

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Meeting
December 17, 2019

1. Roll Call, establish quorum
2. Call to Order
3. Pledge to flag
4. Approval of Minutes
5. Treasurer Report
6. Trustee Committee Reports
7. District Manager's Report

OLD BUSINESS

(Resident comments agenda item 3 minutes)

8. Motion: Bank funding for Construction Emergencies
9. Motion: Approval of Annual Meeting dates for 2020
10. Motion: Organize a Policy Review Committee, Trustee to Chair
11. Motion: Approve Revised Club Forms
12. Additional Agenda Items as Needed

NEW BUSINESS

(Resident comments agenda item 3 minutes)

13. Announcements from Clubs and Organizations
14. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

Bayshore Gardens Park & Recreation District
Balance Sheet
 As of December 12, 2019

Dec 12, 19

ASSETS

Current Assets

Checking/Savings

1000 · Checking-Operating 5/3 2537	286,247.42
1004 · Petty Cash - District	350.00
1006 · Checking-Payroll 5/3 2545	19,901.60
1016 · Savings - Operating 5/3 4032	6,106.37
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing (funds for Roofing)	26,607.39
1022 · Reserve Fund-Hall Upgrade (Funds for Hall upgrade)	76,305.49
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA (Funds for furniture)	15,000.00
1026 · Reserve Fund-Park/Landscaping (Funds for playground and landscaping)	4,252.09
1027 · Reserve Fund- Parking Lot (funds for parking lot)	5,267.19
1031 · Reserve Fund-Air Conditioning	257.00
1032 · Reserve Fund - Marina (Marina Maintenance and Repair)	955,674.60
1019 · Savings Reserves 5/3 5013 - Other	3,020.62
Total 1019 · Savings Reserves 5/3 5013	<u>1,087,184.38</u>

Total Checking/Savings 1,399,789.77

Accounts Receivable

1100 · Accounts Receivable	24,717.16
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Total Accounts Receivable 24,717.16

Other Current Assets

1200 · Prepaid Insurance	3,624.26
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Total Other Current Assets 3,624.26

Total Current Assets 1,428,131.19

Fixed Assets

1900 · Land	400,000.00
1910 · Buildings	1,008,289.93
1920 · Recreation Area	411,150.19
1940 · Recreation Area F & E	98,556.63
1960 · Machines & Equipment	86,719.22
1980 · Office Furniture and Equipment	35,158.55
1990 · Other Furniture and Equipment	54,459.88
1995 · Accumulated Depreciation	-1,138,028.48

Total Fixed Assets 956,305.92

Other Assets

1800 · Utility Deposits	280.00
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Total Other Assets 280.00

TOTAL ASSETS 2,384,717.11

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	350.00
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Bayshore Gardens Park & Recreation District
Balance Sheet
As of December 12, 2019

	<u>Dec 12, 19</u>
Total Accounts Payable	350.00
Other Current Liabilities	
2010 · Accrued Wages	787.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-24.65
2100 · Payroll Liabilities - Other	6,072.03
Total 2100 · Payroll Liabilities	<u>6,047.38</u>
2171 · Sales Tax Payable	1,455.49
2500 · Security Deposits	
2501 · Hall Security Deposits	7,000.00
2502 · Marina Security Deposits	-500.00
2500 · Security Deposits - Other	-250.00
Total 2500 · Security Deposits	<u>6,250.00</u>
2600 · Deferred Revenues	13,707.59
Total Other Current Liabilities	<u>28,247.63</u>
Total Current Liabilities	<u>28,597.63</u>
Total Liabilities	28,597.63
Equity	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,493,436.75
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	536,535.77
Net Income	230,369.17
Total Equity	<u>2,356,119.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,384,717.11</u></u>

