

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Meeting
October 15, 2019 @ 7 p.m.

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes: 8/7/19 Workshop Minutes; 8/20/19 BOT Minutes; 9/4/19 Workshop Minutes; 9/17/19 BOT Minutes, 9/30/19 Special Meeting Minutes
5. Treasurer Report
6. Trustee Committee Reports
7. District Manager's Report

OLD BUSINESS

(Resident comments agenda item 3 minutes)

8. Motion: Amend Meeting Decorum to include Sergeant of Arms Duties: attachments
9. Motion: Removal of Secretary for Failure to Perform Duties
10. Motion: Hall Remodel Discussion regarding floor, décor and audio visual
11. Motion: Marina Renovation, electrical and lifts
12. Motion: Revised Agenda Policy/Policy Procedures
13. Motion: Policy Committee; Violations and Remedies
14. Motion: Revisions Banner Submission Policy
15. Motion: Public Records Policy
16. Motion: Appointment of Committee Members
17. Motion: Revision to BOT Policy 1020P Club Recognition
18. Motions: Revision to Hall Contract 1004HC and 1004 HR to address not subletting

NEW BUSINESS

(Resident comments agenda item 3 minutes)

19. Announcements from Clubs and Organizations
20. 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 September 30, 2019

Sep 30, 19

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	91,811.88
1004 · Petty Cash - District	350.00
1006 · Checking-Payroll 5/3 2545	25,565.63
1010 · Checking-Sunshine-Dist.1054	39.67
1016 · Savings - Operating 5/3 4032	6,140.46
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)	138,040.87
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)	949,680.76
1019 · Savings Reserves 5/3 5013 - Other	13,469.18

Total 1019 · Savings Reserves 5/3 5013 1,157,324.48

Total Checking/Savings 1,281,232.12

Accounts Receivable

1100 · Accounts Receivable 14,812.36

Total Accounts Receivable 14,812.36

Other Current Assets

1200 · Prepaid Insurance 7,503.26

1499 · *Undeposited Funds 185.60

Total Other Current Assets 7,688.86

Total Current Assets 1,303,733.34

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 -1,118,818.94

Total Fixed Assets 974,838.97

Other Assets

SUSPENSE 505.51

1025 · Net Payroll 190.92

1800 · Utility Deposits 280.00

Total Other Assets 976.43

TOTAL ASSETS 2,279,548.74

LIABILITIES & EQUITY

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of September 30, 2019

Sep 30, 19

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable 35,361.75

Total Accounts Payable 35,361.75

Credit Cards

2051 · Staples Credit Card (Credit card) 44.00

2052 · Sam's Credit Card (credit card) -157.75

Total Credit Cards -113.75

Other Current Liabilities

2010 · Accrued Wages 787.17

2100 · Payroll Liabilities

2212 · Medicare Tax Payable -0.02

2300 · Garnishment of Wages -20.47

2100 · Payroll Liabilities - Other 4,609.52

Total 2100 · Payroll Liabilities 4,589.03

2110 · Recovery Fee (Recovery Fee for wage garnish) 10.00

2171 · Sales Tax Payable 470.55

2500 · Security Deposits

2501 · Hall Security Deposits 707.00

2502 · Marina Security Deposits 39,500.00

2503 · Screen Room Deposit (Screen Room Deposit) -21.56

2504 · Key Depsit (Screen room bathroom key deposit) -90.00

2500 · Security Deposits - Other 5,210.00

Total 2500 · Security Deposits 45,305.44

2600 · Deferred Revenues 13,707.59

Total Other Current Liabilities 64,869.78

Total Current Liabilities 100,117.78

Total Liabilities 100,117.78

Equity

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 495,172.78

Net Income 20,859.09

Total Equity 2,179,430.96

TOTAL LIABILITIES & EQUITY 2,279,548.74

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2018 through September 2019

Ordinary Income/Expense	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
Income					
4000 · Assessments	508,428.59	515,268.00	508,428.59	515,268.00	515,268.00
4005 · Property Tax	-14,722.43	-17,000.00	-14,722.43	-17,000.00	-17,000.00
4006 · commission fees (fees withheld by K. Burton)	0.00	3,000.00	0.00	3,000.00	3,000.00
4007 · Excess fees (Excess commission fees)	493,706.16	501,268.00	493,706.16	501,268.00	501,268.00
Total 4000 · Assessments	995.25	800.00	995.25	800.00	800.00
4100 · Rent	18,949.01	14,000.00	18,949.01	14,000.00	14,000.00
4111 · Screen Room Rental	0.00	0.00	0.00	0.00	0.00
4120 · Hall Rentals	35,709.01	46,000.00	35,709.01	46,000.00	46,000.00
4130 · Sales Tax Collected	73,271.49	68,000.00	73,271.49	68,000.00	68,000.00
4150 · Marina Rentals (All Marina income rentals)	210.00	100.00	210.00	100.00	100.00
4151 · Slip Rental (All Resident Rentals)	1,065.00	0.00	1,065.00	0.00	0.00
4152 · Resident slip rentals	0.00	0.00	0.00	0.00	0.00
4153 · Non Resident slip rentals	110,255.50	114,100.00	110,255.50	114,100.00	114,100.00
4155 · Short Term Slip Rental (Short Term Slip rental \$10. per day)	2,168.81	2,000.00	2,168.81	2,000.00	2,000.00
4158 · Homeowner-Non Resident	2,766.00	3,200.00	2,766.00	3,200.00	3,200.00
4151 · Slip Rental (All Resident Rentals) - Other	0.00	0.00	0.00	0.00	0.00
Total 4151 · Slip Rental (All Resident Rentals)	110,255.50	114,100.00	110,255.50	114,100.00	114,100.00
4154 · Small Boat Area (Small Boat Storage Area)	5,080.00	5,000.00	5,080.00	5,000.00	5,000.00
4156 · Trailer Space Rental	2,077.18	300.00	2,077.18	300.00	300.00
4157 · Gate Keys	990.00	600.00	990.00	600.00	600.00
4159 · seawall restoration fee (portion for seawall)	0.00	0.00	0.00	0.00	0.00
4157 · Gate Keys - Other	5,080.00	5,000.00	5,080.00	5,000.00	5,000.00
Total 4157 · Gate Keys	5,080.00	5,000.00	5,080.00	5,000.00	5,000.00
4805 · late fees	143,281.75	140,000.00	143,281.75	140,000.00	140,000.00
4825 · Work Area/Pressure Washer	0.00	0.00	0.00	0.00	0.00
Total 4150 · Marina Rentals (All Marina income rentals)	123,337.49	125,200.00	123,337.49	125,200.00	125,200.00
Total 4100 · Rent	143,281.75	140,000.00	143,281.75	140,000.00	140,000.00
4115 · Bathroom Key Deposit (Deposit for key use)	0.00	0.00	0.00	0.00	0.00
4200 · Associate Memberships	0.00	0.00	0.00	0.00	0.00
4300 · Pool	0.00	0.00	0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2018 through September 2019

