATION

The continued <sup>contentiousness</sup> confrontations between the Chair & Belva Riga are disrespectful enough - last night's assault by Silene Watkins on Mr. Riga causes me great concern for the safety of anyone attending these meetings. Not to mention residents should be treated with respect and not differentiated from Committee members.

MOTION IF NEEDED

To suspend Policies & Procedures Committee until the Board re-organizes in January, 2020

Supporting documentation attached

Received by

Jodie Lawrence

Date

9-10-19

Approved April 17, 2018:

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 8/25/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson  
Subject: Public Record Policy 1034 PR  
Reason Do not have

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

to pass Public Record Policy 1034 PR  
to go into effect immediately.

Supporting documentation attached

Received by [Signature] Date 8/26/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

8-26-19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 8/25/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY

COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson

Subject: 1002 PR

Reason Clarify

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

To approve 1002 PR Clarification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by Mia Date 8/26/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA PROCEDURE

1002PR

REGULAR/SPECIAL/EMERGENCY OR WORK SESSION

- New Business, Agenda item/s requests will be placed on the agenda form 1002 and submitted to District Manager at least 8 days prior to meeting date.
- Any supporting documentation will be attached if available.
- Old Business, Agenda items, the Secretary is responsible to bring forward Old Business on form 1002 and submit to the District manager at least 8 days prior to meeting date
- The agenda and supporting documentation ( if available) including Form 1002 will be put on the website and emailed to all Trustees at least seven (7) days prior to the meeting.
- The agenda for a meeting may be amended after the 8 days and including at the meeting if an unexpected event occurs.
- Any amendments to agenda as well as supporting documentation that was not available when form 1002 submitted. The amendment and supporting documentation must be put on the website and emailed to all Trustees if received the day before the meeting.
- Amendments to agenda received the day of the meeting, will be emailed to the Trustees and printed/delivered to each trustee at the meeting and added to agenda on website.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted.

COMMITTEE

Committee Chair will prepare agenda for committee meetings and forward to District Manager for posting on the website and distribution to Trustees. The District manager must receive agenda requests at least 8 days prior to meeting. The agenda's will be placed on the website at least 7 days prior to meeting.

The following statement/s will be at the bottom of each agenda

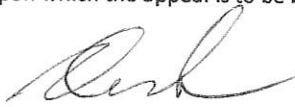
Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

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 to be based.

Approved 4-17-18

Revised

Effective 4-17-18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA PROCEDURE

1002PR

REGULAR/SPECIAL/EMERGENCY OR WORK SESSION

•FS 189.069 (2) (a) A special district shall post the following information, at a minimum, on the district's official website, (16) At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

1. New Business, Agenda item/s requests will be placed on the agenda form 1002 and submitted to District Manager at least 8 days prior to meeting date.  
The 8 days shall be:
2. If the meeting is scheduled on a Tuesday, the cut off for agenda forms will be the Tuesday before the next week Tuesday meeting. The forms must be received in the office by 1:00PM and posted on the website by close of business. Wednesday meeting cut off would be the Wednesday before and etc
3. Old Business, Agenda items, the Secretary is responsible to bring forward Old Business on form 1002 and submit to the District manager at least 8 days prior to meeting date. See item 2 above
4. The agenda and supporting documentation ( if available) including Form 1002 will be put on the website and emailed to all Trustees at least seven (7) days prior to the meeting.
5. The agenda for a meeting may be amended after the 8 days and including at the meeting if an unexpected event occurs. The posted agenda shall remain as posted, the additional items shall be added with a separate attachment to the agenda and the attachment provided to all of the Trustees.
6. Any amendments to agenda as well as supporting documentation that was not available when form 1002 submitted. The amendment and supporting documentation must be put on the website and emailed to all Trustees if received the day before the meeting.
7. Amendments to agenda received the day of the meeting, will be emailed to the Trustees and printed/delivered to each trustee at the meeting and added to agenda on website.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted.

The following statement/s will be at the bottom of the agenda for each Board of Trustee meeting, Budget Hearing, including Work Session.

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 the 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 to be based.

COMMITTEE MEETINGS

Committee Chair will prepare agenda for committee meetings and forward to District Manager for posting on the website and distribution to Trustees. The District manager must receive agenda requests at least 8 days prior to meeting. The agenda's will be placed on the website at least 7 days prior to meeting. Fs 286.26 and 286.0105 do not apply to Committee meetings

Approved 4/17/18 *Sharon Denson, Chairman*

Revised \_\_\_\_\_

Effective 4/17/18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA POLICY

1002P

"189.069 Special districts; required reporting of information; web-based public access.—  
(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

FS 189.069.2(a)16 "At least 7 days before each meeting or workshop, the agenda of the meeting, along with any supporting documentation available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event."

