

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustees Meeting**  
**Wednesday; April 22, 2026, at 6:00 P.M.**

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Interview / Appointment of Board Members
  - Kyle Weatherly
5. Approval of Minutes: 2/25/26 BOT Meeting / 3/25/26 BOT Meeting & 4/8/26 Work Session Meeting
6. Resident Comments on Agenda Items - 3 Minutes
7. Treasurer's Report
  - Resolution 2026-04
8. Trustee Committee Reports
  - Budget & Finance - (T. Zimmerly)
9. District Office Manager's Report
10. Old Business
  - Lifeguard Handbook
  - Swim Classes
11. New Business
  - Committees
12. Announcements for Clubs & Organizations
13. 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.**



District Office <office@bayshoregardens.org>

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## Board

1 message

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**K W** <weatherly714@gmail.com>

Thu, Mar 19, 2026 at 5:45 PM

To: office@bayshoregardens.org

My name is Kyle Weatherly. I was a former member of the neighborhood board. I understand there is a vacancy on the board. If possible I would like to be considered for the board again. Thank you for your time and consideration.

	<u>Mar 26</u>	<u>Budget</u>	<u>Oct '25 - Mar 26</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>4000 · Assessments</b>					
4005 · Property Tax	13,723.79	47,994.17	522,700.49	287,964.98	575,930.00
4006 · Commission fees	-411.71	-3,125.67	-15,681.01	-18,753.98	-37,508.00
4007 · Excess fees (Excess commission fees)	0.00		4,984.80		
<b>Total 4000 · Assessments</b>	<u>13,312.08</u>	<u>44,868.50</u>	<u>512,004.28</u>	<u>269,211.00</u>	<u>538,422.00</u>
<b>4100 · Rent</b>					
4111 · Screen Room Rental	25.00	12.50	350.00	75.00	150.00
4120 · Hall Rentals	2,475.00	2,083.33	14,456.83	12,500.02	25,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	0.00	5,000.00	53,977.36	30,000.00	60,000.00
4153 · Non Resident slip rentals	0.00	10,000.00	137,700.00	60,000.00	120,000.00
<b>Total 4151 · Slip Rental</b>	<u>0.00</u>	<u>15,000.00</u>	<u>191,677.36</u>	<u>90,000.00</u>	<u>180,000.00</u>
4154 · Small Boat Area	0.00	83.33	2,320.00	500.02	1,000.00
4156 · Trailer Space Rental	0.00	416.67	5,940.00	2,499.98	5,000.00
4157 · Gate Keys	540.00	500.00	6,210.00	3,000.00	6,000.00
4162 · NR Boat Ramp	1,798.00	1,000.00	15,718.00	6,000.00	12,000.00
4805 · late fees	0.00		100.00		
4825 · Work Area/Pressure Washer	80.00		1,080.00		
<b>Total 4150 · Marina Rentals</b>	<u>2,418.00</u>	<u>17,000.00</u>	<u>223,045.36</u>	<u>102,000.00</u>	<u>204,000.00</u>
<b>Total 4100 · Rent</b>	<u>4,918.00</u>	<u>19,095.83</u>	<u>237,852.19</u>	<u>114,575.02</u>	<u>229,150.00</u>
<b>4300 · Pool</b>					
4360 · Pool FOB	2,459.63	250.00	2,899.63	1,500.00	3,000.00
<b>Total 4300 · Pool</b>	<u>2,459.63</u>	<u>250.00</u>	<u>2,899.63</u>	<u>1,500.00</u>	<u>3,000.00</u>
4600 · Interest Income (Interest Income)	323.62		2,710.79		
<b>4700 · Recreation Income</b>					
4701 · Non Resident Pickleball Fobs	0.00		50.00		
<b>Total 4700 · Recreation Income</b>	<u>0.00</u>		<u>50.00</u>		
<b>4800 · Miscellaneous Income</b>					
4802 · Office Services	0.00	6.67	21.00	39.98	80.00
4830 · Over/Short	0.00		0.20		
4885 · Credit Card Surcharge (3% Credit Card Surcharge)	67.46		1,069.93		
4800 · Miscellaneous Income - Other	0.00		50.00		
<b>Total 4800 · Miscellaneous Income</b>	<u>67.46</u>	<u>6.67</u>	<u>1,141.13</u>	<u>39.98</u>	<u>80.00</u>
<b>Total Income</b>	<u>21,080.79</u>	<u>64,221.00</u>	<u>756,658.02</u>	<u>385,326.00</u>	<u>770,652.00</u>

