

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019

approved 4-11-19
Ride
Draft by Gwen Norris

Item 1. Roll Call (do not need a quorum) Sharon opened the meeting at 7:00 pm and pledge to the flag was given. Trustees in attendance were Belle Baxter, Jim Frost, Steve Watkins, Sharon Denson, Dan Rawlinson, and Terry Zimmerly. Others attending were Gwen Norris, scribe, Don Gassie, Allan Riga, and Barbara Greenberg.

Item 2. Bathroom Fixtures replaced. Jim Frost stated that the problem with the plumbing system has been tested with a large gathering of over a hundred participants last Saturday. The system was functioning fine. He said one of the things that was changed when the system was repaired was a backflow flapper valve in the sewer drain was removed since the low flow toilets were of such low volume that they would not open the flapper valve properly. He said if there is a problem with the system in the future, power flush toilets could be added during the remodel.

Item 3. Budget for 2019/2020. Sharon said she and Terry went over different formats for the budget and developed the one distributed to the group (top sheet on the packet). She said that this is a budget and what we had been using was accounting. The budget will be simpler and resolutions easier. The right column is the 'Budget for 2017/2018' and next to it the 'Actual 2017/2018'. She said the left two columns have half of the year 2019/2020 'actual' and the year's 'budget' 2018/2020.

She said an example is Security System (5300) \$11,943.22 YTD was spent but we will not spend that again. She said Natalie combined stuff into the right category. She said that a few things were not moved that she will take up with Natalie, i.e. (5685) Employment Agency \$6,109.86 is show as an expense below the summary, but should be in (5100) Wages; and (5686) Website \$3,421.28 needs to be in a category. She stated the title (5100) Administration is renamed (5100) Wages.

Terry said the discussion on the budget report could be next week. Sharon asked her to send an Agenda Item to put on the website for next week for the Budget and Finance Committee Meeting on Tuesday, April 10th. The future Committee Meetings are Wednesday, April 10th and Tuesday April 23rd for work on the budget. Sharon said we should set it up for a Work Shop Wednesday, May 1st where hopefully it can finalized and go to the Board for approval. Sharon said the proposed budget will be in the May Banner. Sharon said the Budget Hearing has be before June 1st. Terry asked that it be done early in May on a Friday night. Sharon said when the community votes on the budget we have to stay here until a budget passes. After discussion it was decided to make the vote on Friday night, May 3rd if the hall is free. Terry said that since we have gotten this far it won't take much to finish it. Terry said if the Hall is rented we can see about the next week on the 10th. Sharon will check with the office to see if the Hall is free on the 3rd or the 10th.

Sharon said that Jim Frost can help address the projects we would like to have in the budget next year. She said that there will be a lot of them that will not begin before the end of the year (September 30th). She stated the projects we do not get done in this year can carry over to next year.

Small project progress. Jim Frost and Sharon reported that the following projects are underway: pool chair lift; ramp rebuild, Breezeway floor, and Pickle ball court.

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

Small project progress Jim Frost and Sharon said next year will have the following projects: shed, fishing pier, and AC.

The money in Reserves (like the Hall renovation) do not have a year like the Hall \$73,000 may start in August.

Sharon said Resolution 02: Reserve Funds \$12,126.09 had to be put into landscaping (5560) because it was at a negative so the money put in for the splash pad was eliminated because there was not money left to do it.

She said we were showing \$190,000 left over at the end of the year that ends up being \$132,000 which also affects some of the projects we want done. She said the difference is cash basis vs accrual. She said the cash basis showed the money we collected for October for the boat slips showed up in last year's budget and should be in this year's budget. When the Audit was complete we realize it cannot be changed this for year. She said when we get the monthly reports it will all match up with the categories given.

Terry noted that Natalie's fees (5610 Acct Fees) are shown under 5100. Sharon said the 5100 Category shown as 'Administrative' will be changed to 'Wages'. Part time employees and full time employees are in the same category (in 5100 Wages). Terry said the accounting fees should lower in the future because we have a good quote from the Auditors. She said that she wants to leave it there since other accounts may go up a little bit. Terry said it had been low before because we did not have Natalie's work up to speed.

Jim asked about 5600 Other Administrative Expenses.

Sharon said under 5200 Marina Expenses they put the property tax (5250) because it is the only thing taxed in the park.

