

BAYSHORE GARDENS BOARD OF TRUSTEES MEETING MINUTES JANUARY 15, 2019

Items 1 through 3 Roll Call, Call to Order, Pledge to the Flag. A roll call was taken. Trustees in attendance were John Lamb, Terry Zimmerly, Dan Rawlinson, Sharon Denson, Steve Watkins, Jim Frost, and Belle Baxter. A quorum was established. Barbara Susdorf arrived at 7:03 PM. Jim Couey arrived at 7:07 PM. Sharon Denson called the meeting to order at 7:00 PM and a pledge to the flag was performed. Also in attendance was Jodie Lawman, Manager; Misty Servia, Commissioner.

Item 4. Approval if the Minutes BOT 12/18/18, Sp BOT 12/26/18, Org Mtg 1/2/19, Work Shop 1/2/19. BOT Meeting 12-18-18. Steve moved to accept the minutes. Jim seconded the motion. Sharon asked for a correction be made to BOT Minutes of 12/18-18 on page five, second paragraph, line 6 the words 'full time employees' should read 'year round employees'. Barbara Susdorf arrived. It was noted that the distributed minutes were reduced for the Banner, not the full minutes. Sharon read the sentence to be corrected. She said that the raise was for the full time year around employees. The motion was voted on and passed with one corrected.

Special BOT Meeting 12-26-18. Steve moved to accept the minutes. Jim Frost seconded the motion. Discussion: none. The motion was voted on and passed.

Organizational Meeting 1-2-19. Steve moved to accept the minutes. Belle Baxter seconded the motion. Discussion: Sharon said she did not find any corrections or additions. The motion was voted on and passed.

Work Shop 1-2-19. Steve moved to accept the minutes. Barbara seconded the motion. With no discussion, corrections or additions the motion was voted on and passed.

Item 5. Treasurer Report. The Treasurer's Report was distributed to the Trustees prior to the meeting for their review. Terry said the report includes the Profit/Loss and Balance Sheet. She said we have the budget for the whole year. There were no questions for Terry. Terry moved to accept the Treasurer Report. Dan seconded the motion. Discussion: none. The motion was voted on and passed. At this time Jim Couey arrived at the meeting.

Item 6. Trustee Committee Reports.

Recreation Committee - Belle Baxter reported that they had their first meeting on 1-9-19. The Trustees has the proposed Mission Statement and minutes to the meeting. She asked that the Trustees approve the following members as voting members of the group: Joyce Fisher, Kathy Gall, and Mary Lue Smith. Sharon said two are appointed and now Joyce is appointed. Belle said she wants the following Trustees appointed to the Committee: Dan Rawlinson and Jim Frost. Sharon said Dan was previously appointed. Sharon asked Belle to make sure her meetings are noticed and the minutes are taken. Belle said the minutes were submitted to the office. She read their Mission Statement for approval which is available in the office. She stated that they discussed the 4th of July Picnic which may include a parade, food and beer vender, and still be working with Jim Frost for some other activities for adults and kids. Belle stated that in regard with the Hall rental, we have someone in the Hall that does not have a contract and is paying us pennies and making money. She stated that the three at the committee meeting discussed and decided that the Hall should not be available of for-profit entities and the Hall should be reserved for residents and their guest's for their social activities. Sharon stated that that is a policy that will need

to go through the Policy and Procedure Committee. She said that not only does the person noted not have a contract but they do not have liability insurance and few participants are residents. Belle continued, that if residents want certain activities it would be our responsibility to hire an instructor. She continued that way they are covered by our liability and we would have total control over the activities. She said they had discussions on the pool about food and drink. She said Kathy is researching someone to come in for a 'Paint Night' like a "Bob Ross 2.0" where everyone painted the same picture to take home. She said participants would bring a beverage and enjoy each other's company.

She said Mary Lou has been actively investigating a spray park for the kids. She said Mary Lou will have something to present at the next Board Meeting.