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
4320 · Pool Income - Guests & Passes	0.00	0.00	0.00	0.00	0.00
4330 · Pool - Swim Lessons	50.00		50.00		
4340 · Pool concession stand (all sales from concessions)	0.00	0.00	0.00	0.00	0.00
4360 · Pool FOB	4,160.70		4,160.70		
Total 4300 · Pool	4,210.70	0.00	4,210.70	0.00	0.00
4400 · Donations					
4405 · General Donations	0.00	50.00	0.00	50.00	50.00
4400 · Donations - Other	0.00	0.00	0.00	0.00	0.00
Total 4400 · Donations	0.00	50.00	0.00	50.00	50.00
4500 · Publications					
4520 · Banner - Subscriptions	0.00	50.00	0.00	50.00	50.00
4530 · Banner - Classified Ads	2,881.60	11,000.00	2,881.60	11,000.00	11,000.00
Total 4500 · Publications	2,881.60	11,050.00	2,881.60	11,050.00	11,050.00
4600 · Interest Income (Interest Income)	23,401.87	1,700.00	23,401.87	1,700.00	1,700.00
4800 · Miscellaneous Income					
4802 · Office Services	112.63		112.63		
4810 · Vending Machine (Processing fee on wages)	0.00	0.00	0.00	0.00	0.00
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.40		0.40		
4800 · Miscellaneous Income - Other	699.70	3,350.00	699.70	3,350.00	3,350.00
Total 4800 · Miscellaneous Income	812.73	3,350.00	812.73	3,350.00	3,350.00
4999 · Uncategorized Income	-1.00		-1.00		
Total Income	668,293.81	657,418.00	668,293.81	657,418.00	657,418.00
Gross Profit	668,293.81	657,418.00	668,293.81	657,418.00	657,418.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	72,643.36	64,328.00	72,643.36	64,328.00	64,328.00
5125 · Wages - Office	0.00	0.00	0.00	0.00	0.00
5130 · Wages - Maintenance	112,065.71	88,572.00	112,065.71	88,572.00	88,572.00
5132 · Wages - Dockmaster	7,000.00	8,400.00	7,000.00	8,400.00	8,400.00
5133 · Marina Project Manager	2,292.50		2,292.50		

**Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
October 2018 through September 2019**

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5135 · Wages - Pool	44,399.77	42,300.00	44,399.77	42,300.00	42,300.00
5136 · Wages-Swim Lessons	0.00	0.00	0.00	0.00	0.00
5140 · Wages - Paid Holiday	0.00	0.00	0.00	0.00	0.00
5145 · Wages - Sick pay	0.00	0.00	0.00	0.00	0.00
5156 · Wages-Overtime (All overtime over 40 hours)	0.00	0.00	0.00	0.00	0.00
5157 · Wages-Vacation (Vacation time)	0.00	0.00	0.00	0.00	0.00
5160 · Bonus Pay	0.00	0.00	0.00	0.00	0.00
5170 · Health Insurance Compensation (Employee Insurance Allotment)	5,250.00	4,800.00	5,250.00	4,800.00	4,800.00
5210 · FICA-941 Taxes	17,290.36	15,000.00	17,290.36	15,000.00	15,000.00
5215 · Unemployment Taxes	545.36	500.00	545.36	500.00	500.00
5330 · Hall Monitor	3,734.50	2,500.00	3,734.50	2,500.00	2,500.00
5450 · Cell Phone	0.00	675.00	0.00	675.00	675.00
5610 · Accounting Fees	17,025.00	15,000.00	17,025.00	15,000.00	15,000.00
6080 · Travel Mileage	430.21	1,000.00	430.21	1,000.00	1,000.00
5100 · Wages, Taxes and Fees - Other	0.00	0.00	0.00	0.00	0.00
Total 5100 · Wages, Taxes and Fees	282,676.77	243,075.00	282,676.77	243,075.00	243,075.00
Total 5000 · Administration Expenses	282,676.77	243,075.00	282,676.77	243,075.00	243,075.00
5200 · Marina Expense					
5240 · Sales Tax	0.00	0.00	0.00	0.00	0.00
5250 · Property Tax	4,730.41	8,000.00	4,730.41	8,000.00	8,000.00
5570 · Small Boat Area	0.00	100.00	0.00	100.00	100.00
5575 · Marina Repair/Maintenance	6,056.03	3,500.00	6,056.03	3,500.00	3,500.00
Total 5200 · Marina Expense	10,786.44	11,600.00	10,786.44	11,600.00	11,600.00
5300 · Security					
5310 · Security Systems	976.93	0.00	976.93	0.00	0.00
5311 · Security Camera Maintenance (Security Camera Repair and Maintenance	12,259.79	1,500.00	12,259.79	1,500.00	1,500.00
5320 · Gate Closing Expense	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
5335 · Key Fobs	0.00	750.00	0.00	750.00	750.00
5300 · Security - Other	1,395.21		1,395.21		
Total 5300 · Security	16,131.93	3,750.00	16,131.93	3,750.00	3,750.00
5400 · Utilities					
5410 · Electric	14,800.28	20,000.00	14,800.28	20,000.00	20,000.00

Bayshore Gardens Park & Recreation District

Profit & Loss Budget Performance

October 2018 through September 2019

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5420 · Water/Sewer	14,880.29	15,000.00	14,880.29	15,000.00	15,000.00
5430 · Telephone/Pager/Cable/Web	2,457.12	4,500.00	2,457.12	4,500.00	4,500.00
5440 · Gas/Propane	880.04	620.00	880.04	620.00	620.00
Total 5400 · Utilities	33,017.73	40,120.00	33,017.73	40,120.00	40,120.00
5500 · Building and Grounds					
5510 · Supplies Maintenance	0.00	0.00	0.00	0.00	0.00
5511 · Professional/Contract Services (outside contractors)	13,779.20	11,000.00	13,779.20	11,000.00	11,000.00
5512 · Repairs, Maintenance & Supplies	11,998.76	12,000.00	11,998.76	12,000.00	12,000.00
5513 · Contract Services (Outside Contractor)	0.00	0.00	0.00	0.00	0.00
5515 · Janitorial and Cleaning	3,075.27	1,600.00	3,075.27	1,600.00	1,600.00
5516 · Gasoline (Grounds machinery fuel)	343.26	500.00	343.26	500.00	500.00
5520 · Maintenance Equipment	3,158.02	3,500.00	3,158.02	3,500.00	3,500.00
5530 · Pest Control	2,290.50	1,500.00	2,290.50	1,500.00	1,500.00
5560 · Landscaping	8,999.77	16,000.00	8,999.77	16,000.00	16,000.00
5580 · Pool Maintenance	5,856.40	1,500.00	5,856.40	1,500.00	1,500.00
5585 · Pool Repair/Replacement (Pool Repair)	654.92	5,000.00	654.92	5,000.00	5,000.00
5590 · Pool Chemicals	13,736.55	11,000.00	13,736.55	11,000.00	11,000.00
5683 · Certification Reimbursement (Pool attendant certification)	600.00	700.00	600.00	700.00	700.00
6500 · Playground Expense	291.04	2,200.00	291.04	2,200.00	2,200.00
Total 5500 · Building and Grounds	64,783.69	66,500.00	64,783.69	66,500.00	66,500.00
5600 · Other Administration Expense					
5519 · Leased Equipment	2,114.34	2,080.00	2,114.34	2,080.00	2,080.00
5650 · Postage	1,750.28	800.00	1,750.28	800.00	800.00
5660 · Legal Fees	9,423.00	8,000.00	9,423.00	8,000.00	8,000.00
5665 · Seminars, Training and Fees	1,744.39	250.00	1,744.39	250.00	250.00
5670 · Office Supplies/Expenses	6,518.18	7,920.00	6,518.18	7,920.00	7,920.00
5680 · Audit Fees					
5685 · Employment Agency	0.00	0.00	0.00	0.00	0.00
5680 · Audit Fees - Other	10,900.00	8,000.00	10,900.00	8,000.00	8,000.00
Total 5680 · Audit Fees	10,900.00	8,000.00	10,900.00	8,000.00	8,000.00
5682 · Organizational Fees and License	46.00	800.00	46.00	800.00	800.00
5686 · Website Maintenance	3,401.28	200.00	3,401.28	200.00	200.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2018 through September 2019

