

Policy and Procedure Committee Meeting Minutes
February 13, 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, Belle Baxter, and Terry Zimmerly; also Gwen Norris, scribe. Dan Rawlinson came at 7:20.

Item 1. Paid Instructors (1033 P) – Terry noted that the process shows the review and recommendations are done annually and what if a proposal is later in the year. Sharon said that the money is allocated annually and if the funds are depleted, the Recreation Committee would need to come before the Board to ask for more funds to be allocated. This is the first draft of the policy.

Item 2. Temporary RV Parking Permit (1031F) – Sharon said that this policy form has been changed to add a line for the RV owner to sign along with the resident. This is on the Agenda whether we are going to use them or not. The form is clearer now. No changes were suggested.

Item 3. No Smoking Areas (1032 P) - Sharon said this one was on the agenda whether we were going to use them or not. No changes were suggested.

Item 4. Banner Submission Policy (1017 P) - Sharon said the policy is not complete. She said we need to add something to start with because we have problems with requests for submittals that are not appropriate. She did not change the policy from the last review. She said that it needs to be voted on. She said that we are paying a lot of extra money due to late submittals and we have to get a policy set for deadlines since Kim is paid hourly. Sharon said that dirty laundry does not need to be aired in the Banner. This policy was not approved before. Barbara said that if someone misses the deadline it should be left for the next month. Terry asked who is late. Sharon said the Yacht Club resubmits an article several times with corrections late. The Policy says the deadline for Clubs is the 15th. The Yacht Club, meets later has till the 20th. Terry said that the Club could skip the Banner since they have a website.

Sharon asked what the group would like for a deadline. There was discussion. Sharon said if the ads are late and a Club articles are late it creates a problem. Sharon said that if an ad is coming in after the 15th and they are willing to pay, she does not want to turn them down.

Belle said that the Banner should include only district information. Sharon said that this is the first time we really talked about this Policy.

Dan Rawlinson arrived. Dan said Jodie had some ideas for the Banner. Belle asked how long it takes to print the Banner and how late the submittals could be 'in'. Belle suggested deadlines of the 15th for articles and the 20th for ads. Terry said it takes Kim maybe one to two days to set it up and then there are two days to proof and in two days it is printed. She said a deadline for everything submitted on the 22nd would be good for Kim. She suggested that ads submitted later are not put in. Sharon said Kim does several papers and she does not know where Kim would work us in, but she normally tries to be done by the 20th. Dan said that the 15th for the ads and 20th for articles works fine. Terry feels that 15th is too soon to have for something for the next month. He said a Club's request for a dedicated space in the Banner could allow the later submittal. Sharon said that no one is reserving the dedicated space in the Banner. Sharon suggested that the 15th should be for advertising and the 20th for the clubs. Dan said the ads should not be that difficult since the copy should be 'set' by the 15th. He said the ads are at a great price.

Sharon said that once the deadline is set the businesses will do it. She said we need a Policy and stick to it. Dan said that one of the problems was the salesman who wanted their commission with a late submittal on the 16th. Sharon said the 20th is a reasonable deadline. Dan said Jodie has researched this issue and found that Trailer Estates (TE) won't do it. Sharon said they don't sell ads. Dan asked why it can't be posted on the internet and the people that want the paper have it delivered to them or pick it up at a box. Dan said that Gia may be able to do the Banner in-house. Sharon said we can look at that down the road. She said the Banner is the only communication we have with the community as not everyone uses a computer or visits the website. Dan said we may be able to cut the delivery down to 100 people. Sharon said they could be mailed cheaper compared to paying Kim. Gwen said that we can't sell ads if the Banner is not available (in volume). Terry said that some people go to the box and take the free drink ad from the paper and throw the paper away. Sharon said that when the coupon is redeemed it goes a long way towards the business purchasing (more) ads.

Terry said that 3,300 papers are being printed and we have 1,400 homes. Sharon said the proposal of 2,700 copies was not voted on. Dan said Nick Nicholson (past Trustees Chairman) had us send Banners to Fair Lane Acres and others. Dan said that most people don't read the Banner and use the internet. Sharon said that Kim is paid hourly to do the Banner and the website. Sharon said that the printer charges by the page, the more volume the cheaper the rate. Terry said the printing cost goes up considerably every year. Sharon said Jodie has researched the printing cost breakdown. Sharon said the minutes are not required to be printed by the Charter. Sharon said the Banner is for notices to residents. Everyone liked the bulleted notes from the BOT Meeting in the February Banner. Gwen said that Minutes are legal not required to be in the Banner and people will read the bullets. Terry suggested that we could eliminate the tables, cartoons and recipes, which we pay for. Terry said that color increases the cost tremendously. Dan asked how many hits have we had on the website. Belle asked if all of the boxes in surrounding communities is needed and is that what the advertisers want. Sharon said that you tell the advertiser how many we print, that is the circulation and that goes a long ways in determining whether they buy an ad. Belle asked what the balance is for printing and ad purchases. Dan said that the companies that require on-line ordering does not get his business. Dan suggested that a \$2,000 illuminated billboard could announce upcoming events out front. He said the expense of hooking it up was estimated at about \$1,000 and the impact on neighbors stopped the idea before, but residents that don't come down to the Park would not see it. Sharon said that some renters are coming down to volunteer. Dan said that at the end of the month we could count the papers in the boxes to see how many are not used. Sharon noted that the closed circuit TV system at Trailer Estates (TE) distributes their notices 24/7. She is hoping that there will be more people in the community get involved to get more buy-in. She said that closed circuit TV would have to go through a provider, contracted with each home, and Trailer Estates (TE) pays several hundred thousand a year for theirs.