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

October 2019 through September 2020

Ordinary Income/Expense	Oct '19 - Sep 20	Budget	Oct '19 - Sep 20	YTD Budget	Annual Budget
Income					
4000 · Assessments					
4005 · Property Tax	317,912.14	515,268.00	317,912.14	515,268.00	515,268.00
4006 · Commission fees	-9,206.16	-15,500.00	-9,206.16	-15,500.00	-15,500.00
4007 · Excess fees (Excess commission fees)	3,415.48	0.00	3,415.48	0.00	0.00
Total 4000 · Assessments	312,121.46	499,768.00	312,121.46	499,768.00	499,768.00
4100 · Rent					
4111 · Screen Room Rental	25.00	1,000.00	25.00	1,000.00	1,000.00
4120 · Hall Rentals	816.36	20,000.00	816.36	20,000.00	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	0.00	39,400.00	0.00	39,400.00	39,400.00
4153 · Non Resident slip rentals	0.00	93,000.00	0.00	93,000.00	93,000.00
4155 · Short Term Slip Rental	0.00	300.00	0.00	300.00	300.00
4158 · Homeowner-Non Resident	-648.00	1,000.00	-648.00	1,000.00	1,000.00
Total 4151 · Slip Rental	-648.00	133,700.00	-648.00	133,700.00	133,700.00
4154 · Small Boat Area	1,920.00	2,000.00	1,920.00	2,000.00	2,000.00
4156 · Trailer Space Rental	2,592.00	3,000.00	2,592.00	3,000.00	3,000.00
4157 · Gate Keys	4,000.00	6,000.00	4,000.00	6,000.00	6,000.00
4805 · late fees	0.00	400.00	0.00	400.00	400.00
4825 · Work Area/Pressure Washer	90.00	900.00	90.00	900.00	900.00
Total 4150 · Marina Rentals	7,954.00	146,000.00	7,954.00	146,000.00	146,000.00
Total 4100 · Rent	8,795.36	167,000.00	8,795.36	167,000.00	167,000.00
4300 · Pool					
4360 · Pool FOB	190.00		190.00		
Total 4300 · Pool	190.00		190.00		
4400 · Donations					
4405 · General Donations	0.00	0.00	0.00	0.00	0.00
Total 4400 · Donations	0.00	0.00	0.00	0.00	0.00
4500 · Publications					
4520 · Banner - Subscriptions	0.00	0.00	0.00	0.00	0.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019 through September 2020

	Oct '19 - Sep 20	Budget	Oct '19 - Sep 20	YTD Budget	Annual Budget
4530 · Banner - Classified Ads	20.00	5,000.00	20.00	5,000.00	5,000.00
Total 4500 · Publications	20.00	5,000.00	20.00	5,000.00	5,000.00
4600 · Interest Income (Interest Income)	5,311.06	5,000.00	5,311.06	5,000.00	5,000.00
4800 · Miscellaneous Income	38.30		38.30		
4802 · Office Services	0.00		0.00		
4815 · Insurance Refunds	0.00		0.00		
4800 · Miscellaneous Income - Other	0.00	1,000.00	0.00	1,000.00	1,000.00
Total 4800 · Miscellaneous Income	38.30	1,000.00	38.30	1,000.00	1,000.00
Total Income	326,476.18	677,768.00	326,476.18	677,768.00	677,768.00
Gross Profit	326,476.18	677,768.00	326,476.18	677,768.00	677,768.00
Expense					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	13,939.89	62,000.00	13,939.89	62,000.00	62,000.00
5130 · Wages - Maintenance	22,528.43	111,780.00	22,528.43	111,780.00	111,780.00
5132 · Wages - Dockmaster	1,400.00	9,000.00	1,400.00	9,000.00	9,000.00
5133 · Marina Project Manager	0.00	2,500.00	0.00	2,500.00	2,500.00
5135 · Wages - Pool	5,306.94	57,000.00	5,306.94	57,000.00	57,000.00
5170 · Health Insurance Compensation	1,125.00	5,000.00	1,125.00	5,000.00	5,000.00
5210 · FICA-941 Taxes	3,369.68	18,000.00	3,369.68	18,000.00	18,000.00
5215 · Unemployment Taxes	103.82	600.00	103.82	600.00	600.00
5330 · Hall Monitor	154.00	0.00	154.00	0.00	0.00
5450 · Cell Phone	0.00	300.00	0.00	300.00	300.00
5610 · Accounting Fees	2,750.00	39,000.00	2,750.00	39,000.00	39,000.00
6080 · Travel Mileage	51.04	500.00	51.04	500.00	500.00
Total 5100 · Wages, Taxes and Fees	50,728.80	305,680.00	50,728.80	305,680.00	305,680.00
Total 5000 · Administration Expenses	50,728.80	305,680.00	50,728.80	305,680.00	305,680.00
5200 · Marina Expense					
5250 · Property Tax	4,758.66	0.00	4,758.66	0.00	0.00
5570 · Small Boat Area	0.00	0.00	0.00	0.00	0.00
5575 · Marina Repair/Maintenance	156.57	2,000.00	156.57	2,000.00	2,000.00
Total 5200 · Marina Expense	4,915.23	2,000.00	4,915.23	2,000.00	2,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019 through September 2020