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
5690 · Advertising	1,400.76	2,000.00	1,400.76	2,000.00	2,000.00
6020 · Bank Fees	6,146.28	50.00	6,146.28	50.00	50.00
6040 · Trustee Election	0.00	4,250.00	0.00	4,250.00	4,250.00
Total 5600 · Other Administration Expense	43,444.51	34,350.00	43,444.51	34,350.00	34,350.00
5630 · Insurance-Business					
5631 · Insurance - Liability (Fl Municipal)	8,507.75	8,452.00	8,507.75	8,452.00	8,452.00
5632 · Insurance - Workers Compensatio	12,588.75	10,470.00	12,588.75	10,470.00	10,470.00
5633 · Insurance - Auto Liability	157.00	156.00	157.00	156.00	156.00
5634 · Insurance -Property	13,384.25	14,022.00	13,384.25	14,022.00	14,022.00
5635 · Insurance - Flood	13,206.36	9,000.00	13,206.36	9,000.00	9,000.00
Total 5630 · Insurance-Business	47,844.11	42,100.00	47,844.11	42,100.00	42,100.00
5700 · Publications Expense					
5710 · Banner - Commissions	735.01	3,200.00	735.01	3,200.00	3,200.00
5711 · Banner composition	5,430.00	6,000.00	5,430.00	6,000.00	6,000.00
5720 · Banner - Printing Costs	8,221.47	10,000.00	8,221.47	10,000.00	10,000.00
5740 · Banner - Paper Delivery	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
5750 · Banner - Office Supplies					
5751 · office equipment (computer/printer)	0.00	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
Total 5750 · Banner - Office Supplies	0.00	0.00	0.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables (Tide Tables Schedules)	147.00	126.00	147.00	126.00	126.00
5762 · King Features (King Features)	227.90	275.00	227.90	275.00	275.00
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	374.90	401.00	374.90	401.00	401.00
Total 5700 · Publications Expense	17,761.38	22,601.00	17,761.38	22,601.00	22,601.00
5800 · District Recreation					
5830 · Expenses -	4,538.18	11,800.00	4,538.18	11,800.00	11,800.00
5800 · District Recreation - Other	0.00	0.00	0.00	0.00	0.00
Total 5800 · District Recreation	4,538.18	11,800.00	4,538.18	11,800.00	11,800.00
5880 · Concession Stand (Concession Stand Expense)	15.34	0.00	15.34	0.00	0.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
October 2018 through September 2019

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 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	8,268.20	9,000.00	8,268.20	9,000.00	9,000.00
5902 · ADA Compliant Ramp for Rec Ctr	6,900.00	5,000.00	6,900.00	5,000.00	5,000.00
5903 · Sheds to Replace Porta Potty	0.00	8,000.00	0.00	8,000.00	8,000.00
5904 · Resurface Breezeway	5,986.00	10,000.00	5,986.00	10,000.00	10,000.00
5906 · Fishing Pier Repair	4,398.00	21,000.00	4,398.00	21,000.00	21,000.00
5907 · Pickleball Crt @ Basketball Crt	74.64	700.00	74.64	700.00	700.00
5908 · Add Heat to AC	0.00	10,000.00	0.00	10,000.00	10,000.00
5909 · Screen Room Repair	0.00	30,000.00	0.00	30,000.00	30,000.00
5911 · Rec Hall Repairs	50,993.61	73,782.00	50,993.61	73,782.00	73,782.00
5912 · Automatic Gate to the Beach	0.00	14,040.00	0.00	14,040.00	14,040.00
5915 · Air Conditioner	0.00	0.00	0.00	0.00	0.00
5920 · Furniture & Equipment	0.00	0.00	0.00	0.00	0.00
5940 · Security Cameras	0.00	0.00	0.00	0.00	0.00
Total 5900 · Capital Layout	76,620.45	181,522.00	76,620.45	181,522.00	181,522.00
5950 · ADA (ADA)					
5953 · ADA Port-A-Potty	0.00	0.00	0.00	0.00	0.00
5950 · ADA (ADA) - Other	0.00	0.00	0.00	0.00	0.00
Total 5950 · ADA (ADA)	0.00	0.00	0.00	0.00	0.00
5960 · Marina Construction					
5961 · Marina Contractors(cap imp)	5,635.50	0.00	5,635.50	0.00	0.00
5962 · Material(cap imp)	0.00	0.00	0.00	0.00	0.00
Total 5960 · Marina Construction	5,635.50	0.00	5,635.50	0.00	0.00
6000 · Miscellaneous Expenses					
6010 · Over/Short Expenses	1.09	0.00	1.09	0.00	0.00
6030 · Penalties & Interest	0.00	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	0.00
6000 · Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 6000 · Miscellaneous Expenses	1.09	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	0.00

Bayshore Gardens Park & Recreation District
Profit & Loss Budget Performance
 October 2018 through September 2019

	Oct '18 - Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
7500 · Bad Debt	9,351.92		9,351.92		
8000 · Other Expenses (Other Expenses)					
8001 · Hall Rewiring Project Exp (all expenses incurred)	0.00	0.00	0.00	0.00	0.00
Total 8000 · Other Expenses (Other Expenses)	0.00	0.00	0.00	0.00	0.00
9010 · Bank Service Charges	112.00		112.00		
Total Expense	612,721.04	657,418.00	612,721.04	657,418.00	657,418.00
Net Ordinary Income	55,572.77	0.00	55,572.77	0.00	0.00
	<u>55,572.77</u>	<u>0.00</u>	<u>55,572.77</u>	<u>0.00</u>	<u>0.00</u>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10.2.19

MEETING DATE 10.15.19
At least 8 days prior to meeting date

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

Trustee requesting THOM WILLIAMS

Subject: AMEND^N MEETING DECORUM POLICY

Reason THE ADDITION OF A SARGENT OF ARMS

BRIEF EXPLANATION

SARGENT OF ARMS AUTHORITY IN MEETINGS. (1025P)

MOTION IF NEEDED

Supporting documentation attached

Received by Jodie Lawman Date 10/2/19

Approved April 17, 2018.

Revised _____

Effective 4/17/18

Thom Williams

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MEETING DECORUM POLICY**


1025 P

“ All persons in attendance at a Board meeting, hearing, or workshop shall conduct themselves in a civil manner and refrain from action that disrupts the meeting or hinders the Board in performing its duties. To these ends, such persons are prohibited from:

1. committing acts of violence toward any person;
2. making threats of violence or speaking "fighting words" that are likely to provoke violence;
3. disrupting the proceedings with excessive commotion or excessively loud shouting or other noise or use of obscene or crude language;
4. interfering with the rights of others to speak, hear, see, or attend the proceedings;
5. being unduly repetitious or presenting matters not relevant to the agenda item under consideration;
6. making personal attacks or insults against any person;
7. speaking on a subject about which the Board has already taken a position or about which the Board has voted not to receive further comment;
8. continuing to speak after the allotted time has expired or after having been ruled out of order;
or
9. speaking on a subject that is clearly outside the purview of the posted meeting agenda

and/or Sgt. of Arms.
The Chair shall rule out of order any person(s) violating these provisions for orderly meetings. In appropriate situations (e.g., if such person(s) refuse to cease such violations), the Chair may have such person(s) removed from the meeting, hearing, or workshop by law enforcement personnel or take such other actions as may be reasonably necessary to enforce these requirements.” **

**Manatee County Resolution R-16- 068

Approved 9/18/18 
Revised _____
Effective 9/18/18

Sergeant of Arms: During meetings, the sergeant at arms keeps order. If other board members or meeting attendees are disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting. The role may involve some administrative tasks such as collecting ballots, tallying votes and recording attendance.

