

# Burnt Store Isles Association Board of Directors Meeting

(Draft)

Zoom Meeting

October 14, 2022

Called to Order 9:00 a.m.

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

## 1 (A) UPDATE - PUNTA GORDA POLICE DEPARTMENT (PGPD) – CAPTAIN NORMAN NAHRA

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### **Topic Areas Shared by Captain Nahra for this Past Month:**

**PGPD Shifts** – Captain Nahra spoke about the extended shifts worked by all department details so as to cover Punta Gorda both during and after Hurricane Ian.

**Homestead Police Department** – Captain Nahra shared how the Homestead Police Department went above and beyond to help the PGPD and Punta Gorda. This included going door to door at all of the mobile home parks, along with securing the residential properties of the PGPD members, enabling the PGPD teams to focus their attention on servicing the Punta Gorda community. Thereafter the Homestead Police teamed with each of the PGPD road officers to assist them in their calls. The Homestead Police Department also provided generators to enable the showers, provided by FEMA, to operate.

**Squad Scheduling** – Captain Nahra said that the PGPD is back to a normal schedule with squad scheduling and shift work.

**Out of State Resident Requests** – The PGPD was not able to address personal requests from out of town property owners to check their roofs, and personal property, due to staffing limitations and need to prioritize support to the community.

**Curfew Hours and Continual Running of Vehicle Patrol Lights** – Captain Nahra said the curfew helped keep crime in check. Also as a deterrent, the PGPD road vehicles made it a practice to continually run their flashing patrol lights as a warning before/during/after Hurricane Ian as a warning to would be thieves.

**Police Vehicles** – Captain Nahra shared that several of the PGPD vehicles were damaged during Hurricane Ian.

**“Thank You” to PGPD** – Bill, on behalf of the Board, thanked the PGPD for their help throughout Hurricane Ian.

**Wellness/Welfare Checks Made by PGPD** – Dave E. spoke of assistance he provided to an elderly neighbor. In turn, during Hurricane Ian, Captain Nahra said the PGPD performed 65 welfare checks on residents requiring immediate attention, due to illness and emergencies.

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

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(Melissa was not able to attend today's meeting due to a schedule conflict)

## 2 ROLL CALL –

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### Officers Present

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

### 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  
Kathy Martinelli, Special Projects

Ian Milne, Past President

### 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:

Bob Fritz – BSI Resident and BSIA Member

Bill Courtney introduced the following 2023 Year Board Nominees who attended today's meeting:

Bill Page – Nominee for President's role in 2023  
Charmaine Ponkratz – Nominee for Secretary's role in 2023

## 3 REVIEW AND APPROVE BOARD MEETING MINUTES

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Dave E. moved, seconded by Lee, to approve the Minutes dated September 2, 2022. Motion carried.

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## 4 OFFICER'S REPORTS

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### **President – Bill Courtney**

**Resulting Situations Due to Hurricane Ian** – Bill stated he wanted to later in the meeting, under "New Business", cover issues the Board needs to address, as a result of Hurricane Ian.

### **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"
- Section 10 – Other Topics

### **Secretary – Dave De Gerome**

See Dave D's input 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 September 2022
- **Checking Account Balances**

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

**2023 Budget Proposal** – Lee asked Board Members, those who may still have adjustment to make to their 2023 budget proposals and only if they are over \$100, to provide him with this information prior to month end.

**Storage Invoice for the Month** – Lee asked for help in securing the storage invoice, due for October, which usually arrives by the 1<sup>st</sup> week of the month. Kathy said she will look into it.

**Fee - Punta Gorda Civic Association** – Bill noted that the Annual Members Meeting is being moved to the Punta Gorda Civic Association (due to damage at the Burnt Store Presbyterian Church) and there is a \$450 rental fee to apply against our \$630 budget. He noted Faith will provide Lee with details.

