

Burnt Store Isles Association Board of Directors Meeting

(Final)

Zoom Meeting

November 4, 2022

Subject Matter Meeting Called to Order 9:00 a.m. / General Meeting 10:00 a.m.

Pledge of Allegiance - Opened the Meeting with the Pledge of Allegiance

1 (A) UPDATE - PUNTA GORDA POLICE DEPARTMENT (PGPD) – CHIEF DAVIS

Topic Areas Shared by Chief Davis:

Regarding Meeting Today with the BSIA Board – Chief Davis expressed her regrets that she and others on her team were not able to attend today’s meeting due to schedule conflicts. But she provided the below updates via email to share with the Board for the BSI community.

Contractor Scams Chief Davis wanted to alert the BSI community to be very cautious of contractor scams, noting that some unscrupulous contractors are taking money from residents and not returning to do the work.

Unlicensed Contractors - Chief Davis advised residents not to use unlicensed contractors.

Building Department and/or Code Compliance Support – Chief Davis encouraged people to contact the PG Building Department and/or Code Compliance if they believe someone is trying to perform contract work without a license

- Building Department - 941-575-3324
- Code Compliance -
 - How can I report a possible code violation?
 1. In person: Our office is located at City Hall Annex, 126 Harvey St., Punta Gorda FL., Office hours are 8AM through 4:30PM, Monday through Friday.
 2. Phone: 941-575-3352
 3. On line [Code Violation](#)

Intruder Arrest in BSI – Kathy shared an event that took place at around 2 am on 11/3/22, in which a person was arrested by the PGI police outside of a residence near her home, and the intruder was apprehended while walking between her house and others, where security cameras recorded the person’s activity.

1 (B) UPDATE – PUNTA GORDA CITY COUNCIL MEMBER – MELISSA LOCKHART

Melissa was not able to attend today’s meeting due to a schedule conflict

2 ROLL CALL –

Officers Present

Bill Courtney, President
Faith Ferris, Vice President
Dave De Gerome, Secretary
Lee Brandt, Treasurer

Directors Present

Patricia Iorio, Community Standards
Jenny Anderson, E Communications
Brian Bender, Legal Liaison
John Bothwell (JB), Membership
Dave Elkins, Neighborhood Security
Mary Boeringer, Planning
Wanda Daugherty, Social – (Not able to attend today's meeting)
Kathy Martinelli, Special Projects

Ian Milne, Past President – (Not able to attend today's meeting)

Other Board and Committee Representatives

Diane Peterson, Newsletter and Directory – (Not able to attend today's meeting)
David Elkins – Advertising Sales

A quorum has been established.

Other Attendees:

Bill Page – Nominee for President's role in 2023
Charmaine Ponkratz – Nominee for Secretary's role in 2023
Chad Kalkowski - BSI Resident and BSIA Member
Bob Fritz - BSI Resident and BSIA Member
Robert Laser - BSI Resident and BSIA Member

3 REVIEW AND APPROVE BOARD MEETING MINUTES

Faith moved, seconded by Mary to approve the Minutes dated October 14, 2022. Motion carried.

4 OFFICER'S REPORTS

President – Bill Courtney

Annual Meeting and Hurricane Ian Matters – Bill C. noted that he spent a majority of his Board work time over the past month both planning for the Annual Meeting and in addressing Hurricane Ian issues.

Also, see Bill's input under:

- Section 5 – Old Business – “2023 Board & Annual Meeting”
- Section 6 – New Business – “Hurricane Ian Issues and Discussion”

Vice President – Faith Ferris

See Faith’s input under:

- Section 5 – Old Business – “2023 Board & Annual Meeting”
- Section 6 – New Business – “Hurricane Ian Issues and Discussion”

Secretary – Dave De Gerome

Annual Meeting Preparation – Dave D. shared that he’s reviewed the 2022 Annual Meeting draft PowerPoint provided by Bill C., prepared notes similar to what he did last year, pertaining to those points he’s asked to address under the topic of “2023 Board of Directors Nomination and Voting”. Dave D. and Bill C. to cover slide transitioning between the two of them, as was performed last year.