<b>Gross Profit</b>	21,080.79	64,221.00	756,658.02	385,326.00	770,652.00
<b>Expense</b>					
<b>5000 · Administration Expenses</b>					
<b>5100 · Wages, Taxes and Fees</b>					
5120 · Wages - Adminstration	5,467.00	6,250.00	39,740.00	37,500.00	75,000.00
5130 · Wages - Maintenance	3,539.25	10,833.33	19,512.00	65,000.02	130,000.00
5132 · Wages - Dockmaster	646.16	750.00	4,190.04	4,500.00	9,000.00
5135 · Wages - Pool	1,196.00	4,500.00	1,196.00	27,000.00	54,000.00
5170 · Health Insurance Compensation	200.00	291.67	1,300.00	1,749.98	3,500.00
5210 · Payroll Taxes	850.04	1,250.00	6,040.62	7,500.00	15,000.00
5215 · Unemployment Taxes	115.58	150.00	432.71	900.00	1,800.00
5610 · Accounting Fees	800.00	333.33	5,610.00	2,000.02	4,000.00
6080 · Travel Mileage	0.00		0.00	0.00	0.00
<b>Total 5100 · Wages, Taxes and Fees</b>	<u>12,814.03</u>	<u>24,358.33</u>	<u>78,021.37</u>	<u>146,150.02</u>	<u>292,300.00</u>
<b>Total 5000 · Administration Expenses</b>	12,814.03	24,358.33	78,021.37	146,150.02	292,300.00
<b>5200 · Marina Expense</b>					
5240 · Sales Tax	0.00		0.02		
5250 · Property Tax	0.00	300.00	3,366.14	1,800.00	3,600.00
5575 · Marina Repair/Maintenance/FOBS	2,531.36	2,083.33	9,014.48	12,500.02	25,000.00
<b>Total 5200 · Marina Expense</b>	<u>2,531.36</u>	<u>2,383.33</u>	<u>12,380.64</u>	<u>14,300.02</u>	<u>28,600.00</u>
<b>5300 · Security</b>					
5311 · Security Camera R&M	8,697.55	416.67	13,249.35	2,499.98	5,000.00
<b>Total 5300 · Security</b>	<u>8,697.55</u>	<u>416.67</u>	<u>13,249.35</u>	<u>2,499.98</u>	<u>5,000.00</u>
<b>5400 · Utilities</b>					
5410 · Electric	2,399.91	2,666.67	11,122.89	15,999.98	32,000.00
5420 · Water/Sewer	1,885.04	2,000.00	10,349.97	12,000.00	24,000.00
5430 · Telephone	160.25	100.00	906.50	600.00	1,200.00
5440 · Gas/Propane	0.00	8.33	0.00	50.02	100.00
5460 · Internet	288.83	283.33	1,421.51	1,700.02	3,400.00
<b>Total 5400 · Utilities</b>	<u>4,734.03</u>	<u>5,058.33</u>	<u>23,800.87</u>	<u>30,350.02</u>	<u>60,700.00</u>
<b>5500 · Building and Grounds</b>					
5511 · Professional/Contract Services	49,927.70	833.33	55,910.84	5,000.02	10,000.00
5512 · Repairs, Maintenance & Supplies	942.00	2,083.33	6,938.96	12,500.02	25,000.00
5514 · Building Maintenance	28,290.30	1,333.33	36,276.02	8,000.02	16,000.00
5515 · Janitorial and Cleaning	0.00	583.33	1,150.00	3,500.02	7,000.00
5516 · Gasoline (Grounds machinery fuel)	18.18	50.00	68.18	300.00	600.00
5520 · Maintenance Equipment	318.72	500.00	2,037.25	3,000.00	6,000.00
5530 · Pest Control	0.00	50.00	210.00	300.00	600.00
5560 · Landscaping	0.00	1,666.67	31,750.00	9,999.98	20,000.00
5580 · Pool Maintenance	3,303.77	483.33	3,904.58	2,900.02	5,800.00

5585 · Pool Repair/Replacement	0.00	166.67	1,895.74	999.98	2,000.00
5590 · Pool Chemicals	2,301.25	2,083.33	11,113.75	12,500.02	25,000.00
5591 · EPA/Water	550.00	108.33	1,750.00	650.02	1,300.00
5683 · Certification Reimbursement	0.00	83.33	0.00	500.02	1,000.00
5684 · Woodchoppers	0.00		188.00	0.00	0.00
6500 · Playground Expense	0.00	250.00	0.00	1,500.00	3,000.00
5500 · Building and Grounds - Other	0.00		-150.00		
<b>Total 5500 · Building and Grounds</b>	<b>85,651.92</b>	<b>10,274.98</b>	<b>153,043.32</b>	<b>61,650.12</b>	<b>123,300.00</b>
<b>5600 · Other Administration Expense</b>					
5519 · Leased Equipment	313.00	350.00	1,940.60	2,100.00	4,200.00
5625 · Quickbooks	0.00	83.33	0.00	500.02	1,000.00
5650 · Postage	0.00	100.00	0.00	600.00	1,200.00
5660 · Legal Fees	309.10	416.67	8,128.20	2,499.98	5,000.00
5665 · Seminars, Training and Fees	0.00	166.67	177.90	999.98	2,000.00
5670 · Office Supplies/Expenses	198.10	583.37	1,767.44	3,499.78	7,000.00
5680 · Audit Fees	2,000.00	833.33	5,000.00	5,000.02	10,000.00
5682 · Organizational Fees and License	0.00	16.67	0.00	99.98	200.00
5686 · Website Maintenance	216.00	208.33	5,466.00	1,250.02	2,500.00
5687 · Swim Team	0.00	416.67	0.00	2,499.98	5,000.00
5690 · Advertising	0.00	58.33	185.12	350.02	700.00
6020 · Bank Fees	425.87	750.00	1,432.98	4,500.00	9,000.00
6021 · Credit Card Fees	49.90		4,747.24		
6040 · Trustee Election	0.00	250.00	0.00	1,500.00	3,000.00
6041 · Board Ethics Course	0.00	83.33	0.00	500.02	1,000.00
<b>Total 5600 · Other Administration Expense</b>	<b>3,511.97</b>	<b>4,316.70</b>	<b>28,845.48</b>	<b>25,899.80</b>	<b>51,800.00</b>
<b>5630 · Insurance-Business</b>					
5631 · Insurance - Liability	0.00	1,083.33	10,387.00	6,500.02	13,000.00
5632 · Insurance - Workers Compensatio	0.00	416.67	2,040.92	2,499.98	5,000.00
5634 · Insurance -Property	0.00	2,833.33	34,000.00	17,000.02	34,000.00
<b>Total 5630 · Insurance-Business</b>	<b>0.00</b>	<b>4,333.33</b>	<b>46,427.92</b>	<b>26,000.02</b>	<b>52,000.00</b>
<b>5700 · Publications Expense</b>					
5711 · Banner composition	0.00		0.00	0.00	0.00
5750 · Banner - Office Supplies					
5752 · Office supplies	62.00		62.00		
5750 · Banner - Office Supplies - Other	168.00	33.33	1,318.00	200.02	400.00
<b>Total 5750 · Banner - Office Supplies</b>	<b>230.00</b>	<b>33.33</b>	<b>1,380.00</b>	<b>200.02</b>	<b>400.00</b>
<b>Total 5700 · Publications Expense</b>	<b>230.00</b>	<b>33.33</b>	<b>1,380.00</b>	<b>200.02</b>	<b>400.00</b>
<b>5800 · District Recreation</b>					
5830 · Expenses -	0.00	166.67	0.00	999.98	2,000.00
<b>Total 5800 · District Recreation</b>	<b>0.00</b>	<b>166.67</b>	<b>0.00</b>	<b>999.98</b>	<b>2,000.00</b>

