

BAYSHORE GARDENS BOARD OF TRUSTEES - SPECIAL MEETING MINUTES JULY 26, 2019

Items 1 through 3. Roll Call, Call to Order, Pledge to the Flag. Jim Frost opened the meeting at 10:00 am with a pledge to the flag. Jim thanked those who came and stated that we are really close to the projects taking off. Jim said the first thing he wanted to address is in the response time in the bid process for the hall work bids. He said he wanted to amend Policy 1008P Section B, under Procedures, on the response to RFPs from 30 days to 12 days for bid cost.

A roll call was taken. Trustees in attendance were Barbara Susdorf, Sandy McCarthy, Jim Frost, Dan Rawlinson, Terry Zimmerly, Belle Baxter and Sharon Denson. A quorum was established. Others in attendance were Robert Hindle, Barbara Greenberg, Allan Riga, John Woodruff, Melanie Woodruff, and Suzanna Young.

New item: Policy 1008P Section B, under Procedures, RFP motions on the response to bid cost from 30 days to 12 days. Jim made a motion to change the 30 days to 12 days on the response time (Policy 1008P). He said the timeline for construction is August through October. Sharon said she would second the motion with the understanding it is for this (hall) project only and not changing the policy and only using the terminology for this acceptance. Jim agreed. Terry questioned if it needed to be shorter since we are so close to the hall work time. Sharon said we need a meeting to open the sealed bids and to vote. Jim said he is okay with 12 days if approved. Jim asked for discussion for the hall remodel deadline with the construction from August through October. There was no further discussion. The motion was voted on and passed unanimously.

Jim said the RFP will be sent out now and bids back before the Workshop. He said what we 'did' was for big ticket items in the hall. He said the small stuff, installing door, installing windows, all under \$25,000 threshold are covered under that. He said if the drywall, or plumbing (bathrooms) comes over that, then he wants to send an RFP out for others to bid. Suzanna asked if the RFP is in the office. Jim said he can send her a copy if she wants. Suzanna asked if it includes the sound system. Jim said yes, there will be new speakers for meetings held here. He said he fixed some stuff and it sounds better today.

Item 4 was discussed later.

Item 5. Hall Renovation Discussion/Approval.

Proposed hall window replacements. Jim said to stay on the time schedule we need to order windows and doors before we do 'rip-outs' because those things always take forever to get here. He said if you don't order before you start they may not to get here to start. Jim Frost made a motion to do no windows in the back and only do two (replacing two of the banks) in the front., He said if that motion fails we will do another motion. He said he has had a lot of feedback on 'no windows on the back'. He continued that the windows in the back overlook someone else's party in the screen room and would need window treatments to close them off. He said he has also heard that we need to see 'out' to the park from the hall. He restated the motion for two windows in the front and no windows in the back. Jim described that the two windows proposed in the front replace the banks of windows on either side (of the center stage area). He explained the two window banks on either end will be removed as the two bathrooms will be expanded into them. Sharon said 'point of order' and we need a second before discussion. Jim asked for a second to the motion. Sandy McCarthy seconded the motion. Discussion: Suzanna Young said if we put windows in the back they could be closed off with vertical blinds. Terry Zimmerly said if you close the whole back, you will close them forever. She stated that now you can see (the park). Terry said screen room parties are in the morning and afternoon and the parties in the hall