Belle said they will announce the events in the Banner and they discussed marketing the events on a large sign outside the building and creating a Facebook page for the activities alone and using Nextdoor. Also a sound truck. She said it was a very productive and successful meeting. Belle moved to accept the Mission Statement. Jim Frost seconded the motion. Discussion: Jodie said that there was proposed signage at one time and she has the literature in the office. She said it was a large lighted sign to be placed at the access road entrance. Sharon suggested that we get with the County Commissioner to see if we can have that large of a sign. Sharon introduced Commissioner Misty Servia who attended the meeting. Jodie said that it was a quote from a sign company, but the prices should have changed since then. Sharon called for a vote on the Mission Statement for the Recreation Committee. The motion was voted on and passed. Sharon commended Belle on a great job. Belle added that Jodie received mail in the office from Chase that was intended for Jazzercise using our address and she believes we need to resolve the issue sooner than later. Sharon said that she will add it to the Agenda for the Committee Meeting next week to start the process. She said she has a stack of people that want to use the Hall for Belle.

House and Grounds - Jim Frost reported that he has been on the Board less than 60 days and he has preliminary price quotes on the marina project work. He said the dredging quote was \$681,650. The dredging quote will be lowered if the county approves receiving the dredged material for free without paying at the landfill. He said he did contact Mosaic and Schroeder Manatee because it is rich material. He said that the county took the dredging material from Bayshore on the Lake. He continued that the marina pier removal (prior to dredging) and replacement (after dredging) is \$299,800. He said permit and engineering costs would not exceed \$1,500 due to county permitting and engineering. He said he has a quote of \$35 to wrap each pole that is typically \$50. And \$265,000 to lay all the poles in and make the docks work based on 4' x 24' long piers. He said that shortening the piers to 20' (increments of ten) would decrease the cost by \$30,000 or \$40,000 since for every ten feet they have to have another set of poles. He asked that the Board consider 20' finger piers in lieu of 24'. Terry said that the larger boats need a longer pier. Jim Frost said that the larger boat locations will get 25' or 30' piers. Sharon said we don't want to put the piers too close to the other so the boats cannot back out. Terry said that a 30" wide pier would be acceptable. Sharon asked for the cost effective choice and stated the quotes are for preliminary information and the work will be put out for bids. Jim Couey agreed with 36" wide. Terry said most marinas have 36" wide piers. Jim Frost confirmed that he will have a preliminary quote with concrete pile.

Jim stated that the quote on the fishing pier dock with Trex wood was \$20,000.

Jim reported that he will have quotes for the ADA pool lift for the next meeting. And preliminary bids for new front doors for the hall after the building health inspection is complete.

Jim presented three quotes for a building health inspection: \$1,450; \$1,500; and \$875. He eliminated the lowest bid that did not do thermos or thermo breaks, or wood rot and seemed to be for metal construction. Jim said the two that we would benefit most from are the two other inspections (\$1,450 or \$1,500). A video presentation of an inspection sample was available to view. Sharon said she did not need to view the video and that she would go with his recommendation of the firm that would do the best work. Terry asked which Jim liked better. Jim said that both scored high on Angie's List and both responded fast to his calls and emails. Jim Frost moved the use Manatee Home Inspection for \$1,500 for an inspection with Kenny and Sherry Miller. Dan Rawlinson seconded the motion because he knew them and their work. Discussion: Barbara said it is important to start at the bottom and fix problems before progressing further. Sharon agreed. The motion was voted on and passed. Jim said he will get them working.

Jim Frost said he has quotes for as builds coming tomorrow. He said the existing site building as build plan does not exist. Sharon said they looked everywhere. Jim Frost said we need the as builds to mark up for permits and work. Jim said the contractor/architect will give a set of as builds which comes with the measurements of every room. Jim Frost estimates new as build plans cost \$500. Jim Frost moved to hire a site build architect to do the as build plans for no more than \$600 because everyone needs that before we need proceed with our building. Jim Couey seconded the motion. Discussion: Sharon confirmed that there are no existing plans and we need them anyway. The motion was voted on and passed unanimously.

