

Bayshore Gardens Board of Trustees Workshop

Minutes

August 8, 2018

Draft by Gwen Norris

Agenda item 1. Roll call (do not need a quorum). Trustees present include Sharon Denson, Terry Zimmerly, Joyce Fisher, Dan Rawlinson, Steve Watkins, Suzanna Young, Jim Couey, and Don Gassie. A quorum was established.

The workshop was called to order by Sharon Denson at 7:00 and a pledge to the flag was performed.

Steve demonstrated the new microphones.

The Sunshine Work shop was viewed last night.

Sharon stated that there was some confusion on the Agenda form usage. It is to place a new item on the Agenda on the web seven days prior to the meeting.

Suzanna stated there were two issues on her Agenda concerning the ownership of a boat and property rights of an owner. She stated that there could be a different fee for corporate or Trust boat owners, as per individual costs are lot less for multi owners than single owners. Sharon said the Charter states residents and their guests use the facility and the District charges/sets reasonable rates. She continued: a resident's leased boat is also allowed at resident's rate.

Sharon noted that personal notes brought to a meeting are not 'public records' unless passed around or turned into the office. A person can use their notes at a meeting. The board is bound by the Sunshine Law and the audience is not.

Sharon stated the office does not distribute information for the Clubs.

Committee Meetings for August 15 and 29 have been posted in the Bradenton Herald. These can be used for the Labor Day Meeting if the Agenda is submitted in the morning.

Agenda item 3. Air conditioner and doors for the wood shop. Steve Watkins proposed the Woodchoppers Club Shop have its air conditioner replaced with the proper size for efficiency. He would like the AC unit to cool the area in a few minutes. He suggested the Shop's large back door be replaced by the maintenance crew with two (French) doors and the termite damage at the door be repaired by the maintenance crews. He stated Randy (maintenance crew) could either purchase or build the doors if he had some plans. Gwen Norris agreed to get recommendations on the size and prices for an AC unit and power needs. The current amperage may need to be changed. Steve suggested the Club members frame out the wall opening for the new AC installation. The AC unit was installed 'used' over 5 years ago. The building was brought up to code a while ago with the repaired roof.

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Agenda item 2. Additions to agenda. Sharon stated the roof rafters on the screened porch are 'gone' and the roof needs replaced. It is still safe to use the screened room. She also stated the main roof is leaking in the office. The current roof has a thin roof-over. Quotes can be obtained for a roof coatings with a ten, or 20 year warranties. Coating the roof would not impact the Hall renovations. Terry Zimmerly suggested that expanding the screen room (bigger and higher) could be done before its screen room roof is replaced.

Agenda item 4. Marina Contract. 1005C, 1005MRR, and key policy 1019A. Suzanna asked if the original registration and insurance information are copied for our records in one of the policies. Some residents will not be in town when the contract is due. Currently the emails and faxes and copies are used from residents when out of town. Suzanna was concerned that fraudulent documents could be submitted as a copy of a document. Sharon said that if fraud is suspected the information could be 'run through' the Sherriff's Office. Suzanna said she had her boat registration 20-30 years.

Suzanna said the Dock Master and office needs to know when someone is working on a boat so they can be monitored. Don said that a boat owner may let a worker into the marina then leave. Workers' vehicle do not have access and cannot be in the marina area. There was discussion on when a worker that moved a jack from someone's boat and used it on the boat he was working on. The workers vehicle do not have a decal. Joyce Fisher suggested it would be easier for the owner to come to the office for a card that reads "name working on boat for three days". Sharon stated that this can be done for workers and cranes, but this would be in a different Policy.

The Marina Slip Contract 1005 MRR, #2 is changed to show "the vessel will be kept within the slip". There are boat size limits for slips.

Sharon stated the Policy with the Work Area Rules and Crane will be submitted in September.