	<b>5900 · Capital Layout</b>					
	5915 · Maintenance Shed Awning	0.00	1,250.00	0.00	7,500.00	15,000.00
	5917 · Pool ADA Bathrooms	0.00		0.00	0.00	0.00
	5921 · Beach Restoration/Fitness Trail	0.00	2,500.00	0.00	15,000.00	30,000.00
	5922 · Hall	0.00		0.00	0.00	0.00
	5923 · Playground	0.00		0.00	0.00	0.00
	5970 · Marina Expense	0.00	9,129.33	0.00	54,776.02	109,552.00
	<b>Total 5900 · Capital Layout</b>	0.00	12,879.33	0.00	77,276.02	154,552.00
	<b>6000 · Miscellaneous Expenses</b>					
	6010 · Over/Short Expenses	0.00		0.11		
	<b>Total 6000 · Miscellaneous Expenses</b>	0.00		0.11		
	<b>8500 · STORM EXPENSES</b>	125,874.04		213,234.56	0.00	0.00
	<b>Total Expense</b>	244,044.90	64,221.00	570,383.62	385,326.00	770,652.00
<b>Net Ordinary Income</b>		-222,964.11	0.00	186,274.40	0.00	0.00

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
As of March 31, 2026

Mar 31, 26

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking-Operating 5/3 2537	85,356.34
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	34,250.00
1006 · Checking-Payroll 5/3 2545	20,465.44
1016 · Savings - Operating 5/3 4032	
1016.50 · Marina Escrow	40,448.00
1016 · Savings - Operating 5/3 4032 - Other	692,372.11

<b>Total 1016 · Savings - Operating 5/3 4032</b>	<u>732,820.11</u>
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<b>Total Checking/Savings</b>	873,241.89
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**Accounts Receivable**

1100 · Accounts Receivable	5,793.48
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<b>Total Accounts Receivable</b>	<u>5,793.48</u>
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**Other Current Assets**

11500 · Water Boy Bottle Deposit	35.00
1499 · *Undeposited Funds	5,130.44

<b>Total Other Current Assets</b>	<u>5,165.44</u>
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<b>Total Current Assets</b>	884,200.81
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**Fixed Assets**

1900 · Land	400,000.00
1910 · Buildings	1,539,916.72
1920 · Recreation Area	2,237,147.21
1940 · Recreation Area F & E	109,890.05
1960 · Machines & Equipment	136,747.67
1980 · Office Furniture and Equipment	49,599.28
1990 · Other Furniture and Equipment	53,448.88
1995 · Accumulated Depreciation	-1,836,265.82

<b>Total Fixed Assets</b>	<u>2,690,483.99</u>
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<b>TOTAL ASSETS</b>	<u><u>3,574,684.80</u></u>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2000 · Accounts Payable	-7,270.86
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<b>Total Accounts Payable</b>	<u>-7,270.86</u>
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**Other Current Liabilities**

2010 · Accrued Wages	6,165.04
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2057 · Water Safety Washthru	200.00
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2100 · Payroll Liabilities	1,086.89
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2171 · Sales Tax Payable	920.33
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2500 · Security Deposits	
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**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
As of March 31, 2026