Terry questioned item 5575 Repair and Maintenance with \$1,516.50 (in 5200 Marina Expense). Sharon said that is materials only, wages/labor are not included here. Steve suggested the item read Marina Repair Materials.

Gwen asked if 5320 Gate Closing will stay under 5300 Security, or be moved to 5100 Wages. Sharon said it will stay in 5300.

Sharon explained the schedule of the Budget Report vote will be May 3rd or 10th. She said in the past they were mixed up with the Audit Report having to be done by April. She said it is a lot easier to do a budget in April than February because you know a lot more in April.

Jim asked what was in 5130 Maintenance. Sharon said Item 5130 Maintenance is wages. Terry said wages of maintenance (5130) and maintenance (5512, 5575, etc.) are confusing to readers. Jim said 5575 Maintenance/Repair (under 5200 Marina expenses) needs to say '5130 Repair and merchandise'. Sharon said she will talk to Natalie but not ask her to make a bunch of changes. Jim said that when the public looks at it they need to know what it is. Terry said we should not have to explain what each item is and if we can't understand it, how can we expect them to? Gwen suggested that the extra column be

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

used to describe the items with a word. Terry said Natalie would not have to change anything if we add a word to it.

Sharon said we need set out budget categories and gather as much information as we can. She said we need to figure out what we are going to need for a budget; what money is coming forward, both in reserves and capital outlay; then we add them together, and subtract out our reserve and capital outlay at the bottom; and then we divide it (by the number of homes) and that becomes our assessment.

Sharon said a lot of the projects won't happen before October 1st, i.e. we may not use the \$74,000 on the Hall before October 1st.

Terry said the 5632 Workman Comp needs to be under 5100 Wages, not 5630 Insurance Business. Gwen Agreed.

Sharon said she wants to eliminate the 2018/2019 budget columns but we are using it tonight for review. Terry said we had used all of the columns before. Sharon said 2019/2020 is all that needs to be put in the newspaper.

Belle asked for the Recreation Committee, if we are hiring someone to give a class would it would be included under income. Sharon said absolutely, we have not started it this year. She said once we do we have to do the next step. She said for the rest of the year she does not see where they will use more than \$3,000. She said Belle may ask the Board for more money if needed. Gwen asked why the 5800 Recreation \$3,000 is shown on the first page and last page (in different columns). The first page is a summary of all of the other pages.

Update on Marina Design. Jim said the estimated cost previously given were based on Coastal Engineering's marina design which had too many small boat slips and needed more big boat slips to take care of our 'wait list'. The redesign went to the new engineer to make some changes before sealing. Terry asked about four catamaran slips. Jim confirmed that there should be but the cost will be equal to two slips. Sharon said rates for wider catamaran slips needs to be addressed in Committee. Jim said we have not changed our rate for a while and needs addressed. Terry said her catamaran takes up only one space. He said that once the design and RFP is sent out a good rough estimate of costs will be known. The estimates given before was based on Coastal Engineering's design of the marina.

Jim said the engineering will give a price for the marina design that will be brought to the in a future Meeting to ask for the money and then the RFP will be done to get a better estimate of the work.

Jim said there will be 16' wide slips for 15' or 16' catamarans. He said 11' wide slips will be at center pier and some of the north side, finishing up with 13' wide on the pier. Jim said the longer slips will be on this side. Jim's said we are taking in about \$150,000/year and he estimates more than \$200,000 in the future.

Jim said the marina design of the piers will handle a lift with engineered dock poles for each slip. He said once the lift is installed by a boat slip renter, it becomes the property of the marina or the lifts can be bought at wholesale prices and sold, making money for the marina.

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

He said the finger piers go to the furthest poles, not half way, 3' wide (two 4' wide ADA piers) except for the ones they want to adjust for more slips. Terry thought this is overkill on the north wall. Jim said that it is important the length of boards ordered for less waste as the Lumberrock deck is expensive and the most efficient lengths will need to be used. He said he advised the engineer of these lengths for the design.

He said the marina and hall design is in engineering for the cost estimate. He said once designed the engineer will stamp the marina and the hall designs. He does not know the numbers (cost). Sharon said if he will let her know when he has the numbers, she will put it on the BOT Meeting Agenda.

Jim said the wiring and dock boxes are down the road.