Jim Frost said that epoxy flooring quotes are coming for the pool breezeway. He reported that the slide is gone and the aluminum was salvaged with proceeds going to the office. He said the dive board was removed as the bolts were rusted. Sharon said the board was not safe and is stored out of the way. Sharon asked Jodie to prepare a Surplus Property form for the next meeting in February.

Jim Frost stated that the dredging method is hydraulic type pump dredge where soil will be sucked into bags in the park and the sand hauled away to wherever. He said we will get a much better dredging once we remove all of the docks. Sharon said we will contact the county and Trailer Estates to contribute to the dredging costs to dredge the canal. Jim Frost said the contractor mentioned the silt is coming into the marina from the ramp area. Terry said the canal to the north brings the silt in, too. Jim said the permit allows for 11,800 CY of removal that will mostly be from the marina. He said we will need the county's help with dredging from Hicks marina to our marina. Barbara stated that the Bryn Maur residents want a cost estimate for their canal also so it can be done on the same mobilization but at their own cost. Sharon asked Jim Frost to email Commissioner Misty Servia, on the dredging operation information. Jim Frost stated that the marina dredging will be done half at a time with the boats moved out of the way and at one time boats may not have piles to tie to. He said that a contractor was giving him ideas on where the boats can go.

Barbara said the railroad landscape ties have arrived and Olive Tree Branch has removed all of the old ties. She said some of the ties can be reused. The new ties will be placed in the next two days.

Sharon said she has talked with Hicks Marina about using their boat ramp. They asked her to talk with the new owner since it is being sold.

Sharon said she spoke with the attorney concerning a letter for our audit. The Auditors are about done. She accredited Belle for the choice of the Auditor and the good job they do. She said once we get the letter the Auditors will give us the Preliminary Report.

Sharon said the paperwork on the boats that were sinking is now with the State. We are waiting for the paperwork from the State.

Item 7. District Managers Response to Trustees. Jodie reported that Quality Pest, our current pest control contractor, gives quarterly inspections for termites. Their proposal was distributed to the Trustees in a blue folder. She said the Hall was tented in 2014 with a four year contract of \$550 annually with another firm that was not called for inspections during that time. She said that Borax spray treatments would be used by Quality Pest. She continued that Quality Pest's inspection includes the attic with photos and in ground stakes for subterranean termites. She said their fee for quarterly inspections is \$350 annually. She said she needs approval to continue on this issue. Jim Couey moved to accept Quality Pest and Termite Prevention's quote for termite contract. She said that in 2014 the district paid the other firm \$3,900 for tenting the building and it would be more now. Jodie said that there is an initial cost at the start of the new termite contract. Jodie confirmed that Quality Pest and Termite Prevention inspected the attic. Sharon said that we need about \$3,000 to take care of a termite treatment now. Sharon confirmed that the five year contract with the previous firm has expired. Jodie said that the old contract had a warranty of three years for a fee re-tenting. Sharon said with no 'second' the motion dies and the issue is tabled until next meeting. Terry said she does not want to do termite work until after the remodeling is done. Sharon said that if we have termites we need them treated. The issue was tabled to the next meeting.

Jodie stated that there are two bad light bulbs or sensors in the north marina. She said that 'lift' rental is \$303/day. She would like some ideas of work to add to the list for when the lift is here. Sharon asked that a couple of fixtures be purchased before renting the 'lift'. Steve thought we were purchasing LED lights. Sharon said that the LED fixtures are the ones giving trouble. Steve said that there are three lights at the ramp that cycle off and on and two more at the gate that need looked at. Jodie has suggested to maintenance to number the light poles for easy identification.

Jodie said since the slide and dive board are gone, she has contacted Florida Cities (Insurance) looking to lower our premium.