are usually in the evening. She said there sometimes is a conflict but there are window treatments and it's not a big deal. Barbara Susdorf asked if we close the windows off will the money saved be used on the screen room extension. Jim Frost said the screen room can be remodel without doing a referendum or RFP later. He said the roof of the existing screen room needs replaced now. He said during the hall remodel the screen room roofline will be remodeled (higher) to be extended later. He said we will stop the leaks in the screen room for now and it can be still be used. Suzanna Young said she always wanted hurricane resistant French doors in the back opening to a little deck with stairs to the porch, if the porch is enlarged in the future. She said it would add drama for weddings. She asked that we keep options open. Sharon said that if the windows were closed off we may be able to put doors in later. Jim agreed that it would be easy to add doors anytime. Jim said there are two doors existing, one to the board room and one to the storage room. He said the one to the storage room would go to a proposed single bathroom. He said the second one could be a French door. Barbara Susdorf said the French doors should be centered in the middle of the hall to the back. Suzanna agreed. Jim asked if she wanted to take up room in the screen room. Suzanna said when the screen room is enlarged. Terry said she had asked about windows to the floor, but two sets of French doors' windows would be near the floor, or sliding doors, whatever is best for hurricane. She said you could still be able to see out. Jim said that they could easily put a set of French doors to a new landing in the screen room. Barbara said that would be the size of one window. Jim said it is about the same price. Barbara asked if when we eliminate the windows we are helping the air conditioning also. Jim said yes and lower maintenance and less window treatments. Jim confirmed the French doors include two doors. Barbara Greenberg asked if it will be structurally sound and hold some of the roof. She said if you put in two windows almost to the floor then there would be the options to do French doors later and have a nice window treatment to close when there is a screen room party. She said she likes the idea of seeing out to the bay and French doors with a little balcony down the road. Jim said floor to ceiling windows are custom and more costly than French doors to meet all of the codes. He said French doors and a deck would be cheaper than floor to ceiling windows. He said the doors are already to spec for fire and hurricane and custom windows would have to be approved. Dan asked if the French doors would have 12 glasses. Jim said yes. Jim said the landing would be the width of the doors. He said whatever code tells him and it may be 8'x8'. Barbara asked if the French doors would be done before the screen room extension. Melanie asked if you need a landing if the doors stay locked. She was concerned about taking room in the screen porch. John Woodruff asked if the landing would need to be built before the screen room is expanded. Jim said the screen room remodeling will be to fix the roof only. Jim said he doesn't think that the screen room extension should be a long time after the hall work. Sharon said because it would be over the \$25,000 it would have to go through the bidding process and go for a Referendum. Jim said if the existing screen room work goes over \$25,000 then we would go for a Referendum and if under \$25,000 we could go with it. Sharon said that is for renovation but changing the footprint would require more. Jim said the plan is to renovate the screen room and raise the roof up enough to accommodate the future screen room expansion so that roof wouldn't need to be redone when expanding the room. Suzanna added that if the screen room roof was raised you would be able to see the bay. Terry said you can see now. Jim said inside the screen room you will only loose about 8'x8' for a landing and steps. Jim Frost retracted his motion and Sandy McCarty rescinded her 'second'.

Terry asked if the French doors are 6' and asked about side windows. Jim shared some catalogs of doors. Jim Frost noted the French doors (60" x 6-8"), with two 12" sidelights, with blinds between the glass for low maintenance. Sharon said this appears to be new to the hall renovation and not the screen room and suggested the French doors will be included in the hall work, except for the steps, etc. Jim said the

RFP says 'install doors'. Sharon said the deck and steps would have to be part of the hall renovation, too. She said we have to draw the line on whether it is part of the hall renovation if it's part of our bids. Sharon said we are talking about how we bid and let the people know what this project is costing us. Sandy asked if there could be an addendum to the current RFP. Jim said yes. Sharon said as long as we understand that this is what we are doing. Jim said he will amend the RFP adding a set of French doors. Sharon asked about the permit. Jim said when he pulls a door permit they don't care how many doors and the same with a window permit. Jim said the engineering is done for the screen room and hall. He said he can have the engineer check-off the French doors and sign and seal it. Sharon said the work needs defined. Jim said he will do an amendment to the RFP that is already out there. Gwen said the electrical (wiring) probably runs across the proposed doorway. Jim said the wiring will be renewed in the hall project. Suzanna asked about getting power down the pilasters for wall sconces. Someone said there is already power there. Jim shared the proposed code approved, hurricane rated windows from the brochure (a picture window with two side windows each). He said they will eliminate the shutters. Sandy asked if they 'open'. Jim shared privacy glass samples for the main and back door (to breezeway). He asked for a decision on glass pattern and door style. Jim said the front main door will be 36" wide with an opening sidelight. He said the sidelight opens to allow bigger equipment through the door. He said only one company does rated doors with sidelights. He said we can't do double doors because one door would not meet ADA width code. He is hoping no one complains that they did not have input. Gwen asked if the French door option has replaceable windows. Jim said yes all of the windows are replaceable.