Also, Dave D’s input is under:

- Section 6 – New Business – “Hurricane Ian Issues and Discussions”

Treasurer – Lee Brandt

Treasurer’s Reports - Lee provided copies of the following Reports to the Board

- **Financial Reports** – Budget vs. Actual January to October 2022
- **Checking Account Balances**

(See copies of the Jan. to October financials at the end of these Minutes)

PayPal – Lee asked Jenny if she wanted to handle PayPal, or if she wants Lee to handle it. Lee also provided background on what he was undertaking in order to update PayPal usage. Lee shared that PayPal’s cost is \$2.13 per transaction. Lee also noted that pertaining to membership transactions, Jenny has been running into issues with PayPal. Bill P. shared that he has a different processor who may be of help vs. using PayPal. Jenny said that Go-Daddy may also be a resource vs. PayPal.

5 OLD BUSINESS

2022 Annual BSIA Members Meeting Planning

Discussion regarding the upcoming November 2022 Annual BSIA Members’ Meeting included:

- **Annual BSIA Members Meeting Purpose** – Bill C shared that the purpose of this annual meeting is threefold:
 - To elect the new 2023 BSIA Board
 - To approve a budget for 2023 Year
 - To hear and address comments from members
- **Event Location** – The Location was changed to the Punta Gorda Civic Association Center from the Burnt Store Presbyterian Church, due to Hurricane Ian damage to the church.
- **Event Date** – The meeting date will be on Nov 10th, Thursday, vs. original Nov 9th date.

- **Time of the Event** – Meeting start remains at 6:00 PM with volunteers arriving around 5:00 PM.
- **PG Civic Association Center Visit** – To further address Annual Meeting details, Bill C and Faith shared that, as planned, they visited the PG Civic Association Center this past month.
- **Venue Capacity** – Per Bill C, there are sitting arrangements for around 200 people.
- **Draft Presentation** – Bill C noted that he shared with Board Members a draft presentation of the upcoming meeting and said that if anyone wanted to add anything to let him know and he'll include the information in his PowerPoint slide deck. Pat asked if it is worthwhile to generate a slide noting Standard's statistics over the past year.
- **Microphones** – Bill shared that there will only be 2 microphones – with 1 being at the podium and the 2nd at the table where the Board will sit. Bill said that he also needs a volunteer to route the microphone around the room for those members in the audience who have questions – Faith volunteered to take this task.
- **Check-In** – Faith asked for 3 Board Members, for which Mary, Jenny, and Kathy volunteered to help with check-in at the event. (This check-in will also be used to measure if a quorum count is reached at the meeting).

Brian asked about check-in, particularly if part of the check-in process is to validate membership, and is meeting participation only for members. Bill C responded affirmatively.
- **Quorum Head Count** - Dave D. indicated, based on information Lee provided regarding the latest membership head count of 519, that 52 members will need to attend the November 10th Annual Meeting for a quorum to be met.
- **Membership** – Faith and Lee covered that if a person wants to join, or for renewals, pay their 2023 year membership at the meeting, it will be arranged for them to do so at the Membership Table. Bill P suggested only one person handle collection of membership money, to which Lee said that he will work with J.B. at the Membership Table.
- **“Sticker for Sale” Table** – Faith noted that there will be a table set up for the sale of **BSI Vehicle Stickers**
- **Canned Goods and Nonperishable Goods** - Bill C reminded everyone to bring their canned and nonperishable goods to the event, as part of the meeting's annually conducted donation campaign.

6 NEW BUSINESS

Hurricane Ian Issues and Discussions –

Roofing in BSI – Discussion of Materials –

Bill C. opened this segment of the meeting to enable the Board to address the topic of flat panel/standing seam metal roofing being accepted in the BSI community.

This Board discussion included reviewing history, past and present legal recommendations to the Board and BSI, followed by input/interchange/balloting by each Board Member to provision the Board's direction going forward on this topic.