Within many organizations, the sergeant at arms plays a vital role as to how a particular organization is prepared for various meetings and activities, with their primary responsibility being to maintain order within an organization at all times.

Meetings

In any organization, the sergeant at arms will ensure all bylaws and traditions are respected by everyone. During these meetings, it is the responsibility of this person to make certain parliamentary procedures are followed, and to call to order as well as adjourn all meetings.

Provide Support to the Chairman of the Board

The sergeant at arms will always support the Chairman by making sure The Meeting Decorum Policy is adhered to by all board members and those in attendance. The Sergeant at Arms has the authority to enforce rules.

The sergeant at arms is the largest supporter of any organization where he will always provide motivation and enthusiasm to members and new guests. This means he shows up to various functions early, greets those in attendance and encourages residents and guest to complete the sign in sheet.

Within any organization, there must be loyalty and discipline. The sergeant at arms is there to instill this loyalty and discipline by carrying out any requests or orders made by the Chairman.

THE UNRULY MEMBER AT MEETINGS

In meetings where controversial issues are debated, some members may get so excited that they talk out of turn and continually seek the floor to rebut those who don't agree with them. In a case like this, the chair should remain calm and firmly remind the member of the proper rules of debate. If the member is reasonable, nothing more may need to be said.

If the member doesn't heed the remarks of the chair and continues his or her behavior, the chair's next step is to call the member to order. The chair states, "The member is out of order and will be seated." If the member refuses to be seated and continues with his or her obnoxious behavior, the next step the chair can take is to name the offender. This action, in essence, prefers charges against the member and should be used as a last resort. Before this action is taken, the chair instructs the secretary to record the obnoxious behavior or words. In naming the offender, the chairman uses the member's name and states what he or she has done wrong.

President: Mr. Smith! The chair has asked you repeatedly not to speak after each speaker. The chair has ordered you to sit down four times and you have continued to speak.

If the member sits down at that point, the assembly can choose whether to drop the matter or ask for a penalty.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 9-30-19

MEETING DATE 10-15-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Thom Williams

Subject: Removal of Secretary for failure to turn minutes in timely.

Reason: Prior meeting notice to perform duties of position

BRIEF EXPLANATION

MOTION IF NEEDED

Rescind Sec. position

Supporting documentation attached

Received by Jill Law Date 9/30/19

Approved April 17, 2018:

Revised _____

Effective 4/17/18

Thom Williams

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10-7-19

MEETING DATE 10-15-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jim Frost

Subject: HALL - Remodel

Reason _____

BRIEF EXPLANATION

Floor & Decor. & A/V

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 10-7-19

Approved April 17, 2018

Revised _____

Effective 4/17/18

[Signature]

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10-7-19

MEETING DATE 10-15-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jim Frost

Subject: MARMS - Elec. & Lits

Reason _____

BRIEF EXPLANATION

Elec. & Lits

MOTION IF NEEDED

Supporting documentation attached

Received by Jodi Law Date 10-7-19

Approved April 17, 2018
Revised _____
Effective 4/17/18

[Signature]

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE OCT 6, 2019

MEETING DATE Oct 15, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Agenda Policy 1002 P + Agenda Procedure 1002 PR

Reason: Too many late submissions

BRIEF EXPLANATION

MOTION IF NEEDED

To approve revisions to 1002 P + 1002 PR
as reviewed by Committee and Work Session

Supporting documentation attached

Received by Aria C

Date 10/7/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

Current

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



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 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.

Approved 4/17/18 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

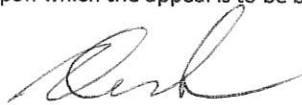
Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

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:
 - a) If the meeting is scheduled on a Tuesday, the cut off for agenda forms will be the prior Tuesday. The agenda forms must be received in the office by 1:00PM and posted on the website by close of business.
 - b) Wednesday meeting cut off would be the Wednesday before and etc
2. 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 1 above
3. 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.
4. *FS 189.069 (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."*
The agenda for a meeting may be amended after the 8 days and included at the meeting if an unexpected event occurs.
5. Any amendments to agenda as well as supporting documentation that was not available when agenda form 1002 was submitted will be added to the meeting printed agenda only and will not appear on the website. Each addition shall be emailed to all trustees. The Board shall vote for the inclusion of all additional agenda motions as a group in the Regular Board of Trustee or Work Session on the proposed additions to the agenda received after the agenda is posted on the website. The vote shall take place pursuant to Bylaws, Article VI, agenda item 3, pledge to the flag. (The additional motions shall be voted on by the Board as a group, not individual motions.)

6. Special, Emergency meetings and Budget Hearings shall not have agenda items added to those agendas.

BUDGET HEARING

Agenda for Budget hearing shall only include the Budget; no other business is to be conducted. The submission of the agenda for the Budget Hearing shall comply with requirements above.

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.

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.

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

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/7/19

MEETING DATE 10/15/19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Dan Rawlson

Subject: Policy & Procedure Comm.

Reason _____

BRIEF EXPLANATION

Committee violations and remedies

MOTION IF NEEDED

Removal of committee chair.

Supporting documentation attached

Received by Jodie Lowman Date 10-7-19

Approved April 17, 2018.

Revised _____

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MEETING DECORUM POLICY

1025 P

“ All persons in attendance at a Board meeting, hearing, or workshop shall conduct themselves in a civil manner and refrain from action that disrupts the meeting or hinders the Board in performing its duties. To these ends, such persons are prohibited from:

- ✱ 1. committing acts of violence toward any person;
2. making threats of violence or speaking "fighting words" that are likely to provoke violence;
- ✱ 3. disrupting the proceedings with excessive commotion or excessively loud shouting or other noise or use of obscene or crude language;
4. interfering with the rights of others to speak, hear, see, or attend the proceedings;
5. being unduly repetitious or presenting matters not relevant to the agenda item under consideration;
- ✱ 6. making personal attacks or insults against any person;
7. speaking on a subject about which the Board has already taken a position or about which the Board has voted not to receive further comment;
8. continuing to speak after the allotted time has expired or after having been ruled out of order; or
- ✱ 9. speaking on a subject that is clearly outside the purview of the posted meeting agenda

The Chair shall rule out of order any person(s) violating these provisions for orderly meetings. In appropriate situations (e.g., if such person(s) refuse to cease such violations), the Chair may have such person(s) removed from the meeting, hearing, or workshop by law enforcement personnel or take such other actions as may be reasonably necessary to enforce these requirements.” **

**Manatee County Resolution R-16- 068

Approved 9/18/18 *[Signature]*
Revised _____
Effective 9/18/18

✱ *Committee violations of policy*

POLICY COMMITTEE

GOALS

To review current policies/ procedures, Rules Regulations, and Bylaws for compliance with Charter and applicable laws. To make sure that the policy/procedure, rule/regulation and Bylaws reflect the intent of the district.

The Committee will hereafter be referred to as the Policy Committee.