The following statement/s will be at the bottom of each agenda

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 the 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 to be based.

Approved 4-17-18  
Revised \_\_\_\_\_  
Effective 4-17-18



Proposed

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

AGENDA POLICY

1002P

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"189.069 Special districts; required reporting of information; web-based public access.—

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

FS 189.069.2(a)16 "At least 7 days before each meeting or workshop, the agenda of the meeting, along with any supporting documentation available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event."

The following statement/s will be at the bottom of each Regular Board of Trustee meeting agenda, including Workshops

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 the 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 to be based.

**Trustee Committee meetings are not subject to FS 286.26 and 286.105**

Approved 4/17/18 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

8-26-19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 8/26/19

MEETING DATE 9-17-19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY

COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson

Subject: Pool Hours 10/10 P

Reason \_\_\_\_\_

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

Motion to approve Revision to 10/10 P  
Swimming Pool Policy

Supporting documentation attached

Received by Hia Cruz

Date 8/26/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
SWIMMING POOL POLICY RESIDENTS

1010 P

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.*

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 obtain a pool FOB before using the pool. A guest may come to the pool with the resident. There shall be no cost to the residents or their guests.

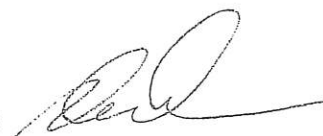
The pool shall be closed 8:00AM until noon daily to the public unless one lifeguard and one pool attendant is on duty. The Board may authorize Bayshore Gardens Clubs and Organizations the use the pool during the 8:00AM until Noon (or until lifeguards and pool attendant are present) for Lap swimming / 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.

Public Pool hours shall be for the month of May, 4:00 to 8:00PM Monday thru Friday and noon until 8:00PM Saturday and Sunday. Must be closed ½ hour before dusk.

Summer months while school is not in session, Noon until 8:00PM, at least one Lifeguards and one pool attendant must be on duty. October until the end of the season, noon until 6:00PM Monday thru Sunday, lifeguards must be on duty. 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 5/15/2018 Sharon Denson  
Revised 6/19/18 Sharon Denson Revised 11/21/18 Revised 3/19/19  
Effective 5/15/2018



Proposed

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
SWIMMING POOL POLICY RESIDENTS

1010 P

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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.*

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.

Two Lifeguards or one lifeguard and pool attendant shall be on duty when pool is open to the public.

The residents and their guests shall sign a waiver and obtain a pool FOB before using the pool. A guest may come to the pool with the resident. There shall be no cost to the residents or their guests.

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.

The Public pool hours will be set by the District Office and the Lifeguard Supervisor .

Must be closed ½ hour before dusk.

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 5/15/2018 Sharon Denson Effective 5/15/2018  
Revised 6/19/18 Sharon Denson Revised 11/21/18 Revised 3/19/19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/12/19  
MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson  
Subject: Banner Policy  
Reason Pw Work Session

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

Bot Chairman to set # of banners  
printed if exceeds 400  
Minutes may be published in banner

Supporting documentation attached

Received by [Signature] Date 9/13/19

Approved April 17, 2018 Sharon Denson, Chairman  
Revised \_\_\_\_\_  
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
BANNER SUBMISSION POLICY

1017 P

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.

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 Chairman shall determine the number of Banners to be printed on a month to month basis. That number shall be a minimum of 1400 to a maximum of 2000. The Chairman or his designee will notify the publisher of the number of Banners to be printed by the 20<sup>th</sup> 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 15<sup>th</sup> 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 20<sup>th</sup> of the month prior to publication.

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

Date Approved 3/19/19 Sharon Denton  
Date Revised 7/16/19  
Date Effective 3/19/19



1 page

Proposed

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
BANNER SUBMISSION POLICY

1017 P

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. That number shall be a minimum of 400. The Chairman or his designee will notify the publisher of the number of Banners to be printed by the 20<sup>th</sup> 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.

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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 15<sup>th</sup> 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 20<sup>th</sup> of the month prior to publication.