Jodie said that the Hall monitor wants access and training on the TV. Steve can train as he is the only one that knows how to operate it. Jodie said she thinks each club should have access to the TV since they contributed to it. Sharon said a key can be setup to borrow from the office. Terry asked if Steve can write the instructions for the TV. Steve agreed and said a Mac computer is not compatible so a PC must be used. Sharon said Steve and Jodie can work on 'when and who' needs trained.

OLD BUSINESS

Item 8. Hall Contract 1004HC, 1004HC. Sharon said that we have been working on this months and asked for a motion. Jim Frost moved to accept the Hall Contract. Jim Couey seconded the motion. Discussion: none. The motion was voted on and passed. Sharon told Jodie that she would be in the office in the morning to sign the document.

Item 9. Fob System. Sharon said Jim is still waiting on the Fob system. Jim Frost confirmed this and the item was tabled.

Commissioner Misty Servia left saying she was honored to be here and she has to prepare for an early meeting. She asked that she be contacted when she can help and distributed her business cards. She said she will try to be here for meetings. The group thanked her.

NEW BUSINESS

Item 10. Wood shop door. Steve said the Woodchoppers Club has a door with hinges on it. He said the only hardware needed are the threshold, some posts, lumber, screws and nuts, etc., to install the door. He said that that probably about \$250 is needed for the materials. Sharon asked for a motion. Steve moved that the district use \$250 for parts and materials necessary to install the door where it is going. He said the maintenance and Club will complete the installation. Sharon said that a list of materials will need to go to maintenance and they will get the materials for them. Jim Frost seconded the motion. Discussion: none. The motion was voted on and passed.

Item 11. Wood Shop air conditioner. Steve said that Jim Frost, through his contacts, has found a 27,000 BTU AC split system with two heads, so there will be one at each end of the shop for almost \$1000. Steve said he researched and he could not get Home Depot give the same price without adding installation. Jim Frost said that the unit would ship to his warehouse. Steve said Home Depot said installation was about \$750. Jim said it was in the ball park as the unit is heavy. Jim Frost said that it is about a \$4800 unit for under \$1000. Sharon said it should take good care of the wood shop. Steve moved to use \$1750 for purchase of the AC unit and installation. Jim Frost seconded the motion. Discussion: none. The motion was voted on and passed. Steve said it also heats.

Item 12. Wood shop vac (will have to build cover). Steve said that a box for the shop vac will need to be built outside the shop. Sharon asked the item be tabled and said that where we were talking about exhausting the vacuum we cannot do it and Randy was talking about building an exterior box. She suggested that Randy draw up a box that would work and bring it forward then. Jim Frost moved to table the issue. Barbara seconded the motion. The motion was voted on and passed.

Item 13. Scanner large enough to scan in Old Banners. Steve said he has previously presented a scanner for over \$180. Steve moved to purchase a scanner for less than \$200 to scan all old Banners and put them all on line. Sharon added 'and put them on a thumb drive'. Jim Couey seconded the motion. Discussion: Dan wondered how long it would take to scan one Banner. Sharon said it will take a while and volunteers. Jim Frost asked about electronic proofs. Sharon said the later Banners have been stored on line since 2014 but the earlier ones were never scanned. She said we have boxes of old Banners from the 1980's that need scanned. Some are very fragile. Once they are scanned the paper can be disposed of. She said there is a lot of historical things that should be kept. The motion was voted on and passed. Sharon said the scanner can be ordered.

Item 14. Sound system for Recreation Hall. Steve said that the only issue we have right now is this receiver is on one speaker, one channel died. He said we need to purchase an amplifier before there is not PA or sound at all. Steve moved to purchase a new PA amplifier for no more than \$250. Belle seconded the motion. Discussion: Steve said the unit will be compatible with the total system we were looking at. Suzanna Young asked if the motion was for the amplifier only. It is. She said that some speakers have been bad since 2003. Sharon said the speakers are cheap and it is the amplifier that does

not work right now. Steve said both A and B speakers are connected to the right channel now. Jim Frost said this is a stop gap measure until the Hall is renovated. Suzanna said that a sound man told her the speaker were shot and the speakers were shot in 2002. The motion was voted on and passed.