PROCESS

1. Arrange the current policy/procedure book into applicable categories. The Office Procedure Manual should be separate.
2. Obtain prioritized list of policies/procedures, rules/regulations or Bylaws changes that need to be addressed by the Committee from each Trustee and the Office Manager.
3. **The Committee will prepare a prioritized list of policies/procedures, rules/regulations or Bylaw articles to be addressed from those submitted by the Trustees and Office Manager.**
4. A Trustee/s with policy draft will submit the proposed new policy/procedure, rule/regulation, or Bylaw change to the Committee for process. The committee may recommend changes if appropriate.
5. Draft policies/procedures, rules/regulations, or Bylaw changes moving out of Committee will be submitted to Board for approval.
6. New Policy/Procedure, Rule/Regulation or Bylaw change will have the noted section as part of the date on the new document and will be added to the index of the Policy manual.
7. When approved the new policy/procedure, rule/regulation or Bylaw change will be placed in the policy/procedure or rule/regulation book and will include the date of approval by the Board of Trustees.
8. The Policy/procedure or rule/regulation, book/s will have an index and the book/s will be arranged by categories.
9. **The meetings will be properly noticed and will be held at 6:00PM on the first Tuesday of the Month.**

APPROVED DATE _____

EFFECTIVE DATE _____

REVISED DATE _____

7 pm

Policy and Procedure Committee – Board Oversight

1. At the June 18, 2019 BOT meeting, the board unanimously voted and passed a revision to the attorney contact policy. The office (Jodie) is to be the point of contact for the attorney and the office would disseminate the question posed and answer from the attorney to all trustees. **To date, the policy has not been amended to reflect this board action.** The office is requesting board protocol from passing of the motion to the implementation. We are lacking standard guidelines and oversight of a subordinate committee. The attorney bill this month reflects that board policy is not being adhered to.

WHEN THE BOARD PASSES A MOTION, HOW LONG DOES A COMMITTEE HAVE TO COMPLY WITH THE MOTION? (It has been over 4 months and the policy has NOT been amended to reflect board motion.)

2. On October 3, 2019 the office received a Public Records request for audio/video from a Policy and Procedure Committee meeting held on 9/24/2019. Aside from the public records request, an allegation was made against the committee regarding a possible **ADA violation** for hearing impaired residents. This is a serious allegation which the Board should take action to address immediately. This poses a great liability to the District and Taxpayers.
3. The policy and procedure committee Chair has stated that a resident has been a member of the P & P committee since inception, however the resident produced a handwritten, signed and dated letter stating they have never been a member of this committee. This misrepresentation is against the By-laws, (a governing document) Article V, Official Committees which mandates a **minimum of two residents** from the District. Minutes reviewed from the start date of the Policy & Procedure Committee do not show this individual at any of the meetings. This is a blatant misrepresentation to the Board. Are any of the actions of the committee legal?
4. The Policy and Procedure Committee failed to prepare a revised a Pool Fob contract timely. As all Trustees know, our fiscal year is Oct. 1st through Sept. 30th . The committee attempted to prepare and pass a FOB contract for the pool/marina gate which was unnecessary. Prioritizing to complete documents prior to deadlines is part of the committee's responsibility. This resulted in the board having an attorney complete the contract and hold a Special Meeting on Sept. 30th to have the Pool FOB contract passed and in place by Oct. 1st.
5. Review of the minutes of the Policy & Procedure Committee indicate unacceptable treatment of residents in attendance at the meetings. Residents are denied the right to sit at the table and participate in the process of policy making. Trustee Watkins removed a resident's tape recorder from the table which resulted in Watkins becoming verbally abusive to the resident and placing his hands on the resident. The resident has filed an assault charge which is presently being investigated. The Chair has failed to control this behavior at the meetings. This presents a liability to the District and is the responsibility of the board to oversee and control a committee.

6. Further review of the Policy and Procedure Committee minutes also indicates misrepresentations of the committee Chair against the District Office. The chair stated the office has read minutes to a resident in reference to a public records request, creating a public record. There is no evidence to support this allegation, nor other statements made by the chair to the committee. These statements are misleading and untrue. Unethical behavior by a board Trustee should not be acceptable to this board.
7. Representations of the "law" by Trustee Denson cannot be relied upon as factual and if stated, **must be supported by a legal document**. A trustee citing the law is beyond the scope of duties as a committee Chair. All legal matters should be left to the Attorney for the District or an attorney on the call list.
8. Motions submitted by the Committee Chair do not have the Revised Policies attached as stated in the Agenda policy. This does not give the public nor the board members ample time to review the proposed policy changes prior to the vote at a board meeting. This committee meets twice a month and should have the supporting documents attached to the motion for review 7 days prior to the Board of Trustees Meeting.

As the governing Board of this District, we have a responsibility to make sure that all committees adhere to the law and treat our residents with respect. I, as a trustee, cannot condone this behavior and would hope that my fellow board members agree in supporting removal of the committee chair for the above stated reasons.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE OCT 6, 2019

MEETING DATE Oct 15, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Banner Submission Policy 1017 P Revised

Reason Change in Publishing + Distribution

BRIEF EXPLANATION

MOTION IF NEEDED

To approve Banner Submission Policy 1017P as revised. This revised was revised and brought forward from committee and work session

Supporting documentation attached

Received by *Mia Cruz*

Date 10/7/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

Current

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 20th 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 15th 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 20th of the month prior to publication.

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

Date Approved 3/19/19 *Sharon Denson*

Date Revised 7/16/19

Date Effective 3/19/19



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 20th 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.

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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.
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All articles submitted to the District office for placement in the Banner must be received in the District Office by the 15th 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 20th of the month prior to publication.

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

Date Approved 3/19/19 Sharon Denson

Date Revised 7/16/19 Date Effective 3/19/19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE Oct 6, 2019

MEETING DATE Oct 15, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Public Records Policy

Reason Currently do not have

BRIEF EXPLANATION

MOTION IF NEEDED

To approve Public Records Policy 1034 P
that has been thru Work Session &
Committee

Supporting documentation attached

Received by  Date 10/7/19

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

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

PUBLIC RECORDS POLICY

1034 P

FS 199.01 (12) "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

It is the intent of the Bayshore Gardens Board of Trustees that our records be maintained and managed as required in connection with official business of the district and open and available to the public with reasonable notice.

This policy shall provide for access to all public records, both generated and received, which are included in the transactions of the official business of the District. Official recordings, if recorded by the Board of Trustees shall be available for inspection or copying. Public records may have to be redacted pursuant to FS 119, if such information is redacted, the requestor shall receive a written explanation of the redactions with the appropriate statute reference.

A charge shall be made for providing the requestor with copies of documents or recordings of such records. Requests shall be processed as soon as possible but if time exceeds 10 business days, the requestor shall be notified by method determined by requestor. If the volume of the request is such as to require extensive clerical time to compile, the staff will work with the requestor to provide records as soon as possible. There may be a charge for clerical time and that estimate shall be provided prior to compiling the documents.

Date approved _____
Revised _____
Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

PUBLIC RECORDS PROCEDURES

1034 PR

OFFICIAL RECORDS CREATED OR RECEIVED BY DISTRICT OFFICE

Every document received in the District office from a Trustee must have the original document signed by the Trustee and dated before being included in the Public Record

Every document received from other than the Board of Trustees or an individual Trustee shall be date/time stamped and initialed by the District Office before being included in the Public record. (The origin of the document must be identified on the document)

Any document that does not conform to the above, a copy shall be emailed to all Trustees' and a copy shall be placed in their Trustee slot. If document is identified by a Trustee, it shall be signed by that Trustee and dated with the applicable notations (date created and official minutes) and placed in the public record. If identification is not achieved, the document/s shall go to the Board of Trustee for authentication. Those documents shall be kept in a separate notebook until the document/s is brought before the Board of Trustees for authentication. The date of authentication shall be on the document with the signature of the Chairman of the Board. Failure to authenticate the document shall result in the document/s removal from the Custodian of the records.

Tape or Video recordings that are recorded by the Board of Trustees are public record. If a recording is to be made, the Secretary of the Board shall use the District's approved recorder and the recording by the Secretary is the official recording. The recorder/recording shall be returned to the District office when the minutes are submitted.