Jim said he should have the numbers for engineering costs (marina) on Friday and brought to the BOT for funding, then the RFP ready, and a 30 day bid date for hard numbers on the work. He said he has not been pushing on the Hall because we need to know what the marina costs are first. Sharon agreed that we need to push the marina first to get the numbers before we start on the Hall. He said all of the improvements are to make a more positive income.

Sharon said some improvements have been done with painting the Hall. Jim said due to the proposed ceiling changes the engineer will have to sign off on the plans for Permitting. Jim said the Hall design is paid for and he has seen the Hall design and the engineer is calling with questions. The underpinning to pylons is half done under the hall and should finish Friday or Monday (four day job) and then the building will be tied down. He said all electrical fixes are complete noted on the Inspection Report. Jim said the hand dryers were done today. Jim repeated we have no plumbing (sewer) issues now.

Jim said the county people he knows will not let us put resident doors on the Hall and the cheapest set of commercial fire doors will be between \$11,000 and \$12,000 for two pairs. He is working with door companies for prices for different composition/makeups of doors.

Jim said the back windows will be less expensive if we have window protection. He said the county approves armor screen as protection and do not require to be high impact windows. Soon he will have quotes for impact and non-impact windows.

Jim said the ADA pool lift is done with a cover over it and the manual is in the office. There was discussion on the convenience of being able to remove it for Swim Meets.

Jim said that there were two major leaks at the pool and both are fixed. They also fixed the valve. The concrete deck concrete will be dry (cured) this week. Jim said the paint will dry on the deck and by mid-week the pool will be ready to open. Sharon said we can open it when we have the lifeguards hired. She said she suggested to Jodie that we could open it a couple times a week, maybe weekends and two days a week. Terry said we have 4 lifeguards signed up so far.

Jim said on Tuesday the gutter work will begin on the front of the breezeway. He said it will be a gutter and down spout to a catch basin with rock.

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

Jim said that Terry's tables came in, assembled and in the storage room on their own rack. He said new chairs will be purchased when the Hall is finished. Sharon said the upholstered stacking chairs at Trailer Estates are really good.

Jim said he is working on quotes for ADA railings. He has one quote and getting two more quotes, hopefully Friday.

Jim said there is one broken fence pole will be fixed for \$350. Sharon said the pole is at the gate that goes from the breezeway to the picnic area. Jim said another pole in question is holding the roof along the breezeway fence and was found to be 'good'. He said he had it inspected for integrity and the mic scope test showed it was fine now. He said when we replace the fence we will replace the pole. He said the test found that there is no rust at the critical areas, and the integrity/volume of material is 'high' in the post, and no rust at the bottom. He said he has three quotes on that area coming. Terry said we had compliments on the (epoxy coated) flooring.

Item 4. Public records policy 1034 PR. Sharon said we need a public record policy and this is the first draft since the discussions at the Committee Meeting. She said this is for discussion and review. She said we need to address this instead of not doing anything. She said the office did not understand that we do not 'create' reports and if we do not have to 'create' a report and we do, we cannot charge for the report. She said a person requested a set of minutes that were not identified and the employees had to review many minutes to find an item. She said the requester can review the minutes and find what they want a copy of. She said if we want to charge for the 'time' finding the document we need a Board Policy. She went over the proposed policy. The first page gives some information. The second page is her draft. And the next couple of pages are just some of what is required. She said after the policy is done it will be sent to the attorney for his review.

She said we need to set what we charge for a fax to the public in the policy. She said that this policy development will be done after the budget work is done. She said she did not find a current policy.

She said we need to describe the 'reasonable time' and 'extensive search' charges which may start after 30 minutes of researching on any item, possibly older than two years. She asked everyone to review it and write suggestions. She said the items under two years should be found easily. She said the rates have to be reasonable. Don Gassie said he has gone to the county for records and was not charged anything. Sharon said she has gone to the county and went through the computer, finding what she wanted, and went to the counter and paid for it. Don said that, at the Special Meeting, April 8th, Jodie may go over people that want to take pictures of the record in the binders or books and will have no charge. Sharon said that some people take the larger prints to Kinkos or another printing business for larger copies. Sharon asked the Trustees to look at the draft policy and it may not be addressed until after the budget is done.