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

Date Approved 3/19/19 *Sheron Denson*

Date Revised 7/16/19 Date Revised \_\_\_\_\_

Date Effective 3/19/19

# BAYSHORE BANNER

THE MONTHLY NEWSLETTER OF THE BAYSHORE  
GARDENS PARK AND RECREATION DISTRICT

DECEMBER 2019, ISSUE 1



Swim Team Awards Banquet

## Marina Restoration Slated For October 1, 2019

Duncan Seawall, Dock & Boat Lift, LLC has been chosen for the marina dredging and replacement of the finger piers, docks and fishing pier. The fishing pier will be reconstructed first. Certified letters have gone out to all slip holders in the marina advising that all boats must be removed by September 30, 2019, 3:00 p.m. This will provide the contractor unobstructed access to dredge the marina. Duncan will be on-site Monday through Saturday and working 10 to 12 hour days to complete the project as expeditiously as possible. Completion is anticipated to be done by January 1, 2020. Boat slip contracts expire on September 30th and typically renew on October 1st. Upon completion of the marina, new contracts will be written and prorated accordingly.

## ANNOUNCEMENTS

### Bayshore Pool

Effective August 12th

Monday - Friday

8am - 12pm - Lap Swimming

4 - 8pm - Lifeguards on duty

Saturday & Sunday

12 - 8pm - Lifeguards on duty

Please note pool hours are  
subject to change. The  
lifeguards may close the  
pool at their discretion based  
on the weather and adequate  
attendance.

### Public Sale

Bayshore Gardens Park and  
Recreation District will sell the  
following boat on a first come,  
first serve, best offer based on  
value.

1) Slip #22, 22'00", 1986

Gray White, Outboard,

HULL #N1LBR3051586

Owner: Nathan Rine &

Kathleen

Mackendick Stuber

Average Condition, \$500 OBO

# BAYSHORE GARDENS PARK AND RECREATION

## DISTRICT BOARD OF TRUSTEES

### **AUGUST 20, 2019**

Items 1 through 3. Roll Call, Call to Order, Pledge to the Flag At 7:00 PM Chairman Jim Frost asked for everyone's attention and a roll call was taken. Trustees in attendance were Sharon Denson, Belle Baxter, Barbara Susdorf, Steve Watkins, Jim Frost, Dan Rawlinson, Terry Zimmerly, and Sandy McCarthy. A quorum was established. Jim Frost called the meeting to order and a pledge to the flag was performed. Also, in attendance were Jodie Lawman, Manager; residents on the sign in sheet Tricia Kenny, Fergus Kenny, Barbara Greensberg, Allan Riga, Jonna Koellhoffer, Holly Clouse, Deborah Korell, Sarah Cartwright, Jon Cartwright, Kevin Cartwright and Thomas Williams. Special guest County Commissioner Misty Servia.

### **Approval of Minutes**

Jim Frost made a motion to approve the July 3rd Work Session, July 16th Board of Trustee Meeting and July 26th Special Meeting minutes. Jim asked if there are any changes that need to be made to these minutes? Belle Baxter second this motion. Jim asked if there was any discussion that needed to be brought forth? Belle stated on page 3 of the July 3rd Work Session it states that Jim has taken a break and we didn't get a time that it was called back in session. Also, the Board was talking about the Banner and the Neighborhood Watch doesn't want to distribute the Banner unless it's outsourced for delivery.

### **Trustee Committee Report**

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# Minute with the Manager

Big things are happening here at the District. Your annual assessment of \$367 and Board of Trustees are hard at work to improve the common elements on the grounds. As many of you are aware, the boat ramp had a complete renovation which included widening by two feet and widened and extended new dock. The Board of Trustees has passed the next phase of improvements that will include the hall renovation, marina dredging, new finger piers and docks. The fishing pier will be renovated with a new wider dock and will take place prior to the marina project slated to begin on October 1st. As homeowners, we all benefit from the improvements taking place within our community. Not only will these updated features be aesthetically appealing, they will add contributory value to each home in the District. Have you ever viewed a realtor's listing of a Bayshore property?

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## Woodchoppers

The summer break is almost over. Our next meeting is Saturday, October 12th at 10:00 am in the shop. Mark your calendars.

2019 Memberships, which expire in January 2020, can be obtained by adult residents in the Bayshore Gardens District Office.

Membership fees are still \$20 per person.

Read the By Laws.

*Items this year included:*

- Dust collector system and component purchases. Installation pending.
- Back door installation pending.
- Equipment changes pending:
- Disposing of the little drill press, as it is a redundant tool.
- Replacing the Radial Arm Saw.

