

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
Wednesday; June 15, 2022 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to Flag
4. Trustee Committee Reports:
 - Policy & Procedure (Melanie) - Review Policy & Procedure Book
 - Policy & Procedure (Melanie) - Project Book
 - Policy & Procedure (Melanie) - Additional Items Discussed (If Any)
 - Recreation (Jeanne) - Meeting Canceled
5. Additional Items as Needed

(Resident comments agenda item 3 minutes)
6. 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 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: Policy, Procedure, Contract Meeting Date: June 15, 2022

Type of Meeting: Work Session Workshop Board Meeting

Motion: Discussion: (check one)

Rationale for Request: Correct-ly money, specific words
ie. ID, fobs

Fobs for use of Facility Policy 1001 P
Marina Slip Procedure 1005 PR
Marina Work Area Procedure 1005 WAPR
Boat Trailer Policy 1006 P
Trailer Parking Rules 1006 R

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None

Swimming Pool Policy Residents 1010 SP
Banner Submission Policy 1017 P
Annual Rate Sheet 1026 FOB Rate

Board Trustee: Melanie Woodruff Date: 6-7-22

Print Name: Melanie Woodruff

Received by: [Signature] Date: 6-7-22

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
~~IDENTIFICATION CARDS~~ FOBS FOR USE OF FACILITY POLICY

1001P

The facilities of Bayshore Gardens are for the use of the residents and their guests.

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, elected, 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

Only residents of Bayshore Gardens may have an ~~ID-Card~~ **FOB** for the use the facilities.

Owner/Residents may obtain their Bayshore Gardens ~~ID-card~~ **FOB** by coming to the office with picture identification that contains their Bayshore Gardens address as proof of residency.

Renters/Residents may obtain their Bayshore Gardens ~~ID-card~~ **FOB** by coming to the office with picture ID as proof of residency in Bayshore Gardens. If the renter does not have documentation to prove his/her residency, the owner of the rental property may also execute authorization for the renter by completing form 1001F. Only one family and their guests registered at an address may have the use of the facilities as residents.

~~ID-cards~~ **FOBS** must be renewed annually. The cards expire on ~~December 31st~~ September 30th of each year.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA SLIP PROCEDURE

1005PR

Renewed annually on October 1st

1. Dock Master assigns slip number.
2. District Office shall complete Marina Vessel Slip Contract and Marina Rules and Regulations.
 - a. Make a copy of registration and liability insurance for the file
 - b. Make copy of contract for Lessee and Dock Master
 - c. If trailer rental, include agreement
 - d. Record information on the Data Base
3. Give gate key to renter of slip
 - a. Boat slip Lessee is entitled to one key FOB, extra keys See rate schedule.
 - b. Trailer space lessee pays \$40.00 for a ~~gate key FOB 40 if not a slip renter.~~ See rate schedule.
4. Give BG sticker to lessee to be placed on vessel and or trailer
5. Fill out Marina Deposit Slip (under counter) Itemize payment on receipt
 - a. Pink copy goes to renter.
 - b. Yellow copy goes with check
6. Place deposit in District Bank Bag in safe.
(Will be deposited with other weekly deposits-see Deposit Procedure).

**Note: Rates are different for residents and non-residents; be sure to check rate sheet.
(Non-residents can not rent trailer space)**

Date Approved: 8/21/18 *Sharon Denton*
Date Revised:
Date Effective: 8/21/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
MARINA WORK AREA PROCEDURE

1005WAPR

Resident Boat owners may use the Work Area with signed agreement executed with the District. The Agreement will include the starting and ending dates of the Work Area use. (not to exceed one month per agreement, may be extended) The Dock Master will designate the place for the boat to be kept. The Agreement shall include a hold harmless clause to protect the District. The extension will be contingent upon other residents waiting to use the facilities.

The District Office will maintain a list of residents on the waiting list for Work Area and dates requested. Boat Slip Lessees will have priority.

Boat Slip lessees will be charged \$10.00 See rate schedule per week during the term of the Agreement, to be paid at time of executing the agreement.