Committee tape recording made by the Secretary of the committee shall be the official recording for the committee. The recording shall be submitted to the office when the Secretary has finished the minutes.

SEALED BIDS

Section 119.071(1)(b) FS. Provides an exemption for "sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation" until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Bids accepted shall be kept as long as the reason for the bid exists.

The Custodian of the records does not create reports that are not routinely compiled by the District. Requestor may come to the office, view the records and be provided with copies per the fee schedule.

The employees of the District shall not read thru official minutes to answer a question for a requestor. The requestor may come to the office, review the records, and be provided with a copy or copies per the fee schedule.

The requestor receives a copy of the document as retained by the district. No highlight, writing on defacing or altering of the Public Record is allowed.

The Records Retention schedule shall be followed.

PROCEDURES

REQUEST MAY BE IN WRITING OR VERBAL

The request for public records may be in writing or verbal. The requestor does not have to identify themselves, or explain the reason for their request. The Office staff may make notes regarding the information requested. The requestor may provide communication information or make arrangements to return for the records. The notes made by staff are a public record.

IDENTIFY RECORDS SUBJECT TO REQUEST

Requester must identify records that are being requested to view or copy. If requestor is not able to identify, they may review documents in the category they are requesting. The official documents of the District must be in view of the Custodian or their designee at all times. Official documents shall not leave the District Office. The District does not create reports nor does it read thru documents/minutes to satisfy a request. The requestor may review the documents in the District Office with supervision.

VOLUMN OF REQUEST REQUIRING ADDITIONAL STAFF TIME

Should the nature or volume of the request for public records exceed ½ hour, the requestor will be provided an estimate of the charges. The requestor pays the estimate for time and copies in advance of the completing the request. Should the estimate exceed actual, the overage shall be returned to the requestor.

EMAILS

The District Office may print and store copies of all emails received at the District Office by date or may provide a computer at the front counter for residents to use to read emails received by the District. Residents may request and receive paper copies of any email at the District published rates.

FEE SCHEDULE

- 15 cents per page or 20 cents for two sided copy.
- Actual cost to District for other documents, such as maps, blue prints, or other oversized documents. Cannot charge for clerical hours unless duplication must be made off sight.
- Video recordings actual cost to district for DVD or Flash Drive
- Audio recordings actual cost to district for CD or Flash Drive
- The charge for sending a fax shall be \$1.00 per page
- The charge for receiving a fax shall be \$1.00 per page
- Notary charges shall be \$5.00 per document.
- A receipt shall be written for all payments received.

REASONABLE TIME TO FULFILL A REQUEST

1. Within one week for a request to inspect/copy records created within the past 5 years with at least a 5 year retention schedule.
2. Within two weeks for a request to inspect/copy documents created and required by Retention Schedule to maintain over 5 years old
3. If fulfilling request will exceed two weeks we will notify the requestor by US Mail or email and the reason for the delay.

CHARGES FOR STAFF TIME

1. Records identified by the requestor and created within the past two years, no charge
2. Records identified by the requestor and created beyond the two years in 1 above and retrieved in ½ hour, no charge, after the first ½ hour the requestor will be charged at rate of \$3.25 per 1/4 hour.
3. All records must be viewed in the District Office under the supervision of the Office staff.
4. No fee will be charged for viewing records.

PROCESS REQUEST PURSUANT TO PUBLIC RECORD POLICY 1034 P

TRUSTEE REQUESTS FOR RECORDS

Trustee request *for records*/documents to fulfill their obligations to the District are not public record requests pursuant to this policy. Trustees shall receive copies of requested documents and Trustee requests are a priority.

Date approved _____

Revised _____

Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 10/6/19

MEETING DATE 10/15/19
At least 8 days prior to meeting date

REGULAR MEETING ___ WORK SESSION ___ SPECIAL MEETING ___ EMERGENCY

___ COMMITTEE MEETING ___ BUDGET ___

Trustee requesting Sharon Denson

Subject: Committee Appointments

Reason Chair did not make appointments per agenda
4-17-19

BRIEF EXPLANATION

If Chair fails to appoint per agenda
Committee Policy 1013P may be used.

MOTION IF NEEDED

To affirm appointment of Rakhi Frost
& Mary Lou Smith to Policy & Procedure
Committee.

Supporting documentation attached

Received by Hia Cruz Date 10/7/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS POLICY

1020 P

The District recognizes the value of clubs and organizations and encourages the formation of same. The Clubs and Organizations will establish their membership requirements that are not inconsistent with the Charter. The Clubs and Organizations are not an arm of the Board of Trustees and therefore are not subject to the Sunshine Laws.

The clubs shall notify the District office on February 1st of each year of their officers and complete a facility use application to schedule use of the facilities. The schedule shall be approved by the District Manager and added to the Banner and event calendar.

Articles about the club/organization activities are welcome in the Banner. Submit articles to the District office for publication in Banner by the 15th of the month.


The District office will accept payments for the clubs and organizations but cannot provide a receipt to members of clubs or organizations.

Clubs and Organizations who wish to place Tangible Real Personal property in the facilities of the District must have prior Board approval. The Tangible Real Personal Property will become the property of the District when placed in the common areas.

The Clubs and Organizations may request secure storage space for their property. Clubs/Organizations placing anything in other than their assigned area must receive prior approval of the Board. The allocated areas must be kept clean and orderly. The space will be allocated on an as available basis. Every effort will be made to accommodate all requests.

The WoodChoppers and Crime Watch serve the community and have been assigned the use of their respective facilities. Equipment purchased by the District in those areas remains property of the District.

Articles secured in storage area provided to clubs and organizations by the District would not be considered Tangible Real Personal Property of the District

Date Approved 7-17-18 
Date Revised _____
Date Effective 7-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE OCT 6, 2019

MEETING DATE Oct 15, 2019
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY

COMMITTEE MEETING BUDGET

Trustee requesting Sharon Denson

Subject: Remissions to Hall Contract 1004 HC & 1004 HR

Reason Remissions @ request of Chair

BRIEF EXPLANATION

MOTION IF NEEDED

To approve remissions to Hall 1004 HC & 1004 HR
as requested by Chair and brought forward
by Committee as discussed in Work Session

Supporting documentation attached

Received by [Signature] Date 10/7/19

Approved April 17, 2018 Sharon Denson, Chairman

Revised _____

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL/SCREEN ROOM POLICY

1004P

The facilities of Bayshore Gardens are for the use of the residents and their guest and other persons from Time to Time

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. Charter 2002-365

The Hall and/or Screen Room are available for the use of the Residents, and their invited guests and others from Time to Time.

Clubs and organizations of Bayshore Gardens shall have priority over individual events and there shall not be a charge to Bayshore clubs and organizations.

Residents shall have priority over Non-Residents. Fees shall be charged according to a Board of Trustee approved schedule. All Bayshore Gardens rules approved by the Board of Trustees will be adhered to by anyone using the facilities. The residents/non-residents leasing the facility cannot sublet to anyone and must be present at the event.

The facilities will not be rented to anyone, on a daily, weekly, or monthly basis for a reduced rate. No contract shall be entered into for multiple dates without Board of Trustee approval.

The District will employ a Rental Service Agent to provide access to the facility per contractual arrangements.

Security Deposit and Rental fees shall be refunded if notified of cancellation within 14 days of event.

Approved 4-17-18

Revised _____

Effective 4-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL/SCREEN ROOM POLICY

1004P

The facilities of Bayshore Gardens are for the use of the residents and their guest and other persons from Time to Time

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. Charter 2002-365

The Hall and/or Screen Room are available for the use of the Residents, and their invited guests and others from Time to Time.