Item 5. Club storage. Dan Rawlinson said we will be eliminating the storage of the Club stuff from the Hall's cabinets and wants to find a place where the Clubs can have two locked chests-like storage boxes, perhaps in the records room. He said no club deserves an entire room and Crime Watch is one of them. Steve said that the Crime Watch room is a radio room used to monitoring calls. Dan said they don't do that anymore. Sharon said she thought that we would create storage in another place when the Hall

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

cabinets were removed. Jim said the proposed reconfiguration of the Board Room, half to be added to the storage room, would be a good place. Sharon said the records room keeps records and surplus things we are going to sell and other things. Sharon thinks storage could be built more efficient than what we have.

Jim said the closet room/crime watch room is full of stuff. Dan said that it has stuff not being used for years. Jim wants full cabinets for the Clubs. Sharon said we as a government cannot use 'censorship', as we cannot determine what those things are worth. Dan said that Joyce Fisher came in tonight and found the dominos were removed from the HOA cabinet. He asked if the stuff will go away. Sharon said they will be moved not go away. She said that she hopes the new club storage will be better structured to accommodate the clubs. Jim said his goal is for full cabinets with adjustable wire shelving stored in the (expanded) storage room with access from the screened room. Sharon repeated that as a government we can't decide what things are worth as in 'censorship'. Jim said that most of the stuff stored are seasonal type items which are normal storage items. Sharon said the clubs are very important for the district and we need to make sure that we provide the space that is needed.

Items not on the Agenda. Jim wanted to know what the status of the Jazzercise class. Sharon said it is in the Recreation Committee's hands and suggested that Belle initiate getting the waivers signed by participants. She said Jodie can help by leaving a note for the instructor and provide the forms for the signatures. Belle said she will try to get a letter done this weekend. Belle said that we should have a 'letter of agreement' set up for instructors. Belle said that she will have examples and develop a form this weekend to see if this is what we want to do. Sharon said that this would need to start at the Policy and Procedure Committee. Jim said this form would list the work expected and dates, and supplies and may not have to be a Policy or Procedure. Belle said that it is a basic contract. She said she has used the format previously in the libraries and it keeps everyone honest, but would not carry through in court.

Barbara Greenberg asked about the property tax in the budget. Sharon said that it is Item 5250. Barbara asked about Jim's comment on being 'taken' on the ramp work cost. Jim said the engineering design cost is excessive, according to four engineers he had look at it. Jim said that is when he got involved with the marina design. He said the boat ramp engineer wanted to use \$380,000 for the entire boat ramp when the entire marina won't be that much. But we are under construction contract for the ramp so it is too late to change. Sharon said that the engineering was so absorb innate that we could only got one bidder for the work. Terry said that the cost was because of the engineer we picked and what was designed was so expensive. Jim said he is taking what is left from the pot and doing the rest of the work. Sharon said what we got from the ramp design for \$100,000 was a blue prints and a \$350,000 ramp.

Jim said the boat ramp work will begin April 15th, delayed due to the FPL guy needed to be moved. He said he received an email and responded to the Engineer and contractor with 'How dare you start your project with a claim on delay for something the Engineer knew about for two and a half years' during design and now two weeks before we start work we are told the guy needs moved. He continued that 'poor planning on your part does not constitute an emergency on mine'. Jim apologized to Sharon for responding to the email fast. Gwen asked if we need to pay for the FPL pole work to get FPL on site. She suggested we do pay to get them on site. Terry asked about the contractor's schedule (provided at the Pre construction Meeting) which was longer than 90 days. Sharon said that usually every day over would

Bayshore Gardens Board of Trustees Workshop Minutes

APRIL 3, 2019 cont.

have a fine/penalty. Sharon said that we are fortunate to have Robert, Dockmaster, who is good with knowing what is going on and staying on top of the construction. Jim said he has worked it out (FPL conflict) so it does not cost us anything. Jim said that he has made it clear to them (contractor) that his satisfactory rating is low and we just got started.

Jim said he will be getting an RFP bid on the marina from Kelly Brothers because they are interested. Sharon said we need 6 weeks from the RFP to bid due date because of all of the dredging, moving boats around and the marina work. She said that we want as many bids as we can get.

Sharon said everyone loved our ramp and breezeway and added that Jim has done a super job.

Don Gassie said we could find a space for the Clubs' stuff and each Club could build their own cabinets on wheels. Sharon said we need them to be uniform so they fit together and utilize the space efficiently.

Dan moved to adjourn. Jim seconded the motion. We adjourned at 8:37 PM.

Approved
4-16-19
