

Policy and Procedure Committee Meeting Minutes

January 22, 2019

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, Steve Watkins, Dan Rawlinson, Terry Zimmerly, Jim Couey, and Barbara Susdorf. Also attending were Gwen Norris (scribe), included Allan Riga and Barbara Greenberg.

Item 1. Recreation Committee. Bell Baxter, not attending, has asked for a Policy and Procedure for Hall rental use to be established (types of renters). It will be discussed at the February 13th Committee Meeting.

Item 2. RV Parking Procedure (no policy number, yet). Sharon said Terry has brought up the need for a parking policy and she presented one for RVs. She researched other park's policy and rules for guidance on what we need. She said that the local county parks generally don't apply because most of them close a 9:30 PM as we have events that go past that time. She is requesting guidance on what we want for our park. She said the residents have an occasional need for short time RV parking and presented a proposed Policy and Rules that allows for a parking permit from the office for RVs in the locked north marina. She said that the parking will not be allowed during one of our events when we need the parking. The policy allows a resident to obtain a window shield parking permit for up to 30 days in two week increments. The policy states a parking area will be designated by the office and require insurance, tag, valid driver's license, etc., and there will be a waiver to sign. She said there can be five spaces available. The permit does not allow occupancy, it is for temporary parking. Gwen asked that we should wait until the ramp work is done. She said there is no reason to as they will not be in the way of the ramp, but can be denied parking if there is a reason. Dan asked about charging for the permit. Steve said it would be a good idea. Dan said we should have to designate the size of the RV and parking space. Sharon said that the area would accommodate a 44' trailer with no problem. Sharon said the resident has to register for the spot. Terry said as much good will it might generate, there would not be that much income from the rental and may not be worth the effort to charge rent. Dan said for accommodating the residents, it is a great idea. Jim Couey was concerned of an oil leak. The renter/resident would be responsible. There was discussion on the forms. The generator running clause on the Policy (#5) and idling vehicle clause in the Permit (#2) was discussed. She said she said it a standard at most places. The language will be changed to show both idle and generator together. Policy (#4) has restrictions for pets on a leash. The mention of 'rules' in the Policy refers to all of the rules. In the Policy and Permit show signature lines for 'owner' and should be 'resident' because he is responsible. Sharon said the property owner is responsible to his renter/resident and does not foresee a problem. Barbara said that we are doing the right thing for our residents. Sharon stated that this will be brought up at our next Work Session.

Item 3. Smoking Policy 1028P. Sharon said that the example is just to start discussions on a new policy. She said the Hall monitor has had problems with Hall guests smoking on the breezeway. The breezeway door is to be unlocked for a fire exit but not for guests to leave to smoke. She said need to set smoking areas for Hall renters to use. The following smoking areas were designated: 1. Outside the west Hall door at the bench for Hall renters. 2. Add a bench at the east end of the pool bathrooms for pool users. 3. Move the bench at the park gate to along the south wall (near the Office, at Jodie's office window). There was discussion of placing one at the big tree at the basketball court/parking lot, but the smoke may make it to the breezeway. It was agreed that there will be no smoking in the breezeway and

provide a smoking dispenser where it is designated. Sharon said we can add 'no smoking' signs and that this policy will help monitor and control the Hall renters.

Item 4. Parking Lot Overnight. Sharon said she is looking for ideas on how to set up the policy. Steve said that we need our parking lot restriped. Terry said that it should not be continuous parking. Sharon said the policy could say no parking from a time, to a time. Terry said she does not want someone who is drunk feel they can't leave their car here overnight. She asked a parking permit with a date, and if they go out on a boat for a few dates they could park their car. Barbara said overnighters could not be parked in the parking lot. Barbara said that someone cannot set in the car and talk till one or two in the morning. Jim Couey said that we do not 'own' the beach road strip. Sharon said the county map shows that the county 'owns' up to our landscape ties. Barbara said that her property goes to the center of the road. Sharon said the road to the beach is the district's that is closed at night. Sharon said that cars parked overnight should be placed inside the marina gate where it is more secure. She said that we should have rules that allow a permit with dates. Jim suggested that a sticker be purchased with dates to park. Sharon said that GT Bray closes at 9:30 weekdays and 11:00 PM weekends. Steve said that years ago Crime Watch has placed notices on parked windshields that either say 'Come back and move at 7 AM' or 'Car towed'. Steve said some Attic Sale participants have requested to stay with their booth overnight and he has notified law enforcement of participant's tag each time. She said if they have a permit they don't have to do anything else. Sharon said the basketball court closes at 10 PM. Sharon said because the Hall closes at 10 PM and cleanup goes to 11 PM, 10 PM is not late enough to close the whole park. Sharon said the basketball court needs to be lit so we can see what they are doing. Gwen said the sign on the basketball courts says it closes at 10 PM. Dan said they use their headlights to play ball. Gwen said that the Woodchoppers Shop is open 24/7. Sharon said if we set a time the Woodchoppers would have to have to abide with it. Dan said they call the Sherriff if there are people making noise after 2 AM and when the deputy comes by they all go home. He said he shines a light in the cars after midnight and when he comes back in fifteen minutes they are gone, if not he calls the Sherriff. Steve said lights would help. Steve said if we put a sign up closing the park at 11 PM it will confuse people about the 10 PM closures. Sharon asked everyone think about the policy. She said it is not something we need to do now. Jim said that kids play with their scooters in the parking lot at night. Lights for the basketball court, parking lot, pool and other places were discussed. Jim asked if he can make rotisserie chicken at the Hall for the meetings.