### **2022 Annual BSIA Members Meeting Planning**

Due to Hurricane Ian and damage to the Burnt Store Presbyterian Church, some changes had to be made for the upcoming November 2022 Annual BSIA Members' Meeting as follows:

- **Event Location** – Now changed to the Punta Gorda Civic Association from the Burnt Store Presbyterian Church
- **Event Date** – Updated to now be held on Nov 10<sup>th</sup>, Thursday, vs. original Nov 9<sup>th</sup> date
- **Time of the Event** – Remains at 6:00 PM with volunteers arriving around 5:00 PM
- **Information on Event** – Faith will be developing a notification to send to Members
- **Volunteers** – Board Members are asked to participate as volunteers before and after the event, and Faith said, as last year, she'll work on a volunteer task list to cover with Board Members. She noted that she will email/contact Board Members between now and the event, noting what her needs are
- **Annual Members Meeting Handouts** – Include the meeting agenda and proposed budget
- **Slide Presentation** – As last year, Bill will coordinate preparation of the meeting presentation
- **Pre-Visitation of the Civic Association** – Faith noted that she and Bill will visit the Civic Association to help in event preplanning including use of the lobby area, availability of audio visual equipment, and more
- **Wood Stanchions** – Bill suggested checking with the Civic Association to see if these stanchions, which the facility use to have, can be used for the membership table(s)
- **PowerPoint Presentation Materials** – Bill said that he will be sending out a schedule to the Board Members noting what materials will be needed from them as input, and when due
- **Lease** – Faith shared that the Civic Association requires both a lease signature and a check, in advance. Bill and Faith to coordinate with Lee for cutting of this check
- **Insurance** – Ian suggested, based on past experience with the Civic Center, to research the Center's possible requirement/need for insurance coverage from BSIA, as part of leasing the facility
- **Alphabetical List** – Jenny said that she will work on this list and coordinate with Faith. Faith noted that a count of participation is performed as people enter the facility
- **Capacity of the Civic Center** – Bill and Ian noted that facility seating can hold 250 + people
- **November 4<sup>th</sup> Board Meeting** – Other necessary details and updates will be provided to Board Members at this November 4<sup>th</sup> meeting

Other Related Annual Members Meeting Topics Covered at Today's 10/14/22 Board Meeting:

- **2023 Proposed Budget – Particularly "New Construction" Income** – Bill Page asked if the proposed budget value for new construction should be adjusted downward due to both Hurricane Ian and a slowdown in the economy. Lee said that he will look into this, and if an adjustment is needed, it will be reflective in the proposed budget handout distributed at the November 10<sup>th</sup> meeting. This possible need for reflecting a lower "new construction income" value, and other input that may be received from Board Members from now to 11/4/22, will be included in the upcoming 11/4/22 BSIA Board Meeting as an agenda review item.

### **Hurricane Ian Issues and Discussions –**

#### **Roofing in BSI - Background on Materials –**

Bill said that this is not a new topic for this Board, nor for prior Boards, sharing that in **September 2004**, immediately after Hurricane Charley, the Board decided to accept clay, cement, or metal tile to be accepted through the Architectural Review Committee.

And later, in **February 2020**, the Board agreed the definition of tile be expanded to include composite tile, as well as clay, cement, or metal tile, as long as it resembles tile, with no shingled roofs, nor flat metal or metal standing seam roofs continuing to be considered as acceptable. In all cases, tile was, and is to this point of time, the approved acceptable roofing according to BSI's Deed Restrictions.

In each of these times and cases, the various Boards' effort were in clarifying, but not changing the deed restrictions, because an actual change to deed restrictions **would require a 100% agreement by all BSI residents**.

#### **As further supportive background as to why making changes to BSI's Deed Restrictions are difficult:**

BSIA attorneys over the years have advised that because there was no provision, or avenue, ever made by BSI's original developers to allow for amending any of the deed restrictions, that any alteration to an existing restriction (e.g. in this case, other than "tile" roofing) would require **the unanimous consent from all of BSI's property owners**. Thus, we can clarify deed restrictions, but to make a substantial change to any deed restriction, would require **100% BSI property owner agreement** (keep in mind that the deed restriction document is a legal document that is recorded with each property's deed and travels with, and filed with, the property, and not with the property owner).