	Oct '19 - Sep 20	Budget	Oct '19 - Sep 20	YTD Budget	Annual Budget
5300 · Security					
5310 · Security Systems	79.98		79.98		
5311 · Security Camera R&M	0.00	0.00	0.00	0.00	0.00
5320 · Gate Closing Expense	375.00	1,375.00	375.00	1,375.00	1,375.00
5335 · Key Fobs	0.00	625.00	0.00	625.00	625.00
5300 · Security - Other	0.00		0.00		
Total 5300 · Security	454.98	2,000.00	454.98	2,000.00	2,000.00
5400 · Utilities					
5410 · Electric	2,473.04	18,000.00	2,473.04	18,000.00	18,000.00
5420 · Water/Sewer	2,086.33	17,000.00	2,086.33	17,000.00	17,000.00
5430 · Telephone/Pager/Cable/Web	519.91	4,000.00	519.91	4,000.00	4,000.00
5440 · Gas/Propane	91.96	1,000.00	91.96	1,000.00	1,000.00
Total 5400 · Utilities	5,171.24	40,000.00	5,171.24	40,000.00	40,000.00
5500 · Building and Grounds					
5511 · Professional/Contract Services	1,763.23	9,800.00	1,763.23	9,800.00	9,800.00
5512 · Repairs, Maintenance & Supplies	1,714.07	7,000.00	1,714.07	7,000.00	7,000.00
5515 · Janitorial and Cleaning	1,075.29	5,000.00	1,075.29	5,000.00	5,000.00
5516 · Gasoline (Grounds machinery fuel)	107.01	700.00	107.01	700.00	700.00
5520 · Maintenance Equipment	358.00	3,000.00	358.00	3,000.00	3,000.00
5530 · Pest Control	80.25	3,000.00	80.25	3,000.00	3,000.00
5560 · Landscaping	65.24	10,000.00	65.24	10,000.00	10,000.00
5580 · Pool Maintenance	71.58	5,000.00	71.58	5,000.00	5,000.00
5585 · Pool Repair/Replacement	0.00	0.00	0.00	0.00	0.00
5590 · Pool Chemicals	2,254.45	16,000.00	2,254.45	16,000.00	16,000.00
5683 · Certification Reimbursement	0.00	2,000.00	0.00	2,000.00	2,000.00
6500 · Playground Expense	0.00	2,500.00	0.00	2,500.00	2,500.00
Total 5500 · Building and Grounds	7,489.12	64,000.00	7,489.12	64,000.00	64,000.00
5600 · Other Administration Expense					
5519 · Leased Equipment	408.15	0.00	408.15	0.00	0.00
5650 · Postage	0.00	500.00	0.00	500.00	500.00
5660 · Legal Fees	2,160.00	10,000.00	2,160.00	10,000.00	10,000.00
5665 · Seminars, Training and Fees	175.00	1,000.00	175.00	1,000.00	1,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019 through September 2020

