

## **BAYSHORE GARDENS BOARD OF TRUSTEES MEETING MINUTES AUGUST 21, 2018**

Item 1. Roll Call - The roll call was performed. Trustees present were Jim Couey, Suzanna Young, Terry Zimmerly, Dan Rawlinson, Sharon Denson, Steve Watkins, and Don Gassie. A quorum was established. Barbara Susdorf arrived later.

Item 2. Call to Order - The meeting was called to order by Chairman Sharon Denson at 7:00 PM.

Item 3. Pledge to Flag - Sharon led attendees in the pledge of allegiance to the flag.

Item 4. Approval of Minutes - Steve moved to approve the minutes from the Board of Trustee Meeting on Sunshine Law on August 7, 2018. Dan seconded the motion. **MOTION PASSED.**

Dan moved to approve the minutes for the August 8, 2018 BOT Workshop. Steve seconded, **MOTION PASSED.**

Dan moved to approve the minutes for the July 17, 2018 Board of Trustee Meeting. Steve seconded, **MOTION PASSED.**

Item 5. Treasurer Report. Terry discussed the profit and loss balance sheet and pending changes to several account categories. Terry moved to accept the Report, Jim Couey seconded, **MOTION PASSED.** There was further discussion that a resolution should be made at the next meeting to move funds. Terry may hold a work session concerning the needed moves.

Item 6. Additional agenda items. None

Item 7. Trustee Committee Reports.

ADA Compliance Committee - Don Gassie reported that a several years ago the District had hired Jack Humburg to do an ADA compliance analysis. He is in charge of ADA at the Boley Center and does ADA consulting for the county. The agreed upon \$1200 fee for Mr. Humburg's services was never paid as he was 80 to 90% complete with the analysis. Dan made a motion to reaffirm the original \$1200 contract with Jack Humburg, Steve seconded. After further discussion, **MOTION PASSED** unanimous.

Item 8. Special Committee Reports. None.

Item 10. Labor Day Jim Couey reported on the Labor Day event Committee. Jim stated Jim Frost had been very helpful on the committee. The next meeting is the Labor Day Event Planning is on August 29, 7:00pm for all volunteers. Sharon asked the other committees to hold off their meetings that night to allow the Labor Day Event Committee have full participation in this last coordination/planning meeting.

Added Items: A. Terry stated that the Dock Master checked the channel markers and reported we have 15 markers and one pole that needs to be replaced. Total cost will be about \$1,689.60 (signs are approximately \$95/each). Trailer Estates has agreed to pay half of the cost. Terry moved to buy the 15 signs and one pole. Jim Couey seconded, **MOTION PASSED.**

B. Terry stated Coastal Engineering (design for outside docks) needs to create another proposal before he can continue with another design RFP. There is no change to the design.

C. Boat Ramp – Suzanna said the Engineer needs to send in the RFP to the Boat Ramp. Jodie will make sure the Trustees get a copy to review. Terry suggested reviewing the RFP before advertising for bids. Maynard Boyce said there is a list of eight or nine contractors to approach. Also our seawall contractor (Marine or Water Engineering) did good work and on time.

Sharon moved to put a notice in the paper to get bids on the boat ramp. Jim seconded, **MOTION PASSED.**

D. Future Planning Committee - Suzanna stated that a baseline is needed to establish a future plan that includes physical, and operational components. Life expectancies need to be determined. The community is urged to suggest ideas when the committee meets.

Item 9. Security System. Steve stated we are going from a card swiping system to a Fob system. He has given two briefings at committee Meetings and one at a Workshop. His committee recommends the Tempus Pro Services system after reviewing the system at-work at Tri-Par Estates. Tri-Par has had the current system working for three years and an earlier version for 13 years. The Tempus quote is \$13,382.51 for 2 vehicle gates at the marina, center pier walk through gate, and the Pool gate. Steve provided a list of ancillary equipment and electrical work required to complete the project. The total cost is \$14,406.60. Jim moved to purchase the system and components. Steve seconded, **MOTION PASSED.**