Jim Frost moved to do French doors in the back instead of windows (6'-8"x 60") with two 12" sidelights with a landing into the screen room and replace only two windows banks in the front. He said the French doors and sidelights will have blinds inside the glass. Terry asked about 15" sidelights with blinds inside. Jim said yes. Jim agreed to 15" sidelights. Gwen said that would be comparable to a whole bank of windows. Terry said it still wouldn't. Barbara said the blinds are always pulled. Terry said that is because they could fall off. John Woodruff agreed they are falling apart. Terry Zimmerly seconded the motion.

Jim restated his motion on the floor 'A 60" 6'-8" (French) door with two 15" sidelights, blinds between the glass, and the deck built into the screen room for safety and to code, and the two windows (from what he passed around) in the front.' Jim asked for discussion. With none, there was a vote on the motion that passed unanimously. Jim said he will order those doors and windows today and amend the RFP to install a set of French doors and landing.

Proposed hall door replacements for the hall. Jim said he wants to know which entry door glass the group wants. He said the glass choices are 'rain', 'geotech', and 'steamed'. He said it is for the front door and the back door (to the breezeway). He shared a door selection of three high windows (quarter light). Terry noted you couldn't see out unless you were tall. She asked if the front door windows can be done like they are. Jim said he can go half-light for both doors, the 36" door and the 12" sidelight that opens. Suzanna Young said the one he chose looks doctor's office-y. Gwen noted that the half-light looks like a kitchen door. Several discussed the different styles of doors and glass. Jim Frost moved to use half-light doors (36" with 12" sidelight) in the front and back of the hall. He said the choices of glass are 'blinds between the glasses', 'rain' or 'steam'. Suzanna said the blinds would look less classy. There was some discussion between 'rain' and 'steamed' glass. There seemed to be a consensus on 'rain' glass. Jim continued with his motion adding 'rain' glass in the doors and sidelight, half-light doors. Jim noted the approved French doors will have clear glass with blinds. Jim restated the motion 'Both the front and rear

doors of the hall will be the 36", 12" sidelight, half glass to the crash bar, rain glass. Terry seconded the motion. With no more discussion a vote on the motion passed.

Terry asked about window treatment for the two proposed approved front windows. Sharon asked for tinted windows. Jim said you can't get blinds between the glasses for the front windows with the hurricane rating we need. He said the window dressing will be a curtains, ceiling to floor, on a rod. He said the design is easy to change out and he is looking at 'structure' decisions now. He said the paint colors will be picked later but the colors may be in a minty scale light grey with white trim which is a standard. He said the doors will be white trim, white doors, with black handles.

Barbara Greenberg asked if the portable stage will be redone. Melanie Woodruff said it was made by the Woodchoppers. Terry said that they add a skirt to match the party tables. Barbara Greenberg asked about adding an imitation hardwood laminate. Jim and Terry suggested linoleum. Sharon said it may not fold up since it folds tight. Jim said that will be decided later.

Item 4. Marina Improvement Discussion/Approval. Jim said they have two responses from contractors since the discussion at the Marina Committee, MCG (Marine Contracting Group, Inc.) and Duncan Seawall, Dock & Boat Lift, LLC.