Regarding History, Bill C shared:

- From the BSI developers' initial deed restrictions recorded in 1970, these covenants addressed and included the need to maintain architectural style/integrity within the community.
- This need for architectural style/integrity was then consistently followed by the number of BSIA Boards thereafter to present day.
- As examples of the Board's position on this topic in the past:
 - After Hurricane Charley in 2004, the Board agreed to expand the definition of tile roof to include metal roofing that bears a resemblance to tile roofing, and has been consistent since that time regarding requests to install standing metal seam roofing.
 - The Board in 2004, 2007 and present in 2022, has addressed this issue, with BSIA's legal counsel, of allowing or not, standing seam roofing, and counsel's legal advice continues each time to support that the Board has the ability to approve/deny construction plans based on structural and aesthetic grounds. The basis being that this community was built with a certain architectural look/style, and interest was (and is) to maintain that look throughout succeeding years. An example was provided noting how a recent case of an HOA and homeowner, having a similar situation regarding roofing, ruled in favor of the HOA to enforce its community guidelines based on both aesthetics preservation and the particular association's review process.

Discussion followed by Board Members including the topics of:

- There is a timely need for a policy assessment/clarification to be made by this Board so as to appropriately address and respond to residents regarding allowable roof types, as an aftermath of Hurricane Ian, and in order to properly answer possible questions of Members at the upcoming Annual Meeting.
- As part of construction and aesthetic reviews in BSI, what's the Architectural Review Committee's role and importance – both in the past and in the future?
- The BSI Board has a 52 year history of maintaining architectural integrity throughout the community, including the style of roofs, and this included the Boards' expanding the types of roof materials that can be use, which still enables following architectural integrity – (with this expansion being addressed not by amendment(s), but through the Boards' providing for interpretation of policy to enable additional types of roof materials to be used).
- A number of standing seam metal roof requests are coming in from BSI residents as a result of Hurricane Ian, and as of this point of time, we've turned down these requests.
- Discussion took place on deed restrictions and the extent of its tie-in with the Board's overseeing the BSI's aesthetic guidelines, which have been passed down to each BSIA Board.
- Discussion included feedback received by various Board Members from BSI residents regarding roofing.
- Discussion covered the potential of external factors/institutions/guidelines, insurance requirements, and product improvements that could/may in the future influence roof material types (because of their further identified safe and practical natures). It was covered that these issues need to continually remain on the table and be watched going forward by the Board.
- Addressed the continuing and predominant architectural style of the BSI community is the Spanish tile look.

- One notation was made that there are enough combinations of tile style (including metal scallop tile styles) to enable providing residents with hurricane-rated options, while still maintaining the aesthetic/architectural integrity of the community.
- Conversation included the need to be cognizant of both roofing materials' ability to withstand hurricane conditions when comparing to the number of available styles of roofs, followed by does continuing with aesthetic continuity in roof styles still allow for selection-approval of roofs that can sustain these conditions.
- Discussion included a reminder that the current Architectural Change Form process will remain in place going forward, and as such, will continue to act as a safeguard for the BSI community regarding any construction changes requested by our residents.

Conclusion and Review for Motion – In order to both properly measure consensus, and to then determine the Board's direction, the following steps took place, in regards to continuing with the Board's past and consistent practice to not allow standing seam metal roofing, due to architectural integrity. In this light, the Motion would be to either continue with Policy/Procedure Change 001-2020, which prohibited standing seam roofing, or to update it to include standing seam metal roofing.

Motion Made – After discussion ended –

A motion was then made by Bill C, and seconded by Brian, to not update earlier **Policy /Procedure Change 001-2020 Paragraph 4**, which was prepared and passed earlier by the BSIA Board on February 7, 2020, with this change having stated:

“Only tile roofs are defined as acceptable. The definition of tile has been expanded to include metal, as well as composite tile, clay, and cement long as it resembles tile. Neither shingled roofs, nor flat metal or metal standing seam roofs are considered acceptable.”

A vote was taken, and, as a result, 8 Board Members noted agreement to not modify/update **Policy/Procedure Change 001-2020**, and 3 Board Members voted to modify it, so as to include standing seam metal roofing. As a result, at this 11/4/22 Board Meeting, this motion “passed” affirming that **Policy/Procedure Change 001-2020** will not be updated to include standing seam metal roofing.

At the same time, the Board expressed the need to provide the residents of BSI with additional clarity on both the history and background supporting today's motion, which addresses continuation of Policy/Procedure 001-2020, without modification.