	<u>Mar 31, 26</u>
2501 · Hall Security Deposits	12,080.00
2502 · Marina Security Deposits	33,000.00
2503 · Screen Room Deposit (Screen Room Deposit)	-20.00
<b>Total 2500 · Security Deposits</b>	<u>45,060.00</u>
2600 · Deferred Revenues	
2610 · Prepaid Ramp and Pool Fobs	150.00
<b>Total 2600 · Deferred Revenues</b>	<u>150.00</u>
2800 · Deposit on Boat Slips	1,000.00
<b>Total Other Current Liabilities</b>	<u>54,582.26</u>
<b>Total Current Liabilities</b>	<u>47,311.40</u>
<b>Total Liabilities</b>	<u>47,311.40</u>
<b>Equity</b>	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	2,195,567.07
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,049,682.83
<b>Net Income</b>	<u>186,345.71</u>
<b>Total Equity</b>	<u>3,527,373.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,574,684.80</u></u>

RESOLUTION 2026-04

A RESOLUTION TO AMEND THE 2025-2026 BUDGET OF  
BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Whereas, Bayshore Gardens Park and Recreation District is a tax supported Special purpose district authorized under the provisions of House Bill 997, the 2002 Legislature, Florida Law 2002-365, to charge a "Recreation District Tax" on all taxable real property and,

Whereas the Board of Trustees held a properly advertised public Board of Trustee Meeting in accordance with Florida Statute 189.016 to amend the Budget for the fiscal year 2025-2026.

Whereas the provisions of Florida Statute 189.016 (3) require that the Board of Trustees amend the budget by Resolution for the transfer funds for the fiscal year 2025-2026.

Now, therefore, be it Resolved by the Board of Trustees of Bayshore Gardens Park and Recreation District to the following accounts:

New Income Accounts:

- Marina Work Area (4825) - \$1200.00
- Interest Income (4600) - \$5,000.00
- Pickleball Court Non-Resident (4701) - \$200.00
- Credit Card Surcharge (4885) - \$1,500.00
- Marina Late Fees (4805) - \$100.00

Total = \$8,000.00

New Expense Account:

- Credit Card Fees (6021) - \$6,000.00

Remaining \$2,000.00 to Landscaping (5560)

1. The Resolution shall become an attachment to the minutes.
2. This Resolution shall be posted on the Official Website for a minimum of two years.
3. The Resolution shall be forwarded to Accountant for adjustment to the Budget.
4. The Resolution shall be made a part of the funds available for 2025-2026.

Adopted: 2/25/2026

\_\_\_\_\_  
Cori Howell, Chairman

\_\_\_\_\_  
Terry Zimmerly, Treasurer

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
DISPOSAL OF PUBLIC PERSONAL SURPLUS PROPERTY POLICY

1018F

This form is to be used to identify and dispose of personal surplus property of the District.

Date of this inspection 4/21/2026

Trustee inspector Cori Howell

Employee Inspector Gia Cruz

Reason for the inspection Right Stove not keeping temp, need to replace both

Name of property GE Stove Where located Kitchen

Description of the Property considered surplus egg shell color electric top burner stove Left Stove  
GA2003800 Serial number 2008

Condition of the Property works

Estimated value \$25.00

Value basis \_\_\_\_\_

Disposed of date \_\_\_\_\_ Method \_\_\_\_\_ Amount sold for \_\_\_\_\_

TRUSTEE SIGNATURE

Gia Cruz

EMPLOYEE SIGNATURE

4-21-26

DATE

Upon completion this form to be completed and filed with the inventory of the District

APPROVED 5-15-18  
REVISED [Signature]  
EFFECTIVE 5-15-18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Lifeguard Handbook Meeting Date: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_  
New Revised Lifeguard Handbook

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: \_\_\_\_\_

Board Trustee: [Signature] Date: ~~4/10~~ 4/10/2026

Print Name: Cori Howell

Received by: [Signature] Date: 4-14-26

This rewritten handbook eliminates repetitive language, uses clear professional wording, consolidates overlapping duties, updates the bodily-excrement closure policy to reflect current health regulations, and adds a dedicated section on swim lessons and special events. It also incorporates the compensation, eligibility, and priority language already present in the current version and contract materials. Since the need to specify "special events" is present it was best to update the entire handbook.

## **Lifeguard Handbook**

### Bayshore Gardens Park and Recreation District

This handbook serves as a reference for orientation and ongoing training. All lifeguards and pool attendants must read, understand, and comply with its policies and procedures.

We welcome you to the team. As an employee of the Bayshore Gardens Park and Recreation District, you represent the District and play a vital role in providing a safe, professional, and enjoyable aquatic environment for residents and their guests. Professionalism, courtesy, and attention to safety are expected at all times.

### **1. Hours of Operation**

Hours of operation are published on the Bayshore Gardens website and **provided to all staff at least 30 days in advance.**

The pool opens for the season once the water temperature consistently reaches 70°F and closes when the water temperature drops below 70°F.

### **2. Compensation Structure**

#### A. Regular (Non-Event) Hours

Regular duties, including open swim, lap swim and routine operations, are compensated at the current rate of **\$25.00** per hour. These are designated as "Non-Event Hours."

#### B. Special Event Hours

Special events, which include **swim lessons, including** swim meets, private rentals, District-sponsored events, after-hours programming, or other approved events, are compensated at the current rate of **\$31-\$45** per hour. These are designated as "Special Event Hours".

Event assignments are scheduled at the District's sole discretion and are not guaranteed.