	Oct '19 - Sep 20	Budget	Oct '19 - Sep 20	YTD Budget	Annual Budget
5670 · Office Supplies/Expenses	1,795.66	5,000.00	1,795.66	5,000.00	5,000.00
5680 · Audit Fees	0.00	12,000.00	0.00	12,000.00	12,000.00
5682 · Organizational Fees and License	0.00	1,500.00	0.00	1,500.00	1,500.00
5686 · Website Maintenance	442.34	0.00	442.34	0.00	0.00
5690 · Advertising	1,002.03	1,500.00	1,002.03	1,500.00	1,500.00
6020 · Bank Fees	1,256.99	6,000.00	1,256.99	6,000.00	6,000.00
6040 · Trustee Election	1,852.95	4,500.00	1,852.95	4,500.00	4,500.00
Total 5600 · Other Administration Expense	9,093.12	42,000.00	9,093.12	42,000.00	42,000.00
5630 · Insurance-Business					
5631 · Insurance - Liability	2,168.75	9,000.00	2,168.75	9,000.00	9,000.00
5632 · Insurance - Workers Compensatio	3,411.75	14,000.00	3,411.75	14,000.00	14,000.00
5633 · Insurance - Auto Liability	40.00	200.00	40.00	200.00	200.00
5634 · Insurance -Property	4,692.75	18,800.00	4,692.75	18,800.00	18,800.00
5635 · Insurance - Flood	3,879.00	10,000.00	3,879.00	10,000.00	10,000.00
Total 5630 · Insurance-Business	14,192.25	52,000.00	14,192.25	52,000.00	52,000.00
5700 · Publications Expense					
5710 · Banner - Commissions	0.00	1,500.00	0.00	1,500.00	1,500.00
5711 · Banner composition	710.00	5,000.00	710.00	5,000.00	5,000.00
5720 · Banner - Printing Costs	0.00	10,000.00	0.00	10,000.00	10,000.00
5740 · Banner - Paper Delivery	300.00	3,000.00	300.00	3,000.00	3,000.00
5750 · Banner - Office Supplies					
5752 · Office supplies	36.00	0.00	36.00	0.00	0.00
5750 · Banner - Office Supplies - Other	0.00	0.00	0.00	0.00	0.00
Total 5750 · Banner - Office Supplies	36.00	0.00	36.00	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00	250.00	0.00	250.00	250.00
5762 · King Features	0.00	250.00	0.00	250.00	250.00
5760 · Banner - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 5760 · Banner - Miscellaneous Expenses	0.00	500.00	0.00	500.00	500.00
Total 5700 · Publications Expense	1,046.00	20,000.00	1,046.00	20,000.00	20,000.00
5800 · District Recreation					
5830 · Expenses -	43.71	10,000.00	43.71	10,000.00	10,000.00

Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance October 2019 through September 2020

	Oct '19 - Sep 20	Budget	Oct '19 - Sep 20	YTD Budget	Annual Budget
Total 5800 - District Recreation	43.71	10,000.00	43.71	10,000.00	10,000.00
5880 - Concession Stand	0.00	0.00	0.00	0.00	0.00
5885 - Depreciation Expense	0.00	0.00	0.00	0.00	0.00
5900 - Capital Layout					
5901 - ADA Lift for Pool	0.00	0.00	0.00	0.00	0.00
5902 - ADA Compliant Ramp for Rec Ctr	0.00	0.00	0.00	0.00	0.00
5903 - Sheds to Replace Porta Potty	0.00	8,000.00	0.00	8,000.00	8,000.00
5904 - Resurface Breezeway	0.00	0.00	0.00	0.00	0.00
5906 - Fishing Pier Repair	0.00	16,603.00	0.00	16,603.00	16,603.00
5907 - Pickleball Crt @ Basketball Crt	0.00	0.00	0.00	0.00	0.00
5908 - Add Heat to AC	0.00	0.00	0.00	0.00	0.00
5909 - Screen Room Repair	0.00	30,000.00	0.00	30,000.00	30,000.00
5911 - Rec Hall Repairs	1,728.19	945.00	1,728.19	945.00	945.00
5912 - Automatic Gate to the Beach	0.00	14,040.00	0.00	14,040.00	14,040.00
5913 - Splash Park	0.00	1,000.00	0.00	1,000.00	1,000.00
5914 - Dog Park	0.00	1,000.00	0.00	1,000.00	1,000.00
5916 - Lighting Basketball Court	0.00	13,500.00	0.00	13,500.00	13,500.00
5917 - Pool ADA Bathrooms	0.00	40,000.00	0.00	40,000.00	40,000.00
5918 - Lighting Pool	0.00	15,000.00	0.00	15,000.00	15,000.00
Total 5900 - Capital Layout	1,728.19	140,088.00	1,728.19	140,088.00	140,088.00
5960 - Marina Construction					
5961 - Marina Contractors	0.00	0.00	0.00	0.00	0.00
Total 5960 - Marina Construction	0.00	0.00	0.00	0.00	0.00
6000 - Miscellaneous Expenses					
6010 - Over/Short Expenses	0.00	0.00	0.00	0.00	0.00
6000 - Miscellaneous Expenses - Other	0.00	0.00	0.00	0.00	0.00
Total 6000 - Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
6900 - Uncategorized Expenses					
9010 - Bank Service Charges	31.50	0.00	31.50	0.00	0.00
Total Expense	94,894.14	677,768.00	94,894.14	677,768.00	677,768.00
Net Ordinary Income	231,582.04	0.00	231,582.04	0.00	0.00
	<u>231,582.04</u>	<u>0.00</u>	<u>231,582.04</u>	<u>0.00</u>	<u>0.00</u>

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 11/6/19

MEETING DATE 11/19/19 12 - 19
At least 8 days prior to meeting date

BUT
REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting Jim Frost

Subject: Bank Funding

Reason: For construction emergencies/to save reserve.