7 DIRECTORS' REPORTS

Community Standards – Pat Iorio

Architectural Change Requests – Pat shared that in October she had double the amount of questions and submission of Architectural Change Request Forms from residents due to Hurricane Ian. Discussion followed about the necessity for these requests to continue to be submitted, so as to:

- Be able to reference as needed in the future
- Keep track of the significant number of residential repairs and updates taking place
- Maintain consistency with past followed practices

Outgoing Standards Compliance Letter – Pat said that this month she has one standards compliance letter that will be going out to a particular BSI resident.

Communication – Jenny Anderson

– Jenny indicated that she has nothing new to report outside of her input during other segments of the meeting.

Legal Liaison – Brian Bender

Property Issue - 4012 San Massimo Drive – Brian spoke of the need, and plans in place, with support of BSIA’s legal representation, to contact and reaffirm with the owner of this property about the need to address continuing violations, which were agreed to be corrected earlier in the 2022 year – e.g. including continuation of exterminator contract services.

Membership – John Bothwell (J.B.)

– J.B. earlier had to step out of the meeting.

Neighborhood Security – Dave Elkins

– Dave E earlier had to step out of the meeting.

Traffic and Road Violation Issues - Bill C suggested to the Board that due to the significant number of outside contractors who are working in the community, to be sure to get in touch with Dave E. if any particular traffic and road violations are noted.

Planning – Mary Boeringer

Who to contact to obtain answers on questions regarding both New and Existing Property Construction – Mary asked who should she be sending residents over to, when she receives calls pertaining to new construction issues, and for architectural change requests from existing property owners? Faith responded that **new construction** inquires go to the Vice President, but architectural change requests for **existing properties** go the Standards Committee Director.

Punta Gorda City’s “Department of Business and Professional Regulations” – Is performing a sweep throughout all of the city, visiting construction sites and checking credentials of contractors, in order to help affirm the propriety and legitimacy of services being provided by contractors. This includes issuance of citations both for:

- Contractors who are not licensed
- Contractors whose work does not meet city code

Social – Wanda

Wanda was not able to attend today’s meeting but provided the following update via email:

Events Being Planned –

- **Fairy Hair Event** – Is being scheduled for the end of November
- **Christmas Party** – Planning for this event is presently taking place

Special Projects – Kathy Martinelli

– Kathy indicated that she has nothing new to report outside of her input during other segments of the meeting

Past President – Ian Milne

Ian was not able to attend today's meeting

8 PUBLISHER REPORTS

Newsletter (published 3 times a year) - Diane Peterson

Diane was not able to attend today's meeting

Bill C. shared that Diane will be reaching out to Board Members in December for their input to the 2023 January/February Newsletter.

Directory – Diane Peterson

As noted above, Diane was not able to attend today's meeting

Advertising Sales - Dave Elkins

Dave E. had nothing additional to cover under this section

9 GUEST /MEMBER COMMENTS OR ISSUES

There were no comments from guests.

Bill C. shared with those BSIA Members who were present at today's meeting, that the BSIA Board agreed, voted on, and passed, at this morning's meeting, as part of maintaining architectural integrity within BSI, to continue with, and not add to, **Policy /Procedure Change 001-2020 Paragraph 4**, prepared and passed by the BSIA Board on February 7, 2020, which read that:

“Only tile roofs are defined as acceptable. The definition of tile has been expanded to include metal, as well as composite tile, clay, and cement long as it resembles tile. Neither shingled roofs, nor flat metal or metal standing seam roofs are considered acceptable.”

10 Other Topics Discussed Prior to Meeting End

Builders' Signs – Brian asked if contractor signs are allowed now in the BSI community.

It was discussed that these signs, at present, can be of value to other residents in the community to view, if they too are searching for contractors to repair their residences. As such these signs are allowable for the present time, due to the mitigating circumstances caused by Hurricane Ian.

11 ADJOURN

Lee moved, seconded by Faith, to adjourn the meeting. Motion carried.

Meeting adjourned at 10:37 AM

The next Board Meeting is planned to be held on Friday, December 2nd, 2022.

The next meeting will be “In-Person” and held at the Twin Isles Country Club.