#### **Comments by Board Members:**

- **Standing Metal Seam Roofing** – Per Bill, with standing metal seam being a **panel** and **not tile**, selecting **standing seam roofing** vs. **tile roofing** would be considered a fundamental/substantial change vs. a clarification to BSI's deed restrictions, and as such, could be done unless 100%/unanimous consent from all BSI property owners was obtained.
- **Metal Tile Alternatives** – as a positive option to BSI residents, Bill, Faith and Dave D. shared that there are acceptable metal tile alternatives that both have coatings on them that resemble clay and cement tile roofs, plus have high wind durability ratings. Dave D. also spoke of both metal tile alternative's favorable costs and the reduced time to acquire these materials, when compared to clay and cement tiles.
- **PGI vs. BSI Deed Restrictions** – It was covered how PGI's deed restrictions lapsed, as they weren't timely renewed, so PGI now follows Punta Gorda City's codes. Whereas BSI's deed restrictions have not lapsed, due to being renewed at the required time intervals.

- **Previous Denial of Resident/Contractor Use of Metal Seam Roofs** – Brian brought up that if direction would be pursued to enable/allow for standing metal seam roofing, legal issues could result from those parties who were previously required to both remove their metal seam roofing and reinstall tile roofing, as part of their new construction. In reply, Dave D. noted that this would not be an issue, as those parties never properly made application at the time they initially install their metal seam roofs (via completion/submission of an “Architectural Change Request Form”), and if they had taken this required step, approval would not have been given.
- **Board is Here to Help the Community** – Dave D. shared his thoughts on how the Board is here to help the BSI community, as many of BSI’s residents are at a loss on what to do, who to go to, and what steps to take when it comes to roofing and roofing options. He suggested that we take a proactive/positive approach and, as best as possible, communicate and provide answers/options to the residents (without making recommendations). It’s important to have guidelines and rules, but it is just as critical to provide help/support/information to the BSI community.
- **Steel Roof Failure and “List of What I Can Do vs. What I Can’t Do”** – J.B. said in his travel through the BSI neighborhood, he hasn’t seen one metal roof failure. J.B. too said that it is important for the Board to share with the BSI community a list of what residents can do, vs. what residents can’t do.
- **Calls from Residents** – Pat shared that since Hurricane Ian, she has been receiving many calls about permitted use of metal roofing and she has been directing them to the deed restrictions.
- **Provide BSI Residents with Helpful Information** – J.B., Pat, Kathy, and Brian reaffirmed the need to provide residents with helpful information, and perhaps show examples of what is allowed, per BSI’s deed restrictions.
- **Committee To Provide Helpful Roofing Information** – Bill suggested putting together a small committee to developing this helpful roofing messaging to BSI residents and to include Faith, Pat, and himself.  

Kathy suggested this information to residents include: Why BSI’s Deed Restrictions make it a challenge and difficult for us as BSI residents to make use of standing seam metal roofing.

Jenny also suggested that residents will have questions on other structure issues including **fences, lanai cages etc.** and, as such, in some way include these topics under a general category/classification with roofing issues, and call it “**Hurricane General Information**”.
- **Methods/Avenues to Disseminate this Helpful Roofing Information** – Discussion followed to make use of the BSIA.net Home Page (per Jenny), BSIA News-Letter, the BSIA Weekly Bulletin, and the community’s Next-Door (email), as media avenues for the above mentioned Committee to provide this helpful roofing and property structure issue information.

- **Approval of Residents' Roofing - Upon Selection by Resident** –

Bill Page said that it is important when disseminating "Helpful Roofing Information" via any/all of these media avenues, to also add language that the method chosen by a resident for their roofing, continues to need to be pre-approved through BSI's normal construction approval process.