Clubs and organizations of Bayshore Gardens shall have priority over individual events and there shall not be a charge to Bayshore clubs and organizations.

Residents shall have priority over Non-Residents. Fees shall be charged according to a Board of Trustee approved schedule. All Bayshore Gardens rules approved by the Board of Trustees will be adhered to by anyone using the facilities. The residents/non-residents leasing the facility cannot sublet to anyone and must be present at the event.

The facilities will not be rented to anyone, on a daily, weekly, or monthly basis for a reduced rate. No contract shall be entered into for multiple dates without Board of Trustee approval.

No subletting of the Hall will be allowed.

The District will employ a Rental Service Agent **to** provide access to the facility per contractual arrangements or issue a job to the lessee per contract.

Security Deposit and Rental fees shall be refunded if notified of cancellation within 30 days of event.

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

Revised _____

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

RECREATION HALL CONTRACT

1004HC

This Contract is entered into between BAYSHORE GARDENS PARK AND RECREATION DISTRICT and _____ Lessee dated _____

Lessee, in consideration of the agreements and covenants to be performed by the Parties, agrees to the following terms:

1. **RENT:** Lessee shall pay Bayshore Gardens rent (SEE FEE SCHEDULE) in the amount of \$_____ (includes 7% sales tax) no later than 15 days prior to the Date of Activity set forth in section 3.
2. **SECURITY DEPOSIT:** Lessee shall pay a security deposit of **\$250.00/500.00** (circle one) due at the time of booking and is non-refundable in cases of cancellation of event less than 14 days of the event. After Lessee leaves, the premises shall be inspected. If no violations are found, the Lessee will receive a refund by mail of security deposit within 14 working days of the final inspection.
3. **USE:** Lessee agrees to use the Hall for the general purpose set forth below, and will abide by all rules and shall end no later than 10 P.M. Lessee agrees that Lessee will be present at function and will not sublet.

MAXIMUM CAPACITY 224

NO ACCESS TO FACILITY PRIOR TO NOON WILL BE GRANTED EXCEPT THE DAY BEFORE THE EVENT IF NO OTHER EVENT SCHEDULED FOR THAT DAY AND PAYMENT MADE IN ADVANCE.

- Type of Activity: _____ # attending _____
- Date of Activity: _____
- Cater used Yes _____ No _____ Attach copy of Caterer's license
- Kitchen used to reheat food yes _____ No _____
- Lease commences _____ o'clock and ends _____ o'clock.
(6 hours Price \$_____)
- Additional hours requested: Number of hours _____ From: _____ To _____
@ _____ Per hour \$ _____

Event Total Hours _____

Event Total \$ _____

4. LESSEE'S RESPONSIBILITIES: Lessee shall leave the Hall in the same condition as found (see 5 below). Failure to do so may result in forfeiting some or all of Lessee's security deposit. If Lessee fails to show up at the scheduled time without at least 14 days' notice, Lessee shall forfeit all rent and deposits paid to Bayshore Gardens. Lessee must vacate the facility at the time specified above.

5. LOSS OR DAMAGE: If any portion of the premises or equipment is damaged by any act, omission, or negligence of Lessee. (Includes leaving the kitchen clean), Lessee shall pay to Bayshore Gardens upon demand a sum equal to the cost of repairing and restoring to the condition when Lessee took possession.

6. PERSONAL PROPERTY: Bayshore Gardens shall not be responsible for any loss or damage to personal property of the Lessee or any property caused to be brought in by lessee.

7. LIABILITY: The work, services, or activity to be performed in the Hall under this contract will be performed entirely at the risk of Lessee who will carry any necessary or applicable liability insurance, for the duration of this contract, in an amount acceptable to Bay shore Gardens. The certificate of insurance if applicable must be provided to the District prior to any activity in the facility. Lessee agrees to indemnify owner for any and all liability or loss arising in any way out of the performance of this Agreement. Furthermore Lessee shall protect, maintain, save and hold harmless Bayshore Gardens Park and Recreation District and its officers, agents, and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Property of the District

8. BAYSHORE GARDENS shall provide lessee with access, use and enjoyment of the Hall during the time set forth in section 3 and shall ensure that the reservation is clean and all systems, such as lighting, air conditioning, and any sound equipment, are functional on the date of the activity set forth in section 3. Bayshore Gardens will set-up tables and chairs per your drawings which must be submitted seven (7) days prior to the event. Rental agreement is for 6 consecutive hours for each event which includes set up and tear down time. Additional hours may be contracted for in advance.

9. BAYSHORE GARDENS will provide a Hall Monitor who will remain in the recreation hall to assist the Lessee and enforce the rules of the District. Delivery arrangements are to be made with the District Office seven (7) days in advance for delivery access to Recreation Center for deliveries made in advance of the schedule event.

FEE SCHEDULE HALL

Security Deposit	Resident	Non Resident
	\$250.00	\$500.00
*Rate for 6 hours	\$300.00+tax	\$750.00+tax
Additional hours/access hours	\$25.00+tax per hour/ portion	\$40.00+tax per hour/ portion

*includes set up and tear down

By signing, I agree that I have read, understand, and agree to all of the above terms of this ' Agreement and the attached Rules and Regulations.

I _____ am a **resident** of Bayshore Gardens Park and Recreation District and assume full responsibility for the rental of the Hall/Screen Room. I understand that I must be present at the event.

I _____ am **not a resident** of Bayshore Gardens Park and Recreation District and I understand that I assume full responsibility for the rental of the Hall/Screen Room.

Lessee Signature

Print Lessee Name

Address

Telephone Number

Dated:

Office Signature

Total amount Due \$ _____ Deposit \$ _____

Balance Due \$ _____ Date Due _____

The Recreation Hall Rules are Incorporated herein by reference and made a part of this contract as Exhibit A. By signing below, I acknowledge receipt of the contract and a copy of and the Rules (Exhibit A).

I further understand it is my responsibility to adhere to the rules and failure to do so may result in forfeiture of my security deposit.

Lessee

Date

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

Revised 10/16/18 Revised 1/15/19 *Sharon Denson*

Effective 4/17/18

Current

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL RULES AND REGULATIONS

1004HR

EXHIBIT A

Rental Agent, Sally Couey 941-730-9799
Judy Trytek 941-704-4577

HALL RULES

- 1. Shall not exceed maximum capacity 224
2. All Music shall end at or before 10:00PM
3. Everyone must be out of the hall by 11:00PM
4. Ovens and Microwaves are to be used for heating purposes only
5. No glass bottles outside of bar area
6. Smoking Prohibited in the Facility
7. Kitchen and appliances must be left clean. (see contract for penalties)
8. All decorations must be removed from the facility. Trash to be placed in bins
9. Only masking tape or painters tape may be used for decorations no tacks or nails permitted
10. Ice sculptures not allowed. Coolers must be placed on rubber mats
11. No open flame or fireworks, EXCEPTION: Sturnos may be used for food line
12. Chairs are to be pushed up to tables when you leave
13. NO UNLICENSED FOOD VENDORS ON THE PREMISES
14. NO food preparation or serving other than inside the Recreation Hall
15. No access to the Hall prior to the time on the contract. No access prior to Noon.
16. You may take possession of the facility at the lease time on the contract and must vacate at the end of your specified contract time. (Additional hours or portions thereof will be withheld from your deposit).

I have read the rules above and will adhere to the rules. Failure may result in my security deposit being withheld. (copy to file)

Date of event

Lessee

Date

Approved 4/17/18 Sharon Denson, Chairman
Revised 10/16/18 Revised 1-15-19
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

RECREATION HALL CONTRACT

1004HC

This Contract is entered into between BAYSHORE GARDENS PARK AND RECREATION DISTRICT and _____ Lessee dated _____

Lessee, in consideration of the agreements and covenants to be performed by the Parties, agrees to the following terms:

1. RENT: Lessee shall pay Bayshore Gardens rent (SEE FEE SCHEDULE) in the amount of \$_____ (includes 7% sales tax) no later than 15 days prior to the Date of Activity set forth in section 3.