Private rentals are defined as any paid use of the pool facility outside of regular

operating hours or by non-residents/groups authorized by the Board of Trustees.

### 3. Eligibility for Special Event Hours

To be eligible for Special Event assignments, an employee must:

~~Have completed a minimum of 40 regular (non-event) hours, including weekends of lifeguard service within the current pool season (or any other eligibility period established by the District); and~~ remain in good standing, which includes:

- Continuous employment from the date of hire for the full pool season ~~(opening to closing)~~ unless excused for cause
- Maintaining current, active lifeguard certification(s)
- Receiving satisfactory performance reviews ~~(moved to separate line from above)~~
- Must be able to work weekends
- Full compliance with all District rules, policies, and safety protocols. ~~The District may adjust the qualifying hour requirement prospectively.~~

### 4. Priority and Assignment of Special Event Shifts

Special event shifts are offered based on eligibility, availability, seniority, performance, and operational needs. The District reserves the right to assign, limit, or revoke any event assignment at any time for operational, safety, or disciplinary reasons.

### 5. Swim Lessons and Special Events

Lifeguards may be assigned to teach or assist with swim lessons during regular hours or as part of special events.

Lessons or programs designated as special events (e.g., group clinics, private parties with instruction, or after-hours sessions) are compensated at the special-event rate.

Lesson schedules, group sizes, and specific duties will be communicated by the supervisor or District Office Manager in advance.

All instructors must follow American Red Cross (or equivalent) lesson standards and maintain proper documentation of participant attendance and progress.

Additional special-event duties may include setup/teardown, crowd management, and enforcement of event-specific rules.

### 6. Pool Staff Code of Conduct

- Maintain a professional, courteous, and positive attitude at all times. Your conduct reflects directly on the District.
- Arrive on time and work your full assigned shift.

- No time *off* may be taken without prior approval from your supervisor or the District Office Manager.
- Give your undivided attention to swimmers.
- Avoid lengthy conversations, personal ~~cell-~~ mobile phone use, or any activity that distracts from surveillance duties.
- Lifeguards are not responsible for babysitting children or safeguarding patrons' personal property.
- Only approved swim diapers are permitted in the pool.
- When swimmers are present, remain on the guard stand or upper deck at all times.
- Do not make unnecessary rescues, but never allow a preventable incident to occur.
- Monitor for intoxicated individuals and keep them out of the pool area; request assistance if needed.
- Only on-duty lifeguards are permitted in the lifeguard room.
- Report all major first-aid incidents immediately to the pool supervisor or District Office Manager.
- No person with open cuts, wounds, or communicable conditions is permitted in the pool.
- Enforce all rules calmly and consistently. If a situation escalates, notify the supervisor and, if necessary, call 911.
- All incidents and accidents must be documented on an Incident Report form. The completed report must be submitted to the District Office Manager for filing and Board distribution. Include date, time, names of individuals involved and witnesses, and a detailed description of events.
- Wear the required uniform at all times while on duty and maintain it in clean condition.
- Wet swim attire is not permitted in the office, hallways, or breezeway.
- Resolve conflicts privately with co-workers or through the supervisor. Do not criticize other staff in public.
- While on duty, the following are strictly prohibited and may result in immediate termination: smoking, sleeping, loitering, alcohol consumption, drug use, profanity, fighting, insubordination, or any indecent behavior.
- ~~Cell-~~ Mobile phone use for personal calls or messaging is not permitted except in a true emergency.

## **7. Harassment Policy**

The District prohibits all forms of racial, sexual, religious, or any other unlawful discrimination or harassment. Every employee and patron has the right to a safe, respectful environment. Report any incident immediately to management. All complaints will be investigated promptly and confidentially. Violations may result in suspension without pay or immediate termination.

## **8. Duties and Rotations**

Lifeguards must be on the stand or upper deck whenever the pool is open and swimmers are present. Staff rotate positions every 30 minutes.

During periods with no swimmers (lulls), staff must remain productive by:

- Cleaning the pool deck, breezeway, bathrooms, and tables/chairs;
- Checking and restocking restrooms (toilet paper, paper towels, soap);
- Sweeping, hosing decks, skimming the pool, and maintaining overall cleanliness and organization or performing any other tasks assigned by the supervisor.

Loitering in the breezeway, lifeguard room, or anywhere on District property is prohibited.

## **9. Calling In/ Absenteeism**

You must speak directly with a supervisor or the District Office Manager when calling in. Excessive absenteeism or tardiness will result in disciplinary action, up to and including termination.

## **10. Disciplinary Action**

Disciplinary procedures are progressive and documented in your personnel file:

1st Offense - Verbal warning; 2nd Offense - Written warning; 3rd Offense - Termination

Immediate termination may occur for serious violations (e.g., safety breaches, dishonesty, or prohibited conduct listed in Section 6).

## **11. Pool Closure Procedures**

The pool must be closed immediately and remain closed under the following conditions:

- Bodily excrement (feces, vomit, diarrhea, blood, or any other bodily fluid) enters the pool: The pool will be closed for 24 hours in accordance with health regulations. The pool must be cleaned and chemically treated before reopening.
- Lightning or thunder detected within a 10-mile radius (use the WeatherBG app or contact your supervisor if uncertain): All swimmers must exit the water immediately. The pool remains closed for a minimum of 30 minutes; the timer resets with each

new strike.