Item 15. Update electrical in Hall (Bid by Don Baith \$550.00 + bathroom outlet. Steve said Don Baith checked things and found additional safety issue in the kitchen that need work since a couple of months ago. He said we need to install an outlet in the kitchen for the freezer and add an outlet to the women's bathroom switch and the outlet in the men's bathroom is cracked. He stated the quote includes labor. Steve moved that we accept the quote for outlet work at \$550. Sharon said the quote does not add an outlet to the women's bathroom. Jim Frost suggested we table the issue until the Hall's health inspection is completed within a week. Steve said we need to fix safety issues. Steve said he wants to change his motion to fix that safety issue that was found with the freezer and there is a quad box that comes out when you unplug. Sharon suggested that the motion say that once the health inspection is done we approve \$1000 for Don Baith to come in and fix the issues listed and whatever the inspection finds. Terry asked about the freezer. Sharon said the freezer we own has been moved to the kitchen and has a wonderful counter space. Sharon said we used the freezer for the 4th of July Event. Steve moved that we accept Don Baith's quote on the electrical system work plus any other costs from issues found in the health inspection to be repaired by Don Baith not to exceed \$1000. Dan seconded the motion. Discussion: Allan Riga said he probably concurs with what was said but asked where the freezer came from. Sharon said it came from the concession stand. Allan said that most of the cost in the quote is for them to come to work. He said it makes sense to have all the work at one time. The motion was voted on and passed.

Item 16. Screen room increase in deposit. (1004SRC) Sharon stated that this was discussed at the Committee Meeting felt that this was not a pressing issue, but she put it on the Agenda. Currently the deposit is \$20. Steve said he thinks it should be \$40 and that would pay for the maintenance man working two hours cleaning up a mess. Steve said that there was one time that there was a big issue. Steve moved to increase the deposit for the screen room from \$20 to \$40. Barbara said basically if renters cleanup they get the deposit back. Barbara seconded the motion. Terry said that the discussion at the Committee was we are going to make the screen room bigger and we can raise the deposit then. Sharon said screen room renters are residents and this a perk. The room is reserved with a contract. Barbara said if you have more to lose, you are more careful. Jodie commented that most residents who rent the screen room because they cannot afford the Hall. She said that the \$20 deposit may seem small but is large to some families. She said that the \$40 deposit with the rental fees brings it almost to \$70 and she feels it is not attainable for those who typically rent the screen porch. She said that the screen room is one of the affordable things that we have for residents. She said it is not a pristine area with screens ripped and doors broken. Jim asked if we have the option of holding money for deposit on a credit card. Sharon said most people that rent the screen room do not use a credit card. Sharon agrees with Jodie. Suzanna said that we did not have deposits in the past when we rented it for \$45. Jodie confirmed this. Now it is \$25 plus a \$20 deposit (and \$10 for a key). Sharon asked for a roll count vote. John - yes, Jim Couey - no, Terry - no, Dan - no, Sharon - no, Steve - yes, Barbara - yes, Jim Frost - yes, Belle - no. The motion failed.

Item 17. Website Policy (1009PR, 1009P, 1009PRR, 1009F). Sharon said the Website Policy has gone to Committee. She asked that if we need to review the policy again we can. Sharon said we should be close to having the new website and we should have a policy ready. She confirmed that only Jodie is the one

that work on the new website. Sharon said Dan Smith would stay 'on' until the training is done and for any questions from Jodie. Sharon said we need a motion to accept the Website Policy, Procedure, and Rules. Sharon said it can go through a Work Shop or can go straight to the Board. Jim Frost made a motion that it goes through the Work Shop before it goes to the Board. Jim Couey seconded the motion. The motion was voted on and passed. Sharon asked the Board to read it so they are ready to discuss it at the Work Shop. Sharon said the February Work Shop is only for budget items so it will be the next month. Jim Frost was concerned the website would launch without the policy ready. Sharon said if we can get done early on the budget, we can work on it. She said there is a Committee Meeting next week and we can work on it, then Work Session in February.