2. SECURITY DEPOSIT: Lessee shall pay a security deposit of \$250.00/500.00 (circle one) due at the time of booking and is non-refundable in cases of cancellation of event less than 14 days of the event. After Lessee leaves, the premises shall be inspected. If no violations are found, the Lessee will receive a refund by mail of security deposit within 14 working days of the final inspection.

3. USE: Lessee agrees to use the Hall for the general purpose set forth below, and will abide by all rules and shall end no later than 10 P.M. Lessee agrees that Lessee will be present at function and will not sublet.

MAXIMUM CAPACITY 224

NO ACCESS TO FACILITY PRIOR TO NOON WILL BE GRANTED EXCEPT THE DAY BEFORE THE EVENT IF NO OTHER EVENT SCHEDULED FOR THAT DAY AND PAYMENT MADE IN ADVANCE.

- Type of Activity: _____ # attending _____
- Date of Activity: _____
- Cater used Yes _____ No _____ Attach copy of Caterer's license
- Kitchen used to reheat food yes _____ No _____
- Lease commences _____ o'clock and ends _____ o'clock.
(6 hours Price \$_____)
- Additional hours requested: Number of hours _____ From: _____ To _____
@ _____ Per hour \$ _____

Event Total Hours _____

Event Total \$ _____

4. **LESSEE'S RESPONSIBILITIES:** Lessee shall leave the Hall in the same condition as found (see 5 below). Failure to do so may result in forfeiting some or all of Lessee's security deposit. If Lessee fails to show up at the scheduled time without at least ~~14~~ **30** days' notice, Lessee shall forfeit all rent and deposits paid to Bayshore Gardens. Lessee must vacate the facility at the time specified above.

5. **LOSS OR DAMAGE:** If any portion of the premises or equipment is damaged by any act, omission, or negligence of Lessee. (Includes leaving the kitchen clean), Lessee shall forfeit their deposit and pay to Bayshore Gardens upon demand a sum equal to the cost of repairing and restoring to the condition when Lessee took possession.

6. **PERSONAL PROPERTY:** Bayshore Gardens shall not be responsible for any loss or damage to personal property of the Lessee or any property caused to be brought in by lessee.

7. **LIABILITY:** The work, services, or activity to be performed in the Hall under this contract will be performed entirely at the risk of Lessee who will carry any necessary or applicable liability insurance, for the duration of this contract, in an amount acceptable to Bayshore Gardens. The certificate of insurance if applicable must be provided to the District prior to any activity in the facility. Lessee agrees to indemnify owner for any and all liability or loss arising in any way out of the performance of this Agreement. Furthermore Lessee shall protect, maintain, save and hold harmless Bayshore Gardens Park and Recreation District and its officers, agents, and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Property of the District

8. **BAYSHORE GARDENS** shall provide lessee with access, use and enjoyment of the Hall during the time set forth in section 3 and shall ensure that the reservation is clean and all systems, such as lighting, air conditioning, and any sound equipment, are functional on the date of the activity set forth in section 3. Bayshore Gardens will set-up tables and chairs per your drawings which must be submitted seven (7) days prior to the event. Rental agreement is for 6 consecutive hours for each event which includes set up and tear down time. Additional hours may be contracted for in advance.

9. **BAYSHORE GARDENS** will issue a FOB/key for an additional fee of \$40.00 to residents and \$80.00 to non resident lessee's that is refundable after FOB/Key is returned and inspection complete. The lessee shall be provided contact information should Lessee need assistance. Delivery arrangements are to be made with the District Office seven (7) days in advance for delivery access to Recreation Center.

OR in lieu of a FOB

The District will provide the Lessee with a person designated by the Board of Trustees as a Hall Receptionist to meet you at the beginning of the contract to assist you with any details not previously addressed. The Receptionist shall remain for the first hour and return at the end of the contract to inspect the hall and secure the facility. The Receptionist shall be available by phone to assist with anything further issues.

FEE SCHEDULE HALL

Security Deposit	Resident	Non Resident
	\$250.00	\$500.00
*Rate for 6 hours	\$300.00+tax	\$750.00+tax
Additional hours/access hours	\$25.00+tax per hour/ portion	\$40.00+tax per hour/ portion
FOB/Key	\$40.00	\$80.00

*includes set up and tear down

By signing, I agree that I have read, understand, and agree to all of the above terms of this Agreement and the attached Rules and Regulations.

I _____ am a resident of Bayshore Gardens Park and Recreation District and assume full responsibility for the rental of the Hall/Screen Room. I understand that I must be present at the event.

I _____ am not a resident of Bayshore Gardens Park and Recreation District and I understand that I assume full responsibility for the rental of the Hall/Screen Room.

Lessee Signature Print Lessee Name

Address Telephone Number

Managers Signature

Total amount Due \$ _____ Deposit \$ _____

Balance Due \$ _____ Date Due _____

**The Recreation Hall Rules are
Incorporated herein by reference and made a part of this contract
as Exhibit A. By signing below, I acknowledge receipt
of the contract and a copy of and the Rules (Exhibit A).**

Lessee Date

Approved 4/17/18 Sharon Denson, Chairman Effective 4/17/18
Revised 10/16/18 Revised 1/15/19 Sharon Denson Revised _____

PeP Proposed changes

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL RULES AND REGULATIONS

1004HR

EXHIBIT A

Hall Receptionist

Phone #

HALL RULES

1. Shall not exceed maximum capacity 224
2. All Music shall end at or before 10:00PM
3. Everyone must be out of the hall by 11:00PM
4. Ovens and Microwaves are to be used for heating purposes only
5. No glass bottles outside of bar area
6. Smoking Prohibited in the Facility
7. Kitchen and appliances must be left clean. (see contract for penalties)
8. All decorations must be removed from the facility. Trash to be placed in bins
9. Only masking tape or painters tape may be used for decorations no tacks or nails permitted
10. Ice sculptures not allowed. Coolers must be placed on rubber mats
11. No open flame or fireworks, EXCEPTION: Sturnos may be used for food line
12. Chairs are to be pushed up to tables when you leave
13. NO UNLICENSED FOOD VENDORS ON THE PREMISES
14. NO food preparation or serving other than inside the Recreation Hall
15. No access to the Hall prior to the time on the contract. No access prior to Noon.
16. You may take possession of the facility at the lease time on the contract and must vacate at the end of your specified contract time. (Additional hours or portions thereof will be withheld from your deposit).
17. No subletting of the Recreation Hall

I have read the rules above and will adhere to the rules. Failure may result in my security deposit being withheld. (copy to file)

Date of event

Lessee

Date

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

Revised 10/16/18 Revised 1/15/19 Effective 4/17/18 Revised _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

HALL RECEPTIONIST JOB DESCRIPTION

1004JD

The District will employ a person to open and close the Hall for contractual events. The position shall be open to current employees of the District before being offered to the general public. Residents shall be considered over non-residents.

The position shall pay a flat fee as set by the Board of Trustees.

The Receptionist will:

1. Meet the lessee at the time established by contract to setup event
2. Remain for an hour to assist lessee regarding the use of the facility during setup
3. Be available to be reached by phone and return should a need arise
4. Return at least 15 minutes before end of contract to inspect the facility and to secure the building.

Date Approved _____

Date Effective _____

Date Revised _____