- No running water or no electricity at the facility: The pool remains closed until service is restored.

## **12. Opening Procedures**

- Unlock all gates, breezeway, and back picnic/play area.
- Open and tidy the lifeguard room.
- Unlock and clean shower rooms and restrooms (sweep, flush, restock supplies).
- Sweep and clean both pool decks; dry chairs and tables as needed.
- Set up umbrellas.
- Record water temperature, chlorine, and pH levels.
- Fill the water cooler with ice and water.
- Inspect and restock first-aid kit, rescue tube, and Peterson belt.

## **13. During-Shift Procedures**

- If a resident's FOB does not work, direct them to the District office.
- A lifeguard must be on the stand or upper deck at all times when swimmers are present.
- No personal calls except in emergencies.
- Continuously monitor pool cleanliness; skim debris as needed.
- Keep tables, chairs, pool rim, and shower areas clean and organized.
- Hose decks during lulls.
- Enforce all pool rules (e.g., no food/drinks on upper deck).
- Protect landscaping, chemical shed, pool equipment, and lane lines.
- Work as a team to maintain a safe, clean environment. Serve as positive role models for residents and guests.
- If you have no immediate task, ask your supervisor for one.

## **14. Closing Procedures**

- Straighten chairs and tables.
- Take down umbrellas and store all equipment
- Clean and restock shower rooms, restrooms, and breezeway.
- Turn off all lights and lock the lifeguard room, bathrooms, and all gates (front

breezeway and back picnic/play area).

## 15. Pool Rules and Regulations

This is a private facility for Bayshore Gardens ~~property owners~~ residents, renters with waivers on file, and their accompanied guests. All users must comply with the following:

- Lifeguards and staff have authority to enforce all pool rules, as well as issue warnings and remove any individual or group engaging in unsafe, disruptive, or disrespectful behavior.
- Only ~~homeowners~~ residents, renters with waivers, and accompanied guests are permitted who have completed required access contract with District Office.
- ~~A resident must accompany all guests~~ Residents are responsible for all guests and must remain present with them at all times (maximum of 5 guests per household).
- Additional guests beyond the five (5) limit require a paid guest pass. Payment may be made in advance at the office or by scanning the QR code at the facility.
- Use of a resident access device (FOB) by non-residents without the resident present is prohibited.
- Abuse of guest privileges, including exceeding guest limits or misuse of access credentials, may result in suspension of pool access.
- ~~Children 10 years and younger must be accompanied by an adult at all times. Children ages 11-17 may use the pool unaccompanied only if a Hold Harmless Agreement is on file, signed by a parent/guardian in the presence of a District employee.~~
- Children aged 12 and under must be accompanied and supervised by a parent or responsible adult while using the pool, to ensure safe use of the facility and to assist lifeguards in maintaining proper supervision.
- Groups of children requiring supervision must be accompanied by sufficient adult supervision to ensure safe use of the facility, as determined by lifeguard staff.
- Proper swim attire is required. ~~AN~~o cut-offs, thongs, jeans, or street clothes (without supervisor approval).
- No food or beverages on the upper deck.
- No abusive language, running, pushing, shoving, or disruptive behavior.
- No riding on shoulders, throwing people, spitting, or blowing the nose in the pool.
- Diving is permitted only in the dive well.
- Floatation devices on children require direct parent/guardian supervision.

- ~~Parents/guardians are fully responsible for their children; the District and staff are not babysitters.~~
- Lifeguards are not responsible for supervising individual children. Parents/guardians are responsible for ensuring children are adequately supervised at all times.
- When only one lifeguard is on duty, a 15-minute pool break will be called every 45 minutes.
- No glass containers in the pool area.
- All pool rules are subject to modification at the discretion of the District for safety and operational needs.

**Diving Well Rules:**

Exit using ladders only.

No dangerous dives or horseplay.

Wait until the previous diver is clear before entering.

**Breezeway Rules:**

- No smoking inside the fenced pool area (smoking permitted only outside the fence).
- No loitering in the breezeway, steps, or entrance. Use picnic tables for
- Keep entranceways clear of clutter and people.
- Bicycles must be placed in designated racks.

**Receipt of Lifeguard Handbook and Availability Schedule**

I have received a copy of the Bayshore Gardens Park and Recreation District Lifeguard Handbook. I am providing my availability and agree to abide by all rules and policies as a condition of employment. This signed agreement will be placed in my personnel file.

**Availability**

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

Saturday: \_\_\_\_\_ to \_\_\_\_\_

Sunday: \_\_\_\_\_ to \_\_\_\_\_

Should my availability change, I understand I must submit an updated schedule in writing for District approval.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Swim Classes Meeting Date: 4/22/2026

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_

- Pricing set for pool activities
- water Aerobic s
  - Swim lessons - Pvt / children 1-3 / 4-6
  - Dive Classes
  - Lifeguard Certification

Estimated Costs to District (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Board Trustee: Howell Date: 4/10/2026

Print Name: Cori Howell

Received by: Dia Date: 4-14-26

\* Wed @ 10:00  
\* Cover.



### AEA Certification Verification

Date: 3/17/2026

Verification Letter for:

Michelle Daly

8640 54th Ave. West

Bradenton, Florida 34210

Certification Expiration: 2/28/2028

To Whom It May Concern:

Please accept this letter as verification that Michelle Daly is an AEA Certified Fitness Professional in good standing.

