

Policy and Procedure Committee Meeting Minutes

January 9, 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, Terry Zimmerly, Jim Frost, and Barbara Susdorf. Also attending were Gwen Norris (scribe), included Allan Riga and Barbara Greenberg.

Item 1. Website policy, procedure, and rules 1009 P, 1009 PR, 1009 PRR, 1009 F. Sharon said the new website was paid for and development should have begun. She said it should take six to eight weeks to develop. Sharon said it is a government website and we have to make sure we are following the law. The website will have a designated person assigned for updating. Sharon said that it is as easy as a Word document and email. She said Dan (Smith) will be involved with the set up and can be contacted for questions. The procedures will be spelled out in the policy to stay in compliance with FS 189. Gwen said that it would be nice to have the attachments to the meetings included. Sharon said she would like the attachments on the web. Sharon said that Club information can be added, too. Jim Frost said that the user can respond by email link to the office, but should include an attachment of the subject section of the website for clarity. He thought that this was one of the available features described. Sharon was not sure that there will be more than one email address. Sharon said that the policy will control the website's content. Trailer Estate's website is different. Sharon said the website will be ADA compliant per the Florida law on special districts and will be updated if there is a change in the law. She continues that the Website Rules (1009 PRR) lists what will be on the website and adds the Clubs and organizations. Sharon said that the existing website is being cleaned up by Dan now and the new website will be more organized. She said the Club submittals should be 'authorized' by one of the contact people listed on the Club's annual 'Contact Info' submittal.

Item 2. Hall Rental Contract and Rules 1004HC, 1004HR. Sharon said the policy will be voted on at the BOT Meeting next week. Gwen noted that the 'page 1 of 3' label ended up at the top of the second page. This will be corrected when the official copy is printed.

Item 3. Screen Room Contract 1004 SR and 1004 SRR. Sharon said Steve had said we need to increase the \$20 deposit. Only residents can rent the screen room. Terry said maybe we could wait until we improve the porch before increasing anything. Sharon said she is in agreement and it is not good to keep gouging the residents. She continued that there is nothing in the screen room to destroy. There was discussion on which bathroom was used by the renters and if there would be any way to prove that the renter damaged a bathroom that is open to picnickers and all. There was discussion on whether the pool bathrooms are open for picnickers and renters. A key is given to renters for the bathroom behind the Woodchopper. There are port-a-lets.

Item 4. Banner Contract Policy 1017 PR. Sharon said she removed the names and color of the binders in the policy and cleaned some of the comments with ~~strikeouts~~. She also changed the 'name' of the custodian of the files. She said the policy describes how to process the paperwork. Sharon confirmed that the Banner 'broke even' this year. Terry said that usually the Banner costs the district a couple thousand dollars per year.

Later in the meeting Gwen stated the first paragraph offset/indent on page two could be corrected and wondered what the reference to 'BBAF-OI' was. This indent will be corrected and the 'BBAF-OI' may be a form.

Item 5. Parking overnight. Terry said either everyone can continuously park overnight or no one can park overnight in the marina. She said there is a red car that parks within the marina all the time. Barbara asked who would monitor the parking and whether it was there continuously. She said that we cannot do anything about parking in the main parking lot. Terry said normally someone away on a boat would park their car in the marina. There was discussion on whether the red car has a BG decal. Terry was concerned that we need every amount of space once the contractor begins work. Sharon said if we knew the red car belonged to her she would have Jodie send a letter. There was discussion on the property limits of the district (shown on Manatee PAO website) and whether the main parking lot could ever be gated off. Sharon will research parking policies (arrangements/restrictions) at other communities. Gwen suggested the parking spot be rented to the red car. Terry said that if it could be rented she would park her motor home there, but it was denied before. Sharon said that signs for not parking after xxx will allow the police to take care of it.

There was discussion on the park gate closure at 10PM with a sign and law enforcement's ability to act. Sharon said she thinks a sign stating parking limits for the marina would help enforcement. She continued that the curfew on parking could be different for weekend and weekday nights. There was a RV parked in the parking lot recently when he drove in late and planned to move it in the morning. No one had a problem with that use. Sharon will try to bring something forward at the next committee meeting. Sharon said there could be a location to allow visitors to park their cars when available.