Agenda item 5. Marina signage. The parking signs for the marina will be posted to make them easier to follow by everyone in the marina. Parking instruction signs at the marina were quoted by two firms. The signs are 24"x24". The signs designate parking for 'trailer parking with vehicle with decal only' (for north area, directional), and 'vehicle parking with decal only' (for the lift station area, bi-directional). No signs are proposed for outside the marina (west area) at this time, or a sign at the gate. The quotes: Sir Speedy \$1015.41 with a thicker metal sandwich on a plastic filler (max metal); and Sign Print (Red Barn) \$1144 (plastic) which need backing added. Sir Speedy will repair their own signs. Steve recommends Sir Speedy. Sir Speedy visits about once a month and does good work. Steve will bring more information to the BOT Meeting.

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Agenda item 6: Revised small boat area contract 1005SBC. The policy is changed from 16' to 17' in the first line. A line for the 'color' is added.

Jodie will change the lock on the cage and renters must go to the office to get a new key. There has been problems with the gate lock. A long shank lock was suggested. Steve will look into Arrow Fence for double gate locking plates that should work suggested by Suzanna.

Agenda item 7: Revised Work Area Agreement. 1005A Sharon said the Agreement is changed to show residents, and nonresidents with a rented boat slip can use the area. Payment is in advance: \$10/wk for resident, \$20/wk for nonresident.

Agenda Item 8: Security system bids. From the 'Security System Committee'. Steve gave a presentation of security systems for the marina and pool using fobs. The system would be installed at the north, south vehicle access to the marina and for the pedestrian access at the center pier. The north and south marina vehicle accesses would only need a switch out since the plates are already there. The system would be installed at the ADA pool entrance initially. The firms would install a web based operation systems. Steve and Jim Frost have made onsite visits to Tri Par Estates (Tempus Pro Services and then Perico Apartments (Rapid Security Solutions, RSS). The presentation had screen shots of the systems. Foremost, the third firm did not return their call. Foremost had a higher bid with no details. The Tempus system is very user friendly, the Rapid Security System was not very user friendly. Both systems will record time and dates of use and shut-off of a fob. The system will relock 45 seconds after the fob is used, whether anyone accessed or not. The Tempus system has several levels of access from maintenance (24/7 at all points) and less accesses. The fob size is just larger than a quarter. It is not water proof, but is water resistant. There would be a fee for the fob and/or access fee with a fob. The fobs are \$7 or \$8 apiece. Ramp fees will not change, plus the fob. The fobs will all look alike for each person and use. Each fob usage will be recorded. Dan Rawlinson stated that a real-estate box can be used at the marina gate to hold a fob for the emergency responders. The pool gate would open from 16". A button must be installed inside the pool area for emergency exit. If the power is off, the battery will take over.

The system is hardwired with conduits to the pool gate. The marina will be different, maybe a RF connection. Steve said purchase a substantial UPS for uninterrupted power and backup would be added separately for the system. Steve recommends purchasing Tempus system's optional camera (to use when setting up a person's fob access). The Tempus' storage system (cloud based) is given without charge. Tri Par recommended the tempus technicians. Tempus Pro Services included on year warranty and manufacturer's warranties. Tempus had been in business for three decades.

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Steve will bring forward a motion to purchase the Tempus system at the BOT Meeting. Sharon stated that the system should be fully installed before the old systems are removed.

Sharon said maintenance will install something to make the pool gate close automatically.

Sharon asked that the 'Security Committee' be active until the system is installed. She wants both Jodie and Mahal attend the demonstration by Tempus upon installation.

Agenda Item 9: Marina. Report was tabled.

Joyce Fisher made a motion to adjourn. Dan Rawlinson seconded the motion.

Added item of discussion was on tree trimming and removal quotes. There were two quotes: Two Brothers and Manuel describing different work. It was agreed that an RFP should be used for bids, so they can be compared. There are trees along the park entrance and in the mangroves that need removed (some are dead) and others trimmed (palms and evergreens) around the pool. Some palms need removed. Sharon will ask her neighbor to give a quote. Don Gassie suggested the RFP requirement be part of a Policy and Procedure.

An agenda needs to be submitted for the August 15 Committee Meeting for the Labor Day Event Committee.

It was noted that Steve got the eight microphones free when they came with parts missing.

The motion to adjourn was voted on and passed. We adjourned at 9:05 pm.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a first name followed by a last name, though the specific words are difficult to decipher due to the cursive style.