Item 11. District Manager Response to Trustees Jodie would like a clean-up day established with each club which includes the hall, closets, storage room, and kitchen. She is asking each club to call the office to set best dates, even Saturday or a week night. Jodie is making a 'contact list' for club officers. Clubs are urged to provide the info at earliest convenience. The jazzercise classes have been held in the rec hall for about ten years and there is no contract on file. The contractor is being charged \$107 (includes taxes) per month. Sharon said that Policies and Procedures Meeting will take up the rental issue in September. Jodie asked the Board to use three or four pizzas (purchased by coupons) be used for the Labor Day Event volunteers Planning Meeting on August 28<sup>th</sup>. Sharon made a motion to use 4 coupons for the meeting. Steve seconded, **MOTION PASSED.** Dan asked that maintenance personnel be on-duty Labor Day as they have access to the equipment. Steve said they also have access to the irrigation system that needs to be turned off for the event. Jodie said she has been blocked in her designated parking spot by vehicles and asked that the adjacent parking spot be changed to an 'emergency vehicle parking only'. Sharon moved to purchase a sign not to exceed \$200. Don seconded, **MOTION PASSED.**

#### OLD BUSINESS

Item 12. Appointment Future Planning Committee. Sharon appointed Suzanna as Chairman to the Committee and Holly Crouse and Debbie Korell as members. The committee will plan for future years of the District. Sharon stated that the Committee's Agenda must be submitted for the website at least 8 days in advance of a meeting. Available posted Committee Meeting dates are the first Wednesday or fourth Tuesday of each month.

Item 13. Auditor Selection Committee Report. Belle Baxter, Chairman of the Committee thanked the group for the opportunity to serve the community and the committee members for their work. She stated five proposals were received from the advertisement and three were selected for consideration of the Board: Mauldin Jenkins first, Braxton & Holway second, and Grau & Associates final. She stated the Committee recommends Mauldin Jenkins. Sharon moved to go with Mauldin Jenkins (\$10,900). Jim seconded, **MOTION PASSED.** Sharon thanked Belle for all of her hard work on this Committee.

After a five minute break, the meeting continued with a discussion on distribution the many copies of the Legislative Bill created for our Special Taxing District. The community is urged to pick some up at the District office. There will be copies available at the Labor Day Event

Items 14. Through 16. Marina Contracts 1005C, 1005MRR, 1005P, 1019A(WS#4); Revised 1005A Marina Work Area (WS#7); Revised 1005SBA Small Boat Area contract (WS#4) Sharon stated the marina contracts go out at the first of the month. They will be emailed and placed on the web. The slip renters

can send in contracts and can pay by check or call-in with a credit card. Visa, Master Card and Discover are now accepted.

1005P Marina Policy: Sharon stated a word has been added to the last sentence as requested.

1005C Marina Vessel Contract: Terry represents the Marina committee who had had concerns on the yearlong contract for nonresidents and impact on a resident's need for a slip. Sharon said the yearlong contract is normal and if the resident need a slip, we can move a nonresident boat to another slip to accommodate. To Sharon's knowledge no one said it has been a problem. Suzanna stated the resident may have to wait a year to get a slip. Sharon stated that she does not want to go back to a six month lease for nonresidents. She wants to go forward. Don asked what would happen if a snowbird could not come down to move a boat if a resident takes over. Terry said elimination of the \$500 deposit for resident/renters may create District losses. Sharon states that if the contract is enforced we can get rid of the boat. The reason some abandoned boats were/are in the marina so long is because the District was not pursuing the removal. Suzanna asked that rates be listed in the contract, but was deferred to be listed in the office.

1005SBA Marina Small Boat Area. Terry noted the words 'all notices to Lessee shall be considered delivered when sent USPS certified mail'. Sharon said that no one in the county requires a deposit and if there is an example of one, she asked to see it.

1005SBA, Small Boat Area Contact: There was discussion about the late fee. The late fee is an incentive.

1005MRR Marina Rules and Regulations: Terry and Suzanna asked that "No live aboard" should be added.

1005MRR Marina Rules and Regulations: "No recreational swimming" was defined in #15. "No skate board was taken out (#17). The 18" into the canal reference was previously replaced. #3 reference to dock lines will remain.