Belle said it is important that we get the policy put in place because we are coming up to another election season. Sharon agreed. Belle said once the policy goes into effect, it can be changed later. Sharon said that we have placed several things on the office and maybe cannot add the Banner. Belle suggested that 2,400 Banners be printed, 1,408 for homes and some for distribution elsewhere. Sharon said we can state how many for what places. Dan said Crime Watch wraps 1,600 papers now, with 200 in the TE box so they don't take a bunch at a time. Gwen said Flamingo Blvd called when they did not get their bundle once. Dan said that if they had 2600 we could still wrap 1600 and have ten bundles for the boxes. Dan said there are 200 for TE, 100 at Hawaii Village and sometimes 200, and 100 at Fair Lane Acres, and 100 Bayshore Windmill. He said that all of them are not necessary. He said somewhere between 2500 and 2700 would work. He said if we had 2600 with 1600 wrapped that would give you ten bundles to put out, and three of the places are here at the Park. Sharon wants some in the Office to help

those who have questions. Sharon said she would like to include everything we can in the Banner Policy but may not have time for a big discussion in the next BOT Meeting. She said she can get it ready for discussion at a Work Shop. Dan said we want to placate the advertisers to help pay for it and emphasized 2700, but in the summer there is a drop in usage at the boxes. Dan said that he has arranged to put the paper in a bag at the office door instead of using a box. Sharon suggested that there be 2700 from January through April. There was discussion on the months of the 'season'. Dan said that the ones that got 100 are down to 25 in summer. He suggested we use the money to deliver to the door that requests one. Sharon said that the door to door delivery is the cheapest way to get it out. Dan discussed the ability of throwing the wrapped paper. Sharon said that she will direct Jodie to come up with a plan with particulars and distribution method to present it to the Board. Sharon confirmed that we don't have to deliver it, it is not an obligation. Barbara said that she likes the real estate and other things in the Banner delivered to her. Gwen was concerned about putting Jodie in the place to make the plan/recommendation. Sharon said that that was her job. Sharon wanted to start the discussion and it will not be voted on next week.

Gwen asked about the cost of a half sheet in lieu of full sheets in the paper and eliminating a sheet may cost more. Belle thought it would cost more. Sharon said we need to keep fillers.

Sharon wants to include a Survey for residents / stuffed. Sharon said they would pay to inserting the Survey and printing would cost \$43.50. Sharon would volunteer to stuff the paper, too.

Sharon said the Banner policy is not ready for vote and will be tabled on the Agenda on the 19th.

Item 5. Pool Attendants – Sharon said there are some people concerned about the pool hours. Sharon contacted the State since we eliminated the slide and diving board. She said those were the reason we did not submit a Safety Plan for the pool and now we can. She suggested (giving credit to her sister) that instead of having two life guards on duty, have one life guard and a pool attendant. She said the pay scale would start at \$11 for no Certifications, more for one Cert or expired certs, and up to \$16 for a fully certified person. Sharon would like a new policy with the attendant included. There was discussion of shade for the workers and a station set for them. Sharon said that the duties will include what the lifeguards do now. She will get with Mike to see what he did. She said they had to clean up the bathrooms and clean the breezeway. Dan said the attendant should have First Aid and CPR. Sharon said that CPR and First Aid, or expired would be ideal.

Item 6. Enforcement of community rules. - Barbara said she researched the other parks in the area and they all seem to close at 9 PM especially in a residential areas. Sharon said there will not be time to do the issue at the February BOT Meeting and will have to wait another month and asked her to hang onto her information. There is discussion on enforcement of rules in the park without the enabling act including it.

Item 6. Proposed Resolutions – Terry asked to discuss/clarify some of the proposed Resolutions. Sharon said that the Resolution for the marina work needs allocated money. Sharon said the resolution moves \$1.75 M to the marina category and another \$1 M. Terry asked about the floor epoxy category (\$11K) that is being created. Sharon said we can vote on the bids once we have the money moved. Sharon said that the Resolution needs to be voted on in its entirety so we have the allocated funds so we can start projects without spending money we do not have. Terry asked for a copy of the simplified example Budget report from 2006 shared at the Work Shop. Sharon said we will have almost \$300K in the Hall. There was discussion on the marina and rental deposit account. Sharon said the escrow account for deposits are separate account under the Hall. Terry said she thinks the marina needs about \$1.5 M.

Sharon said it may and there is money to move into it. There was extensive discussion on the Resolution moving \$99K to the Splash Park when the community survey was not completed. Terry said that until the Splash Park has a passing full funding referendum she does not it shown on the budget. It was suggested that it be lowered to \$25k - since due to the priority list of projects, the Splash Park will not be done before the marina and Hall work is done and paid for, then money can be moved from those categories. There was a discussion on the importance of the 'impression' (perception) given to the community when funding, then un-funding projects. Sharon will make some changes to the proposed Resolution. Sharon said that there needs to be changes to the multitude of uses of the current pool category. She said that all of the money not used/needed on a project will be moved to a reserve account.

Terry moved to adjourned. Sharon seconded the motion. We adjourned at 9:30 PM.

A handwritten signature in black ink, appearing to be 'Terry', located in the lower right quadrant of the page.