Item 6. Basketball and music after 10 PM. Barbara said that there was loud music and basketball playing after 10PM recently. No one could remember what the signs say at the basketball court. There are enough lights are out at the court they can still see to play. Terry said if the kids are playing basketball here they are not getting into trouble somewhere else. Sharon said we can stop the music. Allan Riga said that the players can add to the security of the area. Barbara said she would like to see restrictions uniform with other parks. Sharon will research other parks on their websites.

Item 7. House and Grounds. Jim frost reported that the marina quote proposals should be 'in' this week.

Jim reported that three companies are sending proposals on port-a-lets. The ADA door does not touch the floor and attracts bugs. He has a new design of a lockable port-a-let shed on skids that has a port-a-let inserted. Jim said no permits are required for the shed and it complies with ADA.

Jim said the current park gate has to be manually opened/closed. He said years ago there was a lifting gate that was continually damaged. Jim proposes a sliding gate (on a track) like the marina's that has a sensor for leaving the park. He said the proposed gate is on a timer and on a button that the key fob can use. He said there is a pad (inductive loop) on the park side that will activate opening the gate so no one is locked in. He said an option package (\$300) allows control from the office or a phone with an app. He continued that the police would have their own key.

Jim Frost said he is getting quotes on have the hall inspected for life expectancy and condition. He said he will present three quotes for Health Safety Inspection. Jim said the county does not have plans on the hall when it was built in 1956. Sharon said she thought she saw them and they may be in the 'History' boxes in the records room. Sharon said that we had the building tented and a contract for \$550 annual inspection by no one called for an inspection and yet we paid the annual fee. Jim said once we have the Health Report then we can get into the hall improvements and then we can pull one permit for all of the work.

Jim said that he has had two engineers looking at the hall ceiling changes and had two suggestions. The first suggestion is to raise the ceiling (open truss system), painting the AC lines, and the second was to leave the ceiling where it is and drywall it. Jim said that both engineers recommend spraying the foam insulation on the bottom of the roof and covering it in either manner. There was discussion on adding acoustic tiles. Gwen stated her termite guy cautioned her to not use a spray foam on the bottom roof may give the termites a place to live undetected and untreatable due to the foam. Jim stated that the termites typically do not go that high. Jim will supply three copies for a health inspections for one to be chosen by the Board. Sharon suggested that the samples of acoustic tiles could be presented to the Board.

Jim said that they are looking at cam lighting methods for the hall, dimmable and on a timer. The ceiling cans will not fit if the ceiling is raised. Sharon suggested a new heating system to eliminate the existing wall units. Jim said he is looking the cost of adding heat strips to the existing AC units or replacing them with heat pumps. He said that sometimes adding heat strips can be costlier. Gwen said that if they are old AC units we should switch them out.

Allan said stereo system should not be 'on display' in the hall but should be more hidden. The attendees agreed.

Terry said that a couple of the people have suggested tucking the ducts along the side of the room and raising the ceiling in the middle to a peak. Sharon said that the bulkhead needs to be about 18". Jim said he is getting proposals for expose the ducts, painted black and a flat ceiling. He said that the current ceiling is at the bottom of the trusses. He said if the ceiling is not raised we could insolate it properly and store stuff up there. Currently there is no insolation except the insolated drop ceiling tiles. Jim said the health inspection includes a roof, roof life, flooring, floor trusses, every electrical wire and outlets, and AC.

Jim said the existing bathrooms can easily be transformed to ADA by moving fixtures, but we have an ADA bathroom available that suffices. Jim said that as long as 20% of the project work goes to ADA work we can get perks. Jim said both engineers we do not have to touch the existing hall ramp if we replace the door. He said that we meet the 1:8 continuous ramp that is the old requirement. The new slope is 1:12 with breaks. Sharon said if we remodel outside we need to update the ADA access. Jim said we can save money if we do not change the ramp. There was discussion on the door. Jim said we are looking at a large (automatic) front door and a (manual opening) sidelight. There was discussion on the required 32" door width (30" opening). Jim said the district would have to do an as built set of plans for the approval and stamped by the county and then the new work permit can be applied for. Jim said that once the plans are ready he can get bids for the work. There was discussion on where the existing plans are stored.

Jim said that Jodie is looking into an epoxy covering for the breezeway. This flooring will be nonskid and applied to the existing painted floor. Sharon said the maintenance crews look into the coating and will do that work.

Terry asked when the screen room work will begin. Sharon said that she would like to discuss this at our first committee meeting or workshop in February. Sharon said that there is money in savings that is not earmarked for anything. She said we need a rough idea of what the marina work costs are and other projects will cost and then we can proceed with the screen room. She said this can be discussed in the

Workshop, (February 6th). Terry said she would like to see the hall improved before the porch but the screen room roof needs work.