Non-Boat slip users will be charged \$20.00 See rate schedule per week during the term of the Agreement to be paid at time of executing the agreement.

The Boat must be removed from the work area on the date specified in the Agreement.

Gate Key **FOB** will be \$40.00 and refunded when returned.

Date Approved: 7/17/18 *Sharon Denson*

Date Revised:

Date Effective: 7/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BOAT TRAILER POLICY

1006P

Only residents of Bayshore Gardens **AND NON-RESIDENTS WITH A BOAT IN THE MARINA** are entitled to rent a long-term trailer parking space. Spaces are limited and will be allocated on a first come basis and must be in conjunction with Boat slip rental.

Non-Residents slip holders may park their trailer on the Marina grounds hooked to tow vehicle while launching a boat or removing from the water.

The trailer may be in the marina grounds without boats while owner is working on boat in work area. Temporary trailer hooked to tow vehicle may be parked on grass behind boat ramp, across from boat slips and in front of gate.

Date Approved: 9/18/18 *Sharon Dewson*
Date Revised:
Date Effective: 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
TRAILER PARKING RULES

1006R

RESIDENTS LEASED TRAILER SPACE

Resident **AND NON- RESIDENTS** only leased trailer parking space must have a leased boat slip, valid plates, current Registration, and stickers.

Proof of ownership/lease of trailer

Trailers must be moveable

Space numbers will be assigned. Tags with space number will be placed on the trailer near the front.

~~Must have a gate pass that is non transferrable.~~

Trailer must be removed when boat slip contract expires or is terminated. The Security deposit will not be refunded until trailer is removed. If District has to have trailer removed those charges will be deducted from security deposit.

NON-RESIDENT TEMPORARY TRAILER PARKING

Parking for vehicle with empty trailer, trailers with driver working on boat in work area or on the grass in front of the gate. Trailer must remain hooked to tow vehicle.

Date Approved: 9/18/18 *Sharon Danson*

Date Revised:

Date Effective: 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
SWIMMING POOL POLICY RESIDENTS

1010 SP

CHARTER 2002-365

Section 3 Use of district facilities—Persons entitled to use the district facilities and property of the district shall be limited to residents within the district, their family members and guests, and such other persons and groups as the trustees may authorize from time to time, the property of the district shall consist of real or personal property and improvements now or hereafter acquired, erected, or purchased by the trustees for the district. For the purposes of this act, each parcel of property in said district is hereby declared to be uniformly and generally benefited by the provisions hereof.

For Pool to be open the water temperature in the pool must be at least 70 degrees.

The swimming pool shall be for the use of residents and their guests and others as approved by the Board of Trustees on a case-by-case basis.

At least one Lifeguard and one pool attendant shall be on duty when pool is open to the public.

The residents and their guests shall sign a waiver and the residents shall obtain a pool FOB (~~each FOB is a onetime \$10.00 expenditure~~) **See Rate Schedule** before using the pool. A guest may come to the pool with the resident. There shall be no cost to the residents or their guests.

The pool shall be closed 8:00AM until noon daily to the public unless one lifeguard and one pool attendant is on duty. The Board may authorize Bayshore Gardens Clubs and Organizations the use the pool during the 8:00AM until Noon (or until lifeguards and pool attendant are present) for Lap swimming/organized exercise. The time for lap swimming/exercise may be extended if Lifeguards and pool attendants are not available after noon. No one under the age of 10 will be admitted to the pool for lap swimming without a lifeguard and a pool attendant on duty unless accompanied by an adult.

Pool hours will be published. See Website

At least one Lifeguard and one pool attendant must be on duty when pool is open to the public. Should the District experience a shortage of lifeguards the pool will be closed to the Public during the hours that Lifeguards and pool attendants are not on duty.

Should the Board of Trustees authorize non-residents the use the pool, the charges per swim will be set by the Board at the time approval is granted to non-resident/s group. The non-resident/s shall sign a waiver before entering the pool area. The non-resident events shall have a certified lifeguard on duty at their expense.