As always, if there is a problem with a tool, please notify an officer and leave a note (or tag) on the tool. Club Officer's numbers are listed on the front window. Use safety equipment when using any power tool. Shop users are required to sign-in at the door and clean up after using the shop. Have a safe and productive summer. Stay safe.

## BOT Meetings

Jan 15, Feb 19, March 19,  
April 16, May 21, June 18,  
July 16, Aug 20, Sept 17, Oct  
15, Nov 19, Dec 17

## Neighborhood Watch

Date: 8/13/2019 Time: 7 pm

Place: Bayshore Gardens  
Recreation Center

Pledge of Allegiance

Dinner: dinner of tacos

prepared by Dan and Larry  
Rawlinson was delivered for

all to enjoy during the  
meeting. Dinner was

delicious. Thanks to the chefs.

Secretary: Susan reports that  
the minutes were in the  
August Banner.

Treasurer: Terry reports that  
the Neighborhood Watch  
funds have been deposited  
into a new account at a local  
bank. Treasurer has all  
information for the account,  
with Secretary as back up  
signer on the account.

### Old Business:

Loss of funding: banner  
delivery and gate closing  
funds will be lost in near  
future related to different  
options available. Gas card to  
reimburse gate closers:  
Current reimbursement is for  
\$10 gas cards per week per  
closer of gate.

There are several brand new  
Crime Watch shirts available.  
Since the shirts say Bayshore  
Gardens on them, several  
were available to those in  
attendance

at our meeting. There are  
different colors and sizes  
available.

Crime Watch radios: The  
radios that remain were  
brought to the meeting. They  
need to be tested for use and  
see if BSG NW can use  
them. Harold will assist Dan  
in going through the radios  
for salvaging those that are  
usable, discarding those not  
usable.

### New Business:

The Attic Sale that Crime  
Watch previously sponsored  
is scheduled for October and  
will not be possible as the  
Recreation Center Hall will be  
closed through November 1  
for renovations. Discussion  
about March Attic Sale will be  
addressed in the  
near future.

# Bayshore Banner

The Monthly Newsletter of the Bayshore Gardens Park and Recreation District

December 2019

See Page 3 for the Board of Trustee Meeting Minutes from November 17, 2019

## IMPORTANT NOTICE

During the marina renovation, October 1st through January 1,

2020, Manatee County Code Enforcement has authorized the parking of boats on Bayshore homeowner's lots during the construction process.

**Please do not disturb Code Enforcement during this time.**

## Attention Future Board Members

The District will have 5 Board members terms expiring as of December 2019 and will need to fill these vacancies. We are seeking qualified individuals who would like to volunteer their time to make our community better. If you are a resident of the District, a registered voter and have a desire to make a difference in your community, please stop by the District office to pick up a Candidate Packet. You will

## Marina Restoration Slated For October 1, 2019

Duncan Seawall, Dock & Boat Lift, LLC has been chosen for the marina dredging and replacement of the finger piers, docks and fishing pier. The fishing pier will be reconstructed first. Certified letters have gone out to all slip holders in the marina advising that all boats must be removed by September 30, 2019, 3:00 p.m. This will provide the contractor unobstructed access to dredge the marina. Duncan will be on-site Monday through Saturday and working 10 to 12 hour days to complete the project as expeditiously as possible. Completion is anticipated to be done by January 1, 2020. Boat slip contracts expire on September 30th and typically renew on October 1st. Upon completion of the marina, new contracts will be written and prorated accordingly. Letters have been mailed to our Bayshore neighbors on canal homes requesting their assistance in offering private docks for use during construction. The office has also compiled a list of area marinas offering dockage as an alternative.

### BOAT SLIP DOCUMENTS NEEDED FOR RENEWALS:

1. Photo I.D. with Bayshore address for resident rates. If your I.D. does NOT reflect a Bayshore address, you will need to provide a deed or lease if a renter. No exceptions.
2. Valid boat insurance with a \$100,000 liability minimum.
3. Current boat registration.
4. Name & phone number of an emergency contact individual.

The contracts are written on an annual basis. Bayshore residents have the option of paying bi-annually. Non-residents MUST pay the boat slip in full upon contract signing.

This project will NOT affect the renewal of the marina gate FOBs or the boat trailer contracts. Anyone wishing to renew these items will need to come to the office with the proper documentation for renewal.