Item 5. Website policy, procedure, and rules 1009 P, 1009 PR, 1009 PRR, 1009 F. Sharon said the new ADA compliant website is being worked. It will be the same address when it is ready. She said Don Gassie had emailed about placing a link to another agency on the website. She said we do not link to other agencies and others because there we are a government and that is not our purpose. There was a discussion on what negative message we give to possible buyers if we link to law enforcement websites posting criminals. It is ok to place the website addresses in the Banner. Sharon said that the office manager and the webmaster can place things on the website. She said Dan Smith will stay available for assistance for Jodie. Sharon went over what the website is required to have on it (1009 PRR). Sharon said that this website is capable of sending emails and text messages, which is much faster than the Banner. Steve asked if the new office assistant will be familiar with working on a website. Sharon said that until we work on the website ourselves, we cannot determine that. She said only the webmaster and Jodie will have access to the website. Jodie will ensure an item complies with our policy to be loaded on the website.

Gwen suggested adding quotations marks delineating "with attachments" on line 5 of #1 in 1009 PRR. She also asked for clarification on removing items due to expiration dates mentioned in 1009 F. Sharon

said it is only for clubs if the date of the event is past, it is removed. Sharon said the form is for listing what the Club wants to put on the website. She said that the new officers would need to be added, etc. She said the form helps Jodie know who she is dealing with in the organization. She said that if there is something inappropriate Jodie will bring it before the Board. She continued that the Banner deadline is the 15th of the month but this website will be updated within a few days. Sharon said only approved minutes can be put on the website.

There also was discussion on plumbing insurance offers and Orangeburg sewer pipes in Bayshore Gardens. Also, the school supplies lunches for children in the summer and Meals on Wheels supply those lunches to the schools.

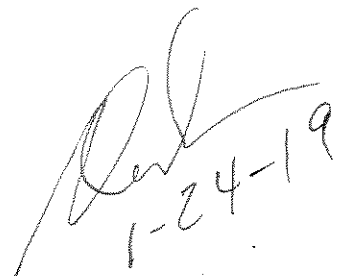
Item 6. Recreation Committee. Sharon said that instead of renting to Jazzercise the district needs to hire instructors for classes for the residents for a buck or two and a minimal charge for nonresidents. Sharon said Dan has requested ballroom dancing. Dan said participants dwindled and the music had to be paid for. Sharon said it does not have to be year around, only when the participants are here. Sharon suggested a yoga instructor and an art teacher that live in Trailer Estates. Gwen asked if the district is considering hiring the Jazzercise instructor since she does draw the people to the classes. Steve said we need to establish a cost limit that the district will participate in. Sharon asked Belle's committee to have a table of the instructors at the 4th of July picnic talking with people and signing people up. Sharon said that the other districts pay so much for the instructor and the residents pay some and nonresident more. Jim suggested that CD exercise instruction could be used free. Live instructors draw more participants. Sharon said that the Recreation Committee would hire, advertise and set up dates. Sharon said we need a policy that has the guidelines and the release for the pool can be modified to be used for those participants.

Dan suggested horseshoe pits behind the wood shop, ball room dancing, and pickle ball. Sharon said the splash pad will be placed in the old shuffleboard court. She said the spray could be activated by a timer. She said the ports cost \$200 each. There are several floor surfaces. It is not known if it can be placed on the asphalt overlay. She said that pickle ball can be played in a roped off area in the parking lot. Dan's suggestion for an archery course came up with several objections.

Sharon asked for suggestions on the website policy before going forward. Gwen asked about photos. Sharon said that the district can put up photos. Gwen suggested the Recreation Committee could supply photos for the website. Sharon said that if the clubs could insert photos in a WORD document for the website.

Jim asked about the four abandoned boats disposals. The paperwork is with the State to transfer the titles. Sharon said that once we have title we can sell the good one and give the others away. Steve said that someone has taken an old boat and put it in their back yard for a party place. Terry said that once before the district sold an abandoned boat and the deceased owner's relative came and got all the money except for the rental fees, after the office got the title and did all of the work. Sharon said that once we have the title we will talk with the lawyer about this. Sharon said that we don't have a place to store them and they have to come out during the marina work.

We adjourned at 8:42 PM.



A handwritten signature, possibly "Dan", is written in black ink. Below the signature, the date "1-24-19" is written in a similar cursive style.