BRIEF EXPLANATION

MOTION IF NEEDED

Supporting documentation attached

Received by Mia Date 11/6/19

Approved April 17, 2018
Revised _____
Effective 4/17/18





10/10/2019

Jodie Lawman
 Jim Frost
 Bayshore Gardens Park & Recreation District
 6919 26th Street W.
 Bradenton, FL 34207

Fifth Third Bank ("Fifth Third") is pleased to provide you with this summary term sheet ("Term Sheet"). This Term Sheet summarizes the basic terms and conditions that Fifth Third is considering relative to the proposed financing.

Summary Terms and Conditions	
Borrower(s):	Bayshore Gardens Park & Recreation District
Guarantor(s):	N/A
Facility Type:	\$100,000 Revolving Line of Credit
Tenor/Maturity:	One year from closing date – One (1) year revolving, interest only payments from the closing date.
Repayment Schedule:	Interest only payments for the 12 months of the term.
Pricing:	The revolving line of credit will bear interest at the variable rate of Prime plus 100 basis points, payable monthly in arrears (the equivalent of 6.00% at closing).
Collateral:	Unsecured
Reporting Requirements:	<p>The loan documentation will contain reporting requirements the Borrower shall provide including, without limitation, the following:</p> <ul style="list-style-type: none"> • Annual Audits of the Borrower within 120 days of year end.

Bayshore Gardens

From: Digma, Jay <JDigma@BBandT.com>
Sent: Wednesday, November 6, 2019 8:17 AM
To: Bayshore Gardens
Subject: Re: Bayshore Gardens Financials [-Sensitive-]

Follow Up Flag: Follow up
Flag Status: Completed

We do not currently lend to taxing districts, per our Underwriting.

Sent via Email+ secured and managed by BB&T.

----- Original Message -----

From: Bayshore Gardens <office@bayshoregardens.org>
Date: Wed, Nov 6, 2019, 8:13 AM
To: "Digma, Jay" <JDigma@BBandT.com>
Subject: RE: Bayshore Gardens Financials [-Sensitive-]

Good Morning Jay:

Thank you for your response. Are you able to provide a reason why this LOC was denied. I think it is important to let the board know why the District is not eligible for this line of credit with your institution.

Thank you,
Jodie

From: Digma, Jay <JDigma@BBandT.com>
Sent: Tuesday, November 5, 2019 4:23 PM
To: Bayshore Gardens <office@bayshoregardens.org>
Subject: RE: Bayshore Gardens Financials [-Sensitive-]

Data Classification: [-Sensitive-]

Jodi:

Thank you so much for allowing us the opportunity to review this request from Bayshore Parks & Rec District. I vetted this request with our business underwriting and unfortunately, we are unable to provide the requested Line of Credit to the Special Taxing District entity. I truly appreciate your thinking of us and hope that we will have another opportunity to serve you in the future.

Sincerely,

Jay Digma | BB&T | VP Business Lender | NMLS # 708785
Bayshore Office | 6208 14th Street West, Bradenton, FL 34207
Email: jdigma@bbandt.com | Direct: (941) 727-8510 | Office: (941) 758-8560 |
[Capital Formation](#) | [Cash Management](#) | [Employee Benefits](#) | [Risk Management](#) | [Personal Banking](#)

Business Lending (click here)

BB&T *Best Bank in Town since 1872*

From: Bayshore Gardens [mailto:office@bayshoregardens.org]

Sent: Wednesday, October 30, 2019 10:37 AM

To: Digma, Jay

Cc: Jim Frost

Subject: Bayshore Gardens Financials

[* This email contains attachments or links from an unverified sender. DO NOT open attachments or click links without verifying the sender. *]

Hello Jay:

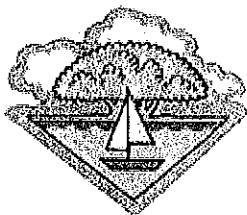
Attached is the documentation per our discussion of this date. Please let me know if there is anything else needed on this matter and I will be happy to forward promptly.