Jim said MCG submitted a quote with every pole wrapped, and everything the way we want it. He listed the itemized quotes: \$431,540 for dock work, \$330,600 for dredging 11,800 CY, \$7,500 for Fishing pier re-decking (no piles), and \$128,125 for trucking 11,800 CY, which gives a grand total of \$897,765. Sandy said she agrees with that number. Jim said we need to minus \$18,900, add \$2,700, add \$1,575, and add \$7,150. Sandy said the total is \$890,290. Jim said that is the total for MCG but they will hit us with change orders because the piling on the fishing pier need replaced and the extra dredging over 11,800 which we will know how much after the survey. He said we should estimate adding 8,000 CY of dredging at \$25.25/CY. He said their price for a 10" pile installed is \$450 and an 8" pile installed is \$275. Jim said the fishing pier would have 8" piles. Jim said their quote on the fishing pier seems light. Suzanna Yong asked about 'Ware Deck or equivalent'. Jim said it will be Ware Deck.

Jim said Duncan submitted the quote with everything wrapped, and everything listed. He said all responses address the same work now. Jim said Duncan's quote was \$761,000 except for the truck-out to the dump. Jim said he has one bid at \$125,000 for trucking for 11,800 CY. Jim said he would like to bid out the trucking separate from the marina work. He said he would send the advertisement to trucking companies on an RFP. He said the marina contractor can put the dredge material on the ballfield and then we could have it trucked to the dump. Gwen asked if the marina contractors would still do the environmental (protection) on the ball field while piling it up. Jim said the third option is taking up to 20,000 CY of materials to spread out on the ballfield and re-sod/re-seed. He said it is allowed to be absorbed here which would be a \$100,000 savings off of the bids. There was concern of the elevation. Jim said you can absorb that much sand and water in the present field. Jim said that they will till our existing soil. John Woodruff asked about the existing irrigation and if tilling it would be a problem. Allan Riga asked if we would bring in sod or be spraying and said if we bring in sod it would be raised again. He questioned where heavy rain would drain off the field. Jim said he envisions the field graded like a football field. Barbara Susdorf asked if it is environmentally okay because kids play there. Jim said it is. Sharon said with that level of nutrients we probably could seed it. Jim Frost said we could shoot it with a hydro seed but the smell would be there until it is growing and it needs watering until it takes off. Jim said he does not have quotes on hydro seed or sod but can get it. Jim asked that we vote on Duncan or MCG for a start date of October 1st. Jim asked that he be reminded about the certified

letters later. Gwen said concerning surface drainage she felt that we need to know exactly where things drain before raising the field as it used to be an area of percolation. Sharon asked this be brought up later.

Sharon Denson moved that we contract with Duncan Seawall at \$761,000 and no trucking at this stage of the game. Terry Zimmerly seconded the motion. Discussion: Jim said that Duncan had the cheaper quote. Terry said the difference is about \$1,000. Sharon said Duncan put stainless steel instead of rebar at her sister's house and she felt they had a really good deal and the materials were top of the line. Jim said he likes that Duncan is local and they have DEP and Army Corps of Engineer on their staff, which is awesome for him because our permits are older and he can rely on them helping push permits through. The motion was voted on and passed unanimously.

Jim said he would contact Duncan today and get a pre-contract going. He said he will draw up a contract and get with Mr. Dye on the contract. He said he will ask Duncan to put us on the schedule for October 1st. Sharon asked that thank you letters be sent to all of the bidders as a courtesy. She said all of these become Public Record. Belle Baxter asked when the boats will need to be out of the marina. Jim said October 1st all of the boats need to be gone and probably slowly coming back into the marina in January. Jim said we are using third party surveyors who will begin Monday. He said Duncan agreed to use our post survey as the dredge number and will re-dredge before they pull out until we are happy. Jim said once the post survey is done we can calculate how much runoff is collected in the marina basin and canal in the future as in 'silting rates' if we survey again in about five years. He said the removing and dredging will take three months. He said Duncan proposes to dredge and build new docks as they dredge and we can bring boats back in as they build. Jim said he is supposed to say they need 90 days to do the basin. Jim said the first thing that will happen is Duncan setting up and bringing/stockpiling materials and building the fishing pier. Jim said there are separate teams, dock team and dredging team. He said they will try to bring in the dock team early to do the fishing pier. Sharon asked about the dock materials being taken out. Jim said they quoted the materials (debris) will go into the dumpsters and being hauled out. Suzanna said residents have used some of the wood as walkways in the past. Gwen said that would be between the resident and the contractor. Jim agreed as the stuff is contracted to be hauled away. Allan Riga said there is a sediment settling time and asked if the survey is immediately after the dredging. Jim said the survey of the marina basin will be done when they are dredging way out in the canal.