Following Bill Page's lead, Dave D. suggested to include a link in each publication, as possible, that would take the reader to BSIA's Architectural Change Request Form, for the reader to readily have available to fill out for submission/approval.

## 7 DIRECTORS' REPORTS

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### **Community Standards – Pat Iorio -**

**Architectural Change Requests** – Pat shared that in September she had:

- 1 request for an aluminum fence

### **Communication – Jenny Anderson**

**Web Site Membership Link** – Is now "live" and will be advertised later in the year.

### **Legal Liaison – Brian Bender**

**Activity During Summer** – Brian said that activity under legal has been slow during summer.

### **Membership – John Bothwell (J.B.)**

**Membership** – J.B. said that he has nothing to report other than Lee sent him paperwork for a new member. Wanda alerted J.B. that she also sent him paperwork for a new member.

### **Neighborhood Security – Dave Elkins**

**Camera Equipment Problem on Madrid** – Dave E. said that he is working on a camera equipment problem on Madrid, and working on updating all cameras' "recording" capability.

### **Planning – Mary Boeringer**

**Planning** – Mary indicated that she has nothing new to report.

### **Social – Wanda**

**Events That Recently Took Place and Those Being Planned** –

- Bowling – Sunday – September 18 – Wanda said it went well

- Darts – September 22 – Wanda said it was a successful event
- Wine Tasting at the Gilded Grape - October – Wanda said all had a great time
- Escape Room – Is being planned for in November

**Twin Isles Country Club** – Wanda indicated that the club’s HVAC units are no longer operational, along with much roof damage in the lobby. Wanda said the club is presently coordinating with its insurance adjuster and contractors.

### **Special Projects – Kathy Martinelli**

**Landscaping Company** – Kathy said BSIA’s landscaping provider, Pence, is continuing to do a great job, as exemplified by their recent cleanup of the islands after Hurricane Ian.

**2023 Budget Planning** – Kathy said that she’s doing preliminary 2023 year planning/options, in anticipation of approval of next year’s budget.

### **Past President – Ian Milne**

**Internet** – Ian noted that he, like some others, does not yet have internet.

## **8 PUBLISHER REPORTS**

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### **Newsletter (published 3 times a year) - Diane Peterson**

*(Diane was not able to attend today’s meeting.)*

### **Directory – Diane Peterson**

*(As noted above, Diane was not able to attend today’s meeting.)*

### **Advertising Sales - Dave Elkins**

*(Besides what Dave E. shared above under Section #7 Director’s Reports, specifically under Neighborhood Security, Dave E. had nothing additional to cover under this section)*

## **9 GUEST /MEMBER COMMENTS OR ISSUES**

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*(There were no comments from guests)*

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## 10 Other Topics Discussed Prior to Meeting End

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**Portofino Drive Residence – Color Selection** – As a continuation from last month, Pat noted that she is addressing the best way to approach this homeowner regarding the unapproved vibrant trim and garage door colors they selected, which fall outside of the normal color selection both historically and aesthetically followed in the BSI community. Due to both COVID issues and our recent bout with Hurricane Ian, further attention to this matter has been delayed. But, Pat indicated that she'll continue to address, and do it in a way that respects the fact that the homeowner has also incurred a number of roof and soffit damage issues due to Hurricane Ian.

**Lewis Maguire Property – Regarding the New Construction Resident Color Selection and BSIA is Presently Holding a Check in Hand** – Faith continues to wait for a response and information from Lewis Maguire, regarding the contractor's color selection submitted for one of his builds. The builder only submitted an artist drawing/rendition that shows a generic color palate vs. providing the actual color information (paint codes) to be used.

As a result, while awaiting feedback from William Morgan on this and other questions regarding several new construction applications, BSIA had continued to hold a \$1,700 check submitted earlier this year by Lewis Maguire Homes, until these issues were resolved, and the applications processed.