Respectfully submitted by Dave De Gerome, Secretary

BANK SUMMARY

(As part of the 11/04/22 BSIA Board Meeting)

Accounts

CHECKING

<u>OPERATING ACCOUNT</u>	Current Balance	Available Balance
XXXXXX3729	\$23,383.61	\$23,383.61
<u>RESERVE</u>	Current Balance	Available Balance
XXXXXX3750	\$52,523.57	\$52,523.57
Total	\$75,907.18	\$75,907.18

Financials (As part of the 11/04/22 BSIA Board Meeting)

Burnt Store Isles Association, Inc
Burnt Store Isles Association
Budget vs. Actual
From Jan 2022 to Oct 2022

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
Ordinary Income/Expense				
Income				
4100 - Membership Dues	\$23,122.54	\$23,625.00	(\$502.46)	97.87%
4200 - New Construction Fees	\$5,000.00	\$3,000.00	\$2,000.00	166.67%
4300 - Directory Ads	\$2,124.50	\$2,307.00	(\$182.50)	92.09%
4350 - Newsletter Ads	\$4,470.99	\$1,500.00	\$2,970.99	298.07%
4400 - Interest Income	\$10.81	\$150.00	(\$139.19)	7.21%
4500 - Donations Received	\$20.00	\$0.00	\$20.00	0.00%
4600 - 50/50	\$307.00	\$0.00	\$307.00	0.00%
4610 - Misc. Income	\$215.00	\$100.00	\$115.00	215.00%
4620 - Badges - Member Paid	\$209.17	\$0.00	\$209.17	0.00%
4700 - Events - Member Paid	\$3,333.00	\$1,594.00	\$1,739.00	209.10%
Total - Income	\$38,813.01	\$32,276.00	\$6,537.01	120.25%
Gross Profit				
	\$38,813.01	\$32,276.00	\$6,537.01	120.25%
Expense				
6100 - Landscaping Reserve	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
6150 - Landscaping/Property Mgmt	\$8,091.07	\$7,260.00	\$831.07	111.45%
6300 - Directory Preparation	\$894.95	\$1,145.00	(\$250.05)	78.16%
6350 - Newsletter Preparation	\$4,319.69	\$4,095.00	\$224.69	105.49%
6400 - Legal Fees	\$3,100.00	\$3,000.00	\$100.00	103.33%
6420 - Liability Insurance	\$2,616.97	\$2,900.00	(\$283.03)	90.24%
6500 - Donation Given	\$165.85	\$250.00	(\$84.15)	66.34%
6620 - Badges	\$233.81	\$0.00	\$233.81	0.00%
6700 - Events Member Paid	\$3,158.00	\$1,594.00	\$1,564.00	198.12%
6710 - Events BSIA Paid	\$676.74	\$1,500.00	(\$823.26)	45.12%
6730 - Storage Unit Rent	\$640.11	\$480.00	\$160.11	133.36%
6750 - PO Box Rental	\$182.00	\$200.00	(\$18.00)	91.00%
6760 - Postage and Delivery	\$13.45	\$525.00	(\$511.55)	2.56%
6770 - Safe deposit Rent	\$100.00	\$100.00	\$0.00	100.00%
6800 - Software	\$0.00	\$935.00	(\$935.00)	0.00%
6810 - Web Data Remote Hosting	\$1,054.08	\$588.00	\$466.08	179.27%
6820 - Web Emails Constant Contact	\$658.00	\$0.00	\$658.00	0.00%
6830 - State Fees	\$61.25	\$65.00	(\$3.75)	94.23%
6900 - Misc. Expense	\$175.00	\$1,050.00	(\$875.00)	16.67%
6910 - Office Supplies	\$57.70	\$0.00	\$57.70	0.00%
6920 - Surveillance Cameras	\$3,749.97	\$6,280.00	(\$2,530.03)	59.71%
6930 - Meeting Room Rent	\$567.00	\$630.00	(\$63.00)	90.00%
6940 - Shredder Day	\$600.00	\$600.00	\$0.00	100.00%
6950 - Banners	\$0.00	\$250.00	(\$250.00)	0.00%
6970 - Mass Mailings	\$1,811.61	\$2,000.00	(\$188.39)	90.58%
Total - Expense	\$32,927.25	\$36,447.00	(\$3,519.75)	90.34%
Net Ordinary Income	\$5,885.76	(\$4,171.00)	\$10,056.76	-141.11%
Net Income	\$5,885.76	(\$4,171.00)	\$10,056.76	-141.11%