Approved: 5/15/2018 Sharon Denson

Revised: 6/19/2018 Sharon Denson Revised: 11/21/2018 Revised: 3/19/2019 Revised: _____

Effective: 5/15/2018 Revised: 4/28/2021

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
BANNER SUBMISSION POLICY

1017P

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.

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 Revised: _____
Date Effective: 3/19/19

BAYSHORE PARK AND RECREATION DISTRICT

FOB ANNUAL RATE SHEET

1026 FOB RATE

POOL

RESIDENT ONLY \$20.00 ANNUAL FEE PLUS TAX

Replacement FOB \$10.00 plus tax

BOAT RAMP

RESIDENT ONLY \$90.00 ANNUAL FEE PLUS TAX

NON RESIDENT \$400.00 ANNUAL FEE (LIMIT 20 CONTRACTS)

MARINA

WITH CONTRACT FIRST FOB IS FREE

ADDITIONAL FOB'S PER CONTRACT @ \$90.00 EACH PLUS TAX.

WORK AREA

RESIDENT/SLIP HOLDER \$40.00 PLUS TAX TO BE REFUNDED WHEN JOB COMPLETE AND FOB RETURNED

RECREATION HALL

RESIDENT FOB RENTAL FOR EVENT \$40.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

NON-RESIDENT FOB RENTAL FOR EVENT \$80.00 PLUS TAX TO BE REFUNDED WHEN INSPECTION COMPLETE AND FOB RETURNED.

Date Approved: 8/25/21

Date Revised: _____

Date Effective: 8/25/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

FOB #: _____

FOB FOR SWIMMING POOL GATE

FOB #: _____

1026 FOB

RESIDENTS ONLY

Date: _____

Name: _____ Spouse: _____

Property Address: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Owner: _____ Phone Number: _____

8:00 AM - Noon Lap Swimming: Yes ___ No ___ Water Exercise: Yes ___ No ___

Number of people in household: _____ Names: 1. _____

2. _____ 3. _____

Use back of form if more room needed.

Starting date of this agreement October 1, _____ and ending September 30, _____.

I/we understand that we are responsible for the use of the FOB's issued to our family. Should anyone using the FOB's assigned to us violate any rule, regulation, policy or procedure of Bayshore Gardens Park and Recreation District, our FOB/S may be deactivated pending a Board of Trustee review of the violation according to Board of Trustee policy. Public Hearing Policy 1030PH will be furnished to you upon request. The FOB is not transferable. I/we understand this contract is a part of our pool waiver, Boat Ramp, and Marina contract.

I/we have read this contract and understand my/our responsibilities and have received a copy of this contract.

The annual cost per FOB is \$20.00 plus tax. See Rate Sheet.

NUMBER OF FOB'S ISSUED _____ X \$20.00 TOTAL PLUS TAX. AMOUNT COLLECTED \$ _____

Owner Signature

Date

Renter Signature

Date

Witness Signature

Date

Original

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

FOB #: _____

FOB FOR SWIMMING POOL GATE

FOB #: _____

1026 FOB

RESIDENTS ONLY

Date: _____

Name: _____ Spouse: _____

Property Address: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Owner: _____ Phone Number: _____

8:00 AM - Noon Lap Swimming: Yes ___ No ___ Water Exercise: Yes ___ No ___

Number of people in household: _____ Names: 1. _____

2. _____ 3. _____

Use back of form if more room needed.

Starting date of this agreement October 1, _____ and ending September 30, _____.

I(we) understand that the FOB is for the use of the swimming pool by our family and our guests and must be renewed annually. Additionally, I understand that all swimmers must sign the pool waiver. If FOB is lost or damaged, I may replace the lost/damaged FOB for \$10.00.

The annual cost per FOB is \$20.00 plus tax.

NUMBER OF FOB'S ISSUED _____ X \$20.00 TOTAL PLUS TAX. AMOUNT COLLECTED \$ _____

Owner Signature

Date

Renter Signature

Date

Witness Signature

Date

Approved: 9/27/18 Sharon Denton

Revised: 08/25/21 Revised: 10/27/21

Effective: 9/27/18