After discussion, it was agreed at today's Board Meeting to cash the check, even though we have not yet received clarification on the actual color for the contractor's one build, and await information on certain of his builds, as cashing the check is supported by the builder having properly signed a letter of agreement, to which he can be held, if issues do in the future arise, vs. need for a new lawsuit. It was discussed that the lawsuit remains unclosed in the court system for a period of time, thus if there is an issue with the check being accepted by bank for payment due to date considerations, there is still recourse.

**DisasterAssistance.gov** - Bill Page spoke of possible relief recovery that can be obtained by going to this site and filling out the provided form.

## 11 ADJOURN

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

Meeting adjourned at 10:48 AM

The next Board Meeting is planned to be held on Friday, November 4th, 2022.

It hasn't yet been decided if this upcoming meeting will be an In-Person or a Zoom Meeting, due to limited facility availability caused by Hurricane Ian. As time gets closer, the venue, method of meeting, will be better determined.

Respectfully submitted by Dave De Gerome, Secretary

# BANK SUMMARY

(As part of the 10/14/22 BSIA Board Meeting)

## Accounts

### CHECKING

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<b><u>OPERATING ACCOUNT</u></b> XXXXXX3729	Current Balance <b>\$22,345.44</b>	Available Balance <b>\$22,345.44</b>
<b><u>RESERVE</u></b> XXXXXX3750	Current Balance <b>\$52,519.11</b>	Available Balance <b>\$52,519.11</b>
<b>Total</b>	<b>\$74,864.55</b>	<b>\$74,864.55</b>

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# Financials (As part of the 10/14/22 BSIA Board Meeting)

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

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 - Membership Dues	\$23,122.54	\$23,625.00	(\$502.46)	97.87%
4200 - New Construction Fees	\$2,750.00	\$3,000.00	(\$250.00)	91.67%
4300 - Directory Ads	\$2,124.50	\$2,307.00	(\$182.50)	92.09%
4350 - Newsletter Ads	\$4,308.99	\$1,500.00	\$2,808.99	287.27%
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	\$2,833.00	\$1,594.00	\$1,239.00	177.73%
<b>Total - Income</b>	<b>\$35,901.01</b>	<b>\$32,276.00</b>	<b>\$3,625.01</b>	<b>111.23%</b>
<b>Gross Profit</b>	<b>\$35,901.01</b>	<b>\$32,276.00</b>	<b>\$3,625.01</b>	<b>111.23%</b>
<b>Expense</b>				
6100 - Landscaping Reserve	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
6150 - Landscaping/Property Mgmt	\$7,381.07	\$6,634.00	\$747.07	111.26%
6300 - Directory Preparation	\$2,472.75	\$1,145.00	\$1,327.75	215.96%
6350 - Newsletter Preparation	\$2,741.89	\$4,095.00	(\$1,353.11)	66.96%
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	\$2,658.00	\$1,594.00	\$1,064.00	166.75%
6710 - Events BSIA Paid	\$676.74	\$1,500.00	(\$823.26)	45.12%
6730 - Storage Unit Rent	\$579.40	\$432.00	\$147.40	134.12%
6750 - PO Box Rental	\$100.00	\$200.00	(\$100.00)	50.00%
6760 - Postage and Delivery	\$13.45	\$525.00	(\$511.55)	2.56%
6770 - Safe deposit Rent	\$0.00	\$100.00	(\$100.00)	0.00%
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	\$0.00	\$630.00	(\$630.00)	0.00%
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%
<b>Total - Expense</b>	<b>\$30,907.54</b>	<b>\$35,773.00</b>	<b>(\$4,865.46)</b>	<b>86.40%</b>
<b>Net Ordinary Income</b>	<b>\$4,993.47</b>	<b>(\$3,497.00)</b>	<b>\$8,490.47</b>	<b>-142.79%</b>
<b>Net Income</b>	<b>\$4,993.47</b>	<b>(\$3,497.00)</b>	<b>\$8,490.47</b>	<b>-142.79%</b>