## Scuttlebutt from the Bridge

### BGYC September 2019 events:

**1) Tues. September 3rd 6:30 pm** Board Meeting at Terry & Bill's home.

**2) Sat. Race-September 7th**, meet at tables outside back porch at 11 am to plan.

**3) Sat. Poker Run-September 14th**, meet at tables outside back porch at 11 am to plan.

**4) Thurs. Club General Meeting September 19th, 6:30 pm** at the Bayshore Gardens pool (we can't use Rec. Hall because it's under construction) bring potluck foods to

## Neighborhood Watch

Date: 8/13/2019 Time: 7 pm

Place: Bayshore Gardens  
Recreation Center

Attendance: Dan Rawlinson,  
Terry Zimmerly, Larry  
Rawlinson, Susan Donaldson,  
Harold Donaldson, Allan Riga,  
Barbara Greenberg, Deb

Korrell.

**Call to Order:** at 7:00 pm by  
Dan Rawlinson

Pledge of Allegiance

meeting. Dinner was  
delicious. Thanks to the  
chefs.

**Secretary:** Susan reports  
that the minutes were in  
the August Banner.

**Treasurer:** Terry reports  
that the Neighborhood  
Watch funds have been  
deposited into a new  
account at a local bank.  
Treasurer has all the  
information for the  
account, with Secretary as

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## Real Estate For Sale

Address	Price	Beds	Baths
2304 BAY DR	1099999	3	3
300 BRYN MAWR	450000	3	2
6711 26TH ST W	195000	3	2
2907 BOWDOIN PL	249111	3	2
6442 WELLESLEY DR	265000	3	2

## Real Estate Sold Last 30 Days

Address	Price	Beds	Baths
2304 BAY DR	1099999	3	3
300 BRYN MAWR	450000	3	2
6711 26TH ST W	195000	3	2
2907 BOWDOIN PL	249111	3	2
6442 WELLESLEY DR	265000	3	2

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## BAYSHORE GARDENS PARK AND RECREATION DISTRICT BOARD OF TRUSTEES

**AUGUST 20, 2019**

Items 1 through 3. Roll Call, Call to Order, Pledge to the Flag At 7:00 PM Chairman Jim Frost asked for everyone’s attention and a roll call was taken.

Trustees in attendance were Sharon Denson, Belle Baxter, Barbara Susdorf, Steve Watkins, Jim Frost, Dan Rawlinson, Terry Zimmerly, and Sandy McCarthy. A quorum was established. Jim Frost called the meeting to order and a pledge to the flag was performed. Also, in attendance were Jodie Lawman, Manager; residents on the sign in sheet Tricia Kenny, Fergus Kenny, Barbara Greensberg, Allan Riga, Jonna Koellhoffer, Holly Clouse, Deborah Korell, Sarah Cartwright, Jon Cartwright, Kevin Cartwright and

Minutes will be sent back for revision and tabled until the next BOT Meeting. Jim made a motion to approve July 16th

Board of Trustee Meeting. Steve Watkins second that motion. Jim asked if there are any issues with these minutes. Belle stated on the first page in the 2nd paragraph where it’s talking about the secretary the third line down “it was not done incorrectly so you won’t be the secretary” I think “you” should be replaced with Sandy McCarthy as her name was not stated and reading these you would not know who was being spoken about. Jim agreed with this. Jodie noted this to be corrected. Belle also stated on page 5 “Jim had talked to Randy about renting the lift” Belle is stating that there is no indication as to why he would be renting the lift or what kind of lift. Jim said the purpose of renting the lift is to fix the lights in the marina that are

for letting us take this to the landfill at no cost. Soil samples came back, everything good no contamination.

Jim made a motion to go from the \$760,000 because we didn’t know how much more because the survey had not come back yet, the survey is back and the new amount is \$805,000 and some change, because of the survey and dredging. Steve seconded. Jim asked for any other discussion. All in favor, all voted unanimously, motion passed.