AEA Certified Professionals must maintain current and valid CPR/AED during the life of certification. All Certified professionals are required to obtain a minimum of 15 hours of AEA approved continuing education during each renewal term. AEA certifications are valid for a period of 2 years.

If you need any additional assistance, please do not hesitate to contact us at [info@aeawave.org](mailto:info@aeawave.org) or by calling (912) 289-3559.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angie T. Proctor', is written in a cursive style.

Angie T. Proctor  
Executive Director



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/28/2025

*new update*

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OF PRODUCER, AND THE CERTIFICATE HOLDER.**  
**IMPORTANT:** if the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER:**  
CPH Insurance  
711 S. Dearborn St. Suite 205  
Chicago, IL 60605

**CONTACT NAME:** C. Phillip Hodson

**PHONE (A/C, No, Ext):** 312-987-9823

**FAX (A/C, No, Ext):** 312-987-0902

**E-MAIL ADDRESS:** wellfit@cphins.com

**INSURED:**  
Michelle Daly  
8640 54th Ave. W  
Bradenton, FL 34210

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	The Medical Protective	11843
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTD	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBS	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				Certificate Number W17802	08/09/2025	08/09/2028	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG. \$3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							
	<b>AUTOMOBILE LIABILITY:</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED <input type="checkbox"/> SCHEDULED <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Per accident) \$ BODILY INJURY (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$							
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				N/A			<input type="checkbox"/> FACTORY TOURS <input type="checkbox"/> ETC. E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability				Certificate Number W17802	08/09/2025	08/09/2026	\$1,000,000 Each CLAIM \$3,000,000 Aggregate for all CLAIMS

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
General Liability Coverage is added. Policy change effective: 11/01/2025

### CERTIFICATE HOLDER

### CANCELLATION

Proof of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  C. Phillip Hodson

**ATTENTION: BAYPORT OWNERS AND RENTERS!**



**INTRODUCING:**  
**MICHELLE DALY**  
**AQUA FIT COACH**

**FULLY CERTIFIED**  
**INSURED**  
**CPR/FIRST AID**  
**25 YRS. EXPERIENCE**

**MICHELLE WAS OUR WATER AEROBIC INSTRUCTOR LAST WINTER AND SHE WILL BE BACK AGAIN THIS WINTER ( 25/26) TO TEACH AQUA FIT!!**

**WATER FITNESS IS EASY TO LEARN, TONS OF FUN, GREAT MUSIC AND GREAT EXERCISE FOR THE WHOLE BODY! COST IS \$10/PERSON/CLASS.**

**REGULAR SEASON WILL BEGIN MONDAY, JANUARY 5th AT 10:30 AM -  
CLASSES EVERY MONDAY, WEDNESDAY, AND FRIDAY!!!**

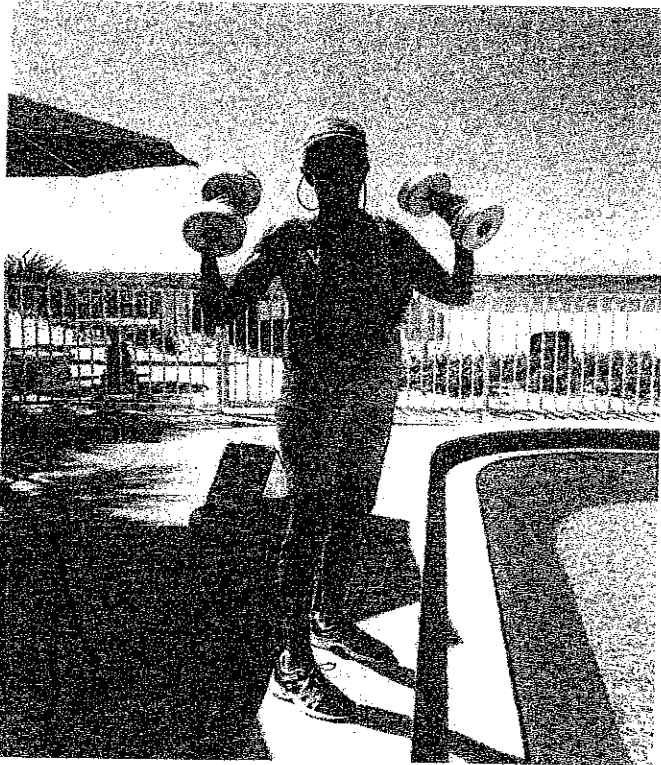
**IF YOU ARE INTERESTED IN JOINING US OR HAVE QUESTIONS CONTACT:**

**MICHELLE DALY - [dalyviva@yahoo.com](mailto:dalyviva@yahoo.com) 508-776-8649 (Instructor)**

**BETH SMITH - [bethpsmith.smith@gmail.com](mailto:bethpsmith.smith@gmail.com) 516-603-6273 (Aqua Coordinator)**

***HOPE TO SEE YOU IN THE POOL SOON!!***

**ATTENTION: PLAYERS CLUB RESIDENTS AND GUESTS!**



ESDAY,

**INTRODUCING:**

**MICHELLE DALY**

**AQUA FIT COACH**

**FULLY CERTIFIED**

**INSURED**

**CPR/FIRST AID**

**20+ YRS. EXPERIENCE**

**HI! MY NAME IS MICHELLE AND I WILL BE TEACHING AQUA FIT CLASSES AT THE PLAYERS CLUB TUESDAYS AND THURSDAYS AT 10:30 AM IN YOUR BEAUTIFUL POOL! WATER FITNESS IS EASY TO LEARN, TONS OF FUN, GREAT MUSIC AND GREAT EXERCISE FOR THE WHOLE BODY! COST IS \$10/PERSON/CLASS.**