Item 18. Banner Processing rules, procedures 1017PR. Steve made a motion to accept policy 1017PR. Jim Frost seconded the motion. Discussion: Sharon said it just sets up the one handling the ad to process it so it is organized and structured and everyone knows how to do it. Sharon said Steve wrote it and did a good job. The motion was voted on and passed unanimously.

Suzanna Young stated Restore Bayshore will be electing officers. Suzanna shared the information and process that was given to her by Misty Servia at the meeting concerning creating a golf cart community. She said that Misty Servia encouraged people to call her if we want to start the process. The process includes getting two thirds approval from the residents. Sharon said there is a steep fine if a golf cart is ridden on the road. Steve said he can give her a copy of a Sherriff's handout about golf carts. Jim Frost said that with two thirds vote the county can give an area permission to drive golf carts on the road as in Colony Cove. Jim continued that a street legal cart with insurance is allowed on the streets. Jim Couey said that if there are 8' wide sidewalks there is nothing to worry about. Sharon said you cannot drive a golf cart on a sidewalk.

Suzanna said Code Enforcement has hired two more employees that will give us better service. She wants to post the code enforcement number in the banner stating that if you call them, it can be anonymous but emails are a public record. Suzanna said we are still working on uniform yard lights. Suzanna said that Restore has been a community liaison for the county. She said Ogden Clark attends and is a good funnel too.

Gwen asked for an update on Kelly Brothers. Sharon said there is no schedule and they are getting their permits now. She said that all our paperwork has gone to them. Gwen asked if there is a pre-construction meeting set. Jodie said they have gotten one half of their supplies and waiting on the other half.

Allan Riga wanted us to be aware that we have a heroin problem here as friends had a problem with heroin in a rental. They called the Sherriff to get them out and engaged a lawyer. The Sherriff suggested calling in a hazmat to clean out the house. Sharon said that the district personnel have no authority in the neighborhood. Jim Couey said that Crime Watch can do nothing but call 911. Jodie said she recalls the friend's call when this was ongoing and she had explained that we are not an HOA and gave her phone numbers to call.

Suzann said Ogden Clark gave us his number for Child Protective Services which helps the young and elderly.

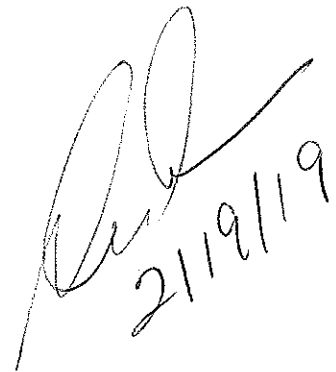
Terry said the Yacht Club is having their 'Change of Watch' at 6 PM in the Hall Saturday, February 2, 2019. She said the tickets cost is \$10 to cover the band and everyone brings hors d'oeuvres. She said the public is welcome. Jodie said there are tickets in the office.

Dan said HOA has breakfast the second Saturday of each month from 9AM to 11 AM. He said they have had a good attendance. He said that they served omelets and muffins. For HOA members it is free and \$3 for others and you can eat all you want.

Steve said on the January 26th CERT is meeting at Trailer Estates 8AM to noon.

Terry said at that on the January 26th the Yacht Club is sponsoring an invasive species cleanup, like pepper trees. She said a specialist will mark the removals and everyone is welcome from 10AM to noon. There will be pizza on the porch after.

Sharon moved to adjourn. Jim Couey seconded the motion. We adjourned at 8:45 PM.

A handwritten signature in black ink, followed by the date 2/19/19 written below it.