Jim Frost stated that the marina dredging will be the most costly of the marina work. Jim said he is researching where the dredge material can be shipped to. He said that due to the nutrients in the soil the farmers are interested and Mosaic is interested in it for mine restoration. Gwen asked if they have a problem with the arsenic that was noted in the Engineers samples. He said Mosaic will test it and it will not be for farm use. Sharon asked if there will be an estimate on the dock work by February Workshop, (Wednesday the 6th) meeting. Gwen asked if proposals include concrete piling. Jim said that concrete is porous and the water will penetrate over time. Gwen stated they should last sixty years. Jim said we have the option of creosote soaked poles with a wrap or a very hard wood, baclavocus (spelling?) that can be imported. He said the wood does not deteriorate and cannot be penetrated which is why it is purchased precut and drilled. Jim said that the company that he works for owns the mill that cuts it and ships it other marina companies. It is grown in South Africa and two other places. He stated the wood product gets more than sixty years' service life without maintenance. He said that the reason it is not used normally since it dulls blades, drills, and is labor intensive to work with. Jim will get some more information on the wood. He said he can save money on the product. Gwen asked if the contractor will give a good price on it since there is so much labor involved and labor is the largest part of these kind of projects. Jim said once the contractor gives a material list he can give a cost on the materials. He said the baclavocus (spelling?) wood would be predrilled precut by his company. Allan asked if Trex was considered. Jim said there is Trex and Lumberock products to consider. Jim said Lumberock does not fade in five years as Trex. Lumberock has a warranty on fading. Jim confirmed these products require shorter spans for strength than wood (increasing the support structure costs). Jim prefers a wider dock.

Allan said there is a product, Winter Panel that has insulated panels that can be considered for the hall. Jim said his company, ISC, International Sustainable Construction, has a Hardie backer board with 5.5" construction foam with a finished side that snap/lock together. He said Structall of Tampa area has a great sandwich foam products, also. He said the sandwich foam panel products gives an R-70 value. Sharon said that working together we can take a load off of Terry. Jim said the more money he can save by using his company, the more money there will be to use. He wants the marina to look nice so we can make everything better. Jim said he is contacting companies overseas to see if he can fill returning empty containers with our wood. He is looking for the best thing to do for our marina to get the best longevity.

Barbara asked if the Ringling artists' renditions were chosen. One had been chosen as a winner and we can use ideas from the designs. Jim had shown the concepts to the contractors who decided the wood beam flat ceiling idea was most appealing and once the engineer says it is ok, they can blow it open and wrap the beams/trusses. Gwen said that going above the beam would lift the eye for a feeling of height. Jim is looking at the most cost effective construction options. Sharon said the ideas need to be first brought to a dedicated workshop for the review. Gwen asked about said that strip LED lighting which is reported very good/bright lighting. Jim said cam lighting was discussed but cams would not fit between the joists and acoustic ceiling and drop lighting would be needed in the peak area, so they talked about indirect lighting on top of the beams using LED strip lighting. Gwen was concerned that the indirect lighting may not be bright enough for some users.

There was discussion on the kitchen. Jim asked if we want a commercial kitchen. Terry does not want a commercial kitchen due to the regulations and other liabilities. Sharon said that the kitchen that would be 'code'. Jim said he is not looking for a commercial kitchen that is like a restaurant. Sharon said we

would need new steel cabinets, dishwasher, stainless steel counter and other things. Jim said that if we put these things in then caterers will come in and cook for weddings and all and the hall will be worth more in rental. Sharon said that once the kitchen is approved for cooking it can be used by licensed caterers. Allan said that we won't get renters that would pay for a caterer with the kitchen we have.

Item 8. Recreation Committee. Belle Baxter arrived after her Recreation Committee Meeting and reported that they established a Mission Statement. She said they do not yet have budget but will start working on the 4th of July Event planning now. She said they would like to establish that the hall is not a hall for renters to make money and it is not a commercial enterprise. She will work with Policy and Procedures Committee to create a policy that states that if we want to have Yoga classes we need to hire a teacher and supply classes to our residents and maybe charge nonresident a small fee. Jim said it is bad policy to allow enterprises to use the hall for profit.

We adjourned at 8:40 PM.

A handwritten signature in black ink, appearing to be "Allan", written in a cursive style. The signature is located in the lower right quadrant of the page.