As stated, I will need some information to present to the board at the monthly meeting scheduled for 11/19/19.

Thank you,

Godie Lawman

District Manager



Bayshore Gardens Park & Recreation District

6919 26th Street W.

Bradenton, FL 34207

office@bayshoregardens.org

Phone: (941) 755-1912

Fax: (941) 739-3515

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BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 12-9-19

MEETING DATE 12-17-19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
COMMITTEE MEETING BUDGET

Trustee requesting Jerry Hummel

Subject: Revised Club forms 1020P, 1020F1, 1020F2

Reason Errors on existing forms

BRIEF EXPLANATION

Forms are more user friendly and corrects contradicting dates on prior forms. Need in place for clubs to sign.

MOTION IF NEEDED

Approval of revised forms 1020P, 1020F1, 1020F2

Supporting documentation attached

Received by Judie Lawman Date 12-9-19

Approved April 17, 2018

Revised _____

Effective 4/17/18

IN ORDER TO ENSURE THAT PRESENT AND/OR FUTURE CLUBS/GROUPS OR ORGANIZATIONS THAT USE DISTRICT FACILITIES ARE ORGANIZED FOR THE BENEFIT OF THOSE THAT SUPPORT THESE FACILITIES THROUGH PAYMENT OF THE "RECREATION DISTRICT TAX" AS DEFINED IN CHAPTER 2002-365, THE FOLLOWING IS HEREBY ADOPTED:

DEFINITIONS:

CLUB/GROUP: A group of Bayshore Gardens residents organized for a common purpose.

ORGANIZATION: A number of Bayshore Gardens residents or groups having specific responsibilities and united for a particular purpose.

Formation of all clubs/groups or organizations to be registered with Bayshore Gardens Park & Recreation District shall require the following:

- 1)** Copies of the Articles of Organization, By-Laws, Rules of Conduct, and similar documents shall be submitted to the District Office. For less formal clubs/groups, Club/Group Purpose & Contact Information can be submitted in lieu of Articles of Organization or By-Laws.
- 2)** Upon the formation of a club or organization and, at least once each year thereafter (by February 1st) the name(s) of the officer(s) of the club or organization and a current copy of the Articles of Organization/By-Laws or Club/Group Purpose & Contact Information with the following year's reservation request shall be furnished to the District Office no later than February 1st to reserve District facilities.
- 3)** Registration of clubs and organizations is required in order to use the facilities the District. All requests for meeting times and place submit Reservation for Function. Please only reserve facilities for those months your club/group/organization actually meets. Reservations shall be forwarded to the District Office Manager to be added to the reservation calendar. Should a club desire a specific date already reserved, first come, first basis will be observed and honored.

All meetings held by a club or organization registered with Bayshore Gardens Park & Recreation must be open to all residents of the District.

Each Board recognized club/organization shall be entitled to minimal storage space in the on-site District storage room. Bins must be clearly labeled with the club name and will have designated assigned storage areas. Limited assigned kitchen cupboard space is available for clubs who commonly use this area for events, breakfasts, etc.

Clubs offering Membership Cards or have forms signed by members need to provide these documents to the District Office by December 15th of each year.

Failure to comply with these rules shall be cause for denial of the use of the facilities of the District.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Clubs/Organizations Reservation Form

1020F2

Club/Organization Name: _____

Contact Name: _____ Telephone: _____

Monthly Meetings: _____

Facility Reserved: _____ Time: _____ to _____

Banner Ads: All adds must be sent to the office on or before the 20th of the month preceding issue date and must be in word format.

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

Signature (Club/Committee): _____ Date: _____

Signature (Office): _____ Date: _____

Rental Date _____ Hours: _____ Event Type: _____

Facility Reserved: _____ Floor Plan Due: _____

Advertising: Banner: _____ Fliers: _____ Website: _____ Bulletin Boards: _____

Will club/committee supply fliers: Y / N

BAYSHORE GARDENS PARK & RECREATION DISTRICT

CLUBS AND ORGANIZATIONS FORM

1020F1

Club/Group Name: _____

Date Submitted: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Secondary Contact Name: _____

Secondary Contact Phone: _____

Purpose of the Club/Group: _____

Signature of Club Representative Date

Club Title: _____

District Office

This form is to be used only for informal clubs/groups that do not have Articles of Organization, By-Laws or Elected Officers. This form is to be submitted in lieu of Articles of Organization or By-Laws. It must be completed by February 1st of each year and submitted with the annual Reservation for Function form 1020F2.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS POLICY

1020 P

The District recognizes the value of clubs and organizations and encourages the formation of same. The Clubs and Organizations will establish their membership requirements that are not inconsistent with the Charter. The Clubs and Organizations are not an arm of the Board of Trustees and therefore are not subject to the Sunshine Laws.