**District Manager’s Report**

Jodie said the Back to School Bash which we had for the kids on Saturday August 10, 2019 was a success until it was rained out at about 1:30pm. The kids enjoyed the games and DJ. The food was donated by the Recreation

<p>Thomas Williams. Special guest County Commissioner</p> <p>Misty Servia.</p> <p><b>Approval of Minutes</b></p> <p>Jim Frost made a motion to approve the July 3<sup>rd</sup> Work Session, July 16<sup>th</sup> Board of Trustee Meeting and July 26<sup>th</sup> Special Meeting minutes. Jim asked if there are any changes that need to be made to</p> <p>these minutes? Belle Baxter second this motion. Jim asked if there was any discussion that needed to be brought forth? Belle stated on page 3 of the July 3<sup>rd</sup> Work Session it states that Jim has taken a break and we didn't get a time that it was called back in session. She wasn't sure how pertinent that information is. Also, the Board was talking about the Banner and Dan's Neighborhood Watch doesn't want to distribute the Banner unless it's outsourced for delivery. That needs to be cut out. Belle stated she was cutting and pasting and that shouldn't be there. Sharon also had an issue with July 3<sup>rd</sup> minutes, stating that she presented an agenda motion that was discussed and she stated that what is in the minutes was not what was covered in the meeting and she would like the minutes to go back to review to be corrected.</p> <p>Jim stated July 3<sup>rd</sup> Work Session</p>	<p>currently out, and it was also to approve overtime pay for Randy the weekend that he would rent the lift.</p> <p><b>Trustee Committee Report</b></p> <p>Recreation Committee: Belle stated that she gave everyone a copy of the approved minutes. The picnic review we took in \$278.50 for food, parking was fortunately a non-issue that's to Dockmaster Robert and maintenance. Belle said she doesn't think that we could have had any more events happening the day of the July 4<sup>th</sup> picnic, we had a swim meet going on and they were cooperative in parking in the marina area. We thought it would be an issue with parking between the picnic, swim meet and the event in the screen room, but it all worked out beautifully. Belle said we did a summary at the last meeting of how it went and what we want to do differently next year.</p> <p><b>House and Grounds:</b> All the invasive trees are being removed and some mangroves, after permitting are being taken care of. The fishing dock will be completed in September by Duncan prior to the marina. Final marina bid \$805,000 and the only thing that is lacking is the trucking of the material to the landfill. Thank you, Misty Servia</p>	<p>Committee. Due to the early dismissal of the DJ he has granted us a 2-hour credit for his services. So, if we have a function coming up, we do have that with the DJ. Certified letters went out to all slip holders advising them they must vacate by September 30, 2019 due to the upcoming renovations slated to being October 1, 2019. We have received the majority of them back. Approximately 10 of them have not been picked up so the office will make calls to those individuals and make sure they are aware of that's going on and that they must vacate the marina by that date.</p> <p>Jim made a motion for the removal of the marina gates due to the marina project. Jim said because the fence is so old it will need to be replaced. It's about \$8,000 to replace the fence. The gates are fine, but the fence between the two gates will need to be replaced. Jim made a motion for \$9,000 to replace the fence after the marina project is complete. Sharon second. Jim asked for any other discussion. All in favor, all voted unanimously, motion passed.</p> <p>Jim Frost moved to adjourn. Terry second. There was a vote, the motion passed and we adjourned at 9:10 PM.</p>
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BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/5/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING <sup>appt.</sup>  BUDGET

Trustee requesting Sharon Denson

Subject: Policy & Procedure Appointments

Reason Volunteer

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Request* ~~MOTION IF NEEDED~~  
*to appoint Kathi Frost to Policy  
& Procedure committee*

Supporting documentation attached

Received by *Mia Cruz* Date 9/5/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 8/26/19

MEETING DATE 9-17-19  
At least 8 days prior to meeting date

**BOT**  
REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING <sup>appt.</sup>  BUDGET

Trustee requesting Sharon Denson

Subject: Appointment

Reason New member volunteer

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

To appoint Mary Lou Smith to Policy and Procedure Committee  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by [Signature] Date 8/26/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/12/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson

Subject: FOB Contract 1026 FC

Reason Needed before 10-1-19

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

to adopt 1026 FOBC to give  
District authority to enforce contract  
agreements - Must be signed for each  
area.

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_


Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

Do Not Need

Each Contract Addresses  
Remedy

Per Council 



BAYSHORE GARDENS PARK AND RECREATION  
DISTRICTbayshorebanner@hotmail.com  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9/12/19

MEETING DATE 9/17/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY   
 COMMITTEE MEETING  BUDGET

Trustee requesting Sharon Denson

Subject: Auditors

Reason Renew Contract for another year

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

Renew Contract for Maulden & Jenkins  
To perform audit for fiscal year  
2018 - 2019

Supporting documentation attached

Received by  Date 9/13/19

Approved April 17, 2018 Sharon Denson, Chairman