**!! CLASSES WILL START TUESDAY, JANUARY 6 AT 10:30 AM !!**

**IF YOU HAVE ANY QUESTIONS OR NEED MORE INFORMATION CONTACT:**

**CAROL EDELMAN - 973-979-2604 [msedelman2@aol.com](mailto:msedelman2@aol.com) (PLAYERS CLUB RESIDENT AND COORDINATOR)**

**MICHELLE DALY - 508-776-8649 [dalyviva@yahoo.com](mailto:dalyviva@yahoo.com) (INSTRUCTOR)**

**WHAT TO BRING TO A CLASS? YOURSELF, A NOODLE IF YOU HAVE ONE, AQUA BARBELLS IF YOU HAVE A PAIR - (I HAVE SOME EXTRA BARBELLS AND NOODLES)**

**\*\*HOPE TO SEE YOU IN THE POOL SOON!\*\***

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Committees Meeting Date: 4-22-26

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Howell Date: 4/15/2026

Print Name: Cori Howell

Received by: [Signature] Date: 4/15/26

Section 3. No member of Board of Trustees or committee who is present at any meeting of such a body at which official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling or act, and a vote shall be recorded or counted for each such member unless there is a conflict of interest.

Section 4. Regular Meetings shall be held monthly and published in the Banner calendar as well as the agenda/supporting documentation posted on the website at least seven days prior to meeting, and will satisfy requirements of Section 1 of these Bylaws, (Newspaper).

Section 5. Special Meetings. May be called by a Trustee of the Board with enough notice to be published in (Bradenton Herald as required by law with date, place and time) and on the Bayshore Gardens website. The notice of the meeting must include the purpose of the meeting. The Trustee shall provide notice to the Office Manager at least eight days prior to proposed meeting and include the agenda. The agenda/supporting documentation must be published on the website at least seven days prior to the meeting as well as on the District Bulletin Board.

Section 6. Emergency Meetings as defined by Black's Law Dictionary, "Situation requiring immediate attention and remedial action. Involves injury, loss of life, damage to the property, or catastrophic interference with normal activities. A sudden unexpected, or impending situation may be called by the Chairman or Vice Chairman with as much notice as possible including the notice and agenda on the Bayshore Gardens Website. This meeting must be cured at the next properly noticed meeting.

Section 7. Work Sessions previously known as Committee meetings will be held monthly. The notice for the meeting will be in the Bayshore Banner Calendar and on the Bayshore Website as well as requirements in Section 1 (Newspaper). The agenda/ supporting documentation must be on the Bayshore Gardens website at least seven (7) days prior to meeting.

Section 8. Official Committees may meet twice monthly or as needed and will be noticed annually with meeting notice . The notice/s will also appear in the Banner as well as the Official website.

Section 9. Organizational Meeting to be held the first work day following Jan 1 annually. Trustees upon their biennial election shall organize by electing from their number a chair, two vice chairs, a secretary, and a treasurer.

Section 10. Budget Meeting , Shall be held prior to adoption of resolution to fix assessment. Those eligible to vote will be property owners within the district that are present at the meeting. A majority of those present voting will determine the assessment.

Section 11. The dates for all meetings shall be set by the Board of Trustees in the Regular December Board of Trustee meeting and be properly noticed for the following year.

**ARTICLE V**

**OFFICIAL COMMITTEES**

Section 1. The Chairman of the Board will appoint a Trustee to Chair each Committee and a minimum of two members from the residents of the district. The committees will serve at the pleasure of the Board. The meetings will be noticed annually in the Bradenton Herald as well as in the Bayshore Banner, District bulletin boards, and the Official website. The committees will keep minutes of their meetings and submit an official copy of the minutes of their meeting to the District Manager as a public record. The Chairman and at least one other member must be present to constitute quorum. The members of each committee will be posted in the office of the District, published in the Banner as well as the Official Website. The Committee will prepare their own agenda and distribute to members. A copy of the agenda will be submitted to District Office to place on Website and forward to Trustees.

Section 2. All Official Committee meetings must be held at 6919 26<sup>th</sup> St. and be open to the public and properly noticed.(see Article IV, section 1 of these Bylaws)

Section 3. The Board of Trustees will charge the committees

The committees are:

1. House and Grounds
2. Budget and Finance
3. Personnel and Salaries
4. Communication (Web/Banner)
5. Marina
6. Policy and Procedure



*res. 2-19-2020*

Section 4. Committees may be created or dissolved by a majority vote of the board at any regularly scheduled and noticed meeting.

**ARTICLE VI**

**ORDER OF BUSINESS REGULAR MEETINGS AND SPECIAL MEETINGS**

The Order of Business shall be:

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes
5. Treasurer Report