The clubs shall notify the District office ^X on February 1st of each year of their officers and complete a facility use application to schedule use of the facilities. The schedule shall be approved by the District Manager and added to the Banner and event calendar.

Articles about the club/organization activities are welcome in the Banner. Submit articles to the District office for publication in Banner by the 15th of the month. (20th)

The District office will accept payments for the clubs and organizations but cannot provide a receipt to members of clubs or organizations.

The office will not accept cash w/out providing a receipt. liability

Clubs and Organizations who wish to place Tangible Real Personal property in the facilities of the District must have prior Board approval. The Tangible Real Personal Property will become the property of the District when placed in the common areas.

The Clubs and Organizations may request secure storage space for their property. Clubs/Organizations placing anything in other than their assigned area must receive prior approval of the Board. The allocated areas must be kept clean and orderly. The space will be allocated on an as available basis. Every effort will be made to accommodate all requests.

Neighborhood
The WoodChoppers and Crime Watch serve the community and have been assigned the use of their respective facilities. Equipment purchased by the District in those areas remains property of the District.

Articles secured in storage area provided to clubs and organizations by the District would not be considered Tangible Real Personal Property of the District

Date Approved 7-17-18 *[Signature]*
Date Revised _____
Date Effective 7-17-18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
CLUBS AND ORGANIZATIONS FACILITY USE FORM

1020 F

*Contradictory
dates
Form 1020 F*

TO BE FILED IN DISTRICT OFFICE BY DECEMBER 1ST ANNUALLY
MAY ADD ANOTHER PAGE IF NECESSARY TO COVER ALL EVENTS
IF POOL TO BE USED, MUST HAVE A SIGNED WAIVER BEFORE THE EVENT

EVENTS

NAME OF CLUB/ORGANIZATION _____ DATE _____
CONTACT PERSON _____ PHONE # _____
EMAIL ADDRESS _____

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TOTAL TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL
THE KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

FUNCTION _____ DATE/S _____
FACILITY TO RESERVE _____ TIME NEEDED _____ START
TIME _____ END TIME _____ # ATTENDING _____ WILL THE
KITCHEN BE USED _____ CATERER _____ NAME OF CATERER _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

MEETINGS

Day of the month _____ Time _____

MONTHS OF THE YEAR _____

IF SET UP NEEDED (ATTACH A DIAGRAM)

Date Approved 7-17-18
Date Revised _____
Date Effective 7-17-18

[Signature]

[Signature]
Club Rep. Signature
Date: _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 12/10/19

MEETING DATE 12/17/19
At least 8 days prior to meeting date

REGULAR MEETING WORK SESSION SPECIAL MEETING EMERGENCY
 COMMITTEE MEETING BUDGET

Trustee requesting DAN RAWLINS

Subject: Policy Review

Reason Old Policy ~~Review~~ ^{Comm.} was disbanded

BRIEF EXPLANATION

Need to set New Policy Review Comm.
Trustee to chair up to 2 Log Review

MOTION IF NEEDED

Supporting documentation attached

Received by [Signature] Date 12/10/19

Approved April 17, 2018 [Signature]
Revised _____
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA MOTION FORM

1002 F

TODAY'S DATE 12-9-19

MEETING DATE 12-17-19
At least 8 days prior to meeting date

BOT
REGULAR MEETING__ WORK SESSION__ SPECIAL MEETING__ EMERGENCY
__ COMMITTEE MEETING__ BUDGET

Trustee requesting Jim Frost
Subject: Meeting Dates
Reason Need published.

BRIEF EXPLANATION

Per Bylaws, article IV, Section 11,
the BOT, the dates for all meetings
shall be set by the Board at the
Dec. BOT meeting

MOTION IF NEEDED

Yes, to affirm meeting schedule for
2020.

Supporting documentation attached

Received by Judie Lawman Date 12-9-19

Approved April 17, 2018.
Revised _____
Effective 4/17/18