1005A Marina Work Area Agreement. The \$10 fee for nonresident boat slip is changed (from \$20).

1005MRR Marina Rules and Regulations: Line #6 ID stickers for vessel added. Currently decals are placed on the vehicle. Decals placed on the vessels would identify current slip holders

1005SBC: Marine Small Boat Area Contract: Line #96 annual rate with \$100 penalty? No change. There is a 30-day grace period.

1019A Gate Key Card Acceptance and Gated Parking Agreement. Terry suggested taking the first sentence out. It was removed.

1005MRR Marina Rules and Regulations: Steve asked the word 'sticker' be change to 'decal' in line #6. The vessel and trailer will have a decal.

Dan made a motion to accept the discussed documents as amended 1005A (WS#7) Marina Work Area Agreement; 1005C Marina Vessel Contract; 1005MRR Marina Rules And Regulations; 1005P Marina Policy; 1005SBA Small Boat Area Contact; 1019A(WS#4) Gate key Card Acceptance and Gated Parking Agreement. Steve seconded, **MOTION PASSED** with the following vote results: 5 Yeas – Jim, Dan, Sharon, Steve, and Barbara; 3 Nays – Suzanna, Terry, and Don.

Item 17. 1017P Banner Policy. Our publishers (Kim) bill for the August Banner was high due to the stragglng ad submittals and blurry graphics. Advertising and ad creation is not free for the clubs. The deadline for submittal is the 15<sup>th</sup> of the month unless space is reserved or other arrangements are

made. Terry said that the Yacht Club meets the third Thursday of the month and the deadline has been extended for them. Steve stated some low resolution DPI photos were not usable and Kim had to work on them more than once and that nothing should be submitted to the publisher directly. Don asked about individual articles. The issues are tabled until the September 5<sup>th</sup> Committee Meeting. Steve stated all submittals must be sent to [office@bayshoregardents.org](mailto:office@bayshoregardents.org). If they are submitted to Kim directly, she had been directed to send them back to the office.

Item 18. Disposal of Property - Steve shared a list of items to be disposed or destroyed from Jodie. Steve made a motion that any surplus property with value be advertised. Don seconded the motion. Sharon asked that the floating lane lines be donated to GT Bray. Steve withdrew his motion and Don withdrew his second. Steve made a motion to 1. Anything of value will be listed in the Banner for sale for 30 days. 2. Donate the floating pool lane lines to GT Bray. 3. Disposal of anything else not working. Don seconded the motion. Discussion: the lane lines are bulky and new. Steve said that Joanne was supposed to return them but did not. **MOTION PASSED.**

#### NEW BUSINESS

Item 19. Bills (monthly) approved for payment. Bill's payment to be approved prior to payment. Sharon moved that the supplied list of monthly bills be paid monthly. Don seconded, **MOTION PASSED.**

Item 20. Signage for the Marina. Sharon made a motion to have Sir Speedy make the signs for the marina as quoted. Steve seconded the motion. Discussion: Currently cars are parking where vehicles with trailers should be. Jodie said the signs state the decal parking is behind the marina gate, and if there is no decal they will be towed Terry said that the Banner says that 'marina signs are coming' prior to the approval at this meeting. The **MOTION FAILED** with the following votes: 4 Yeas – Jim, Sharon, Steve, Barbara; 4 Nays- Suzanna, Terry, Don, and Dan.

Item 22. Roof over Back Porch and Recreation Center. Sharon stated the screen room roof is falling apart and needs to be fixed. She reported the roof leak is fixed over the main hall. Jodie called eight roofers to bid on the roofs and one came. Jodie said that it appeared some of the screed room rafters had been pulled down when someone removed decorations. Terry asked if the porch can be extended before the roof is redone. She said if it was larger we could rent it more. Suzanna said that the redesign is needed in the Future Plans. This issue will be continued in another meeting.

Item 21. Loan of District Property 1024C Due to the extended meeting time, this issue had to be tabled and will be discussed at a future meeting.

Item 23 Announcements from Clubs and Organizations. None.

Dan made a motion to adjourn. Steve seconded the motion.

The meeting was adjourned at 10:24 PM.