Certified letters to boat slip renters. Sandy reminded Jim about certified letters. Jim Frost moved to send certified letters to all boat slip renters to remove their boats by October 1st. He said if they don't do certified letters we are setting ourselves up for failure because some may say they did not know. He said the letter will say to remove their boat or it will be removed at their cost. Jim said the cost of the certified letters is about \$450. Belle Baxter seconded the motion. Discussion: Terry said we don't need to send a certified letter to everyone and could send a letter or emailed them and if we didn't hear from them then send a certified letter. Sandy said she thinks we should do a CYA and do the full legal routing. Sharon agreed. Allan Riga said a compromise is if you can get a signature that they have been notified of this prior to sending certified letters, as at a Yacht Club gathering. Terry said you may save half or more if you have them sign at a club event. Sandy said in those terms she questioned what is \$200. Sharon called for the motion. Jim Frost restated the motion 'Everyone with a boat in the marina will get a certified letter to remove them by October 1st'. Jim said he does like the other plans and they may save a couple hundred but... Sandy compared it to the cost of two calls to the attorney. Sharon said the other

methods will involve a lot more clerical work and may not save anything in the end. The motion was voted on with all yeas, except for Terry, who voted no. The motion passed.

Suzanna asked if the letter could include checking with the office for options for storing their boats. Sharon said she wouldn't put it in the letter because it leaves us to help everybody to find a place for their boat. Sandy agreed to let the boat owners find their own areas. Jim Frost said that they have let boat owners know they can put their boat on their trailer if they are parked at the marina. Jim said the Dockmaster will be getting most of the questions. Jim said a lot has been discussed and people are making their arrangements right now. Jim said we also have letters to mail to Bryn Mawr canal residents asking them if they would allow boat slip renters park behind their houses a couple of months and when they respond that will have a list to the office. Terry said they are asking all 88 homes on the whole Bryn Mawr canal. Sharon said there should be a notice on the front of the Banner's front page until we start the work. Jim said the letter says the boat will be removed and stored at the owner's expense. Melanie Woodard asked about the people who are out of town. Sharon said a new contract (year) begins October 1st. Sharon said the current contracts have a local contact person named. Jim said there will be a solution as the problems arise and said we should wait to see how many take care of this on their own. Robert Hindle, Dockmaster, said we currently have 65 to 70 boats in the marina and a large portion are small power boats that could be stored on trailers. He said they are working on putting them on trailers and storing them temporarily. Jim Frost said he had talked with our Code Enforcement Officer, Brian, about leniency of storing boats on trailers at homes for a couple of months. Jim said Brian said he will work with them and to let him know when it begins. Gwen asked if the marina is accepting any money for the new contract year starting October 1st. Jim said no, and we will prorate the fees based on the time the boats go back in.

Sharon Denson said that she has a comment for the record as a point of order. She stressed the importance of this Meeting and stated it is not problem as a 'Special Meeting' and we met all of the requirements. She said her concern is the time of day noting we are not in a retired community and many of our residents work and could not attend and should have a voice on the vote. She said on that basis she would like her objection to the time of day recorded in the minutes and only for that reason. She continued that this is the most money this district has ever spent in one fell swoop and we disenfranchised some of our residents. Dan noted the same folks are here that are normally here anyway.

Sharon Denson moved to adjourn. Jim agreed. We adjourned at 11:20 AM.

A handwritten signature in blue ink, circled in blue. The signature is stylized and appears to be "Jim Frost".