

# Burnt Store Isles Association Board of Directors MEETING Minutes

Approved 3.1.2024

In-Person Meeting Held at Twin Isles Country Club  
February 2, 2024  
Meeting Called to Order at 9:00 a.m.

**Pledge of Allegiance** – Opened the meeting with the Pledge of Allegiance

## 1 UPDATE – PUNTA GORDA POLICE DEPARTMENT (PGPD) LT. JUSTIN DAVOULT

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Lt. Davoult noted the following:

- The recent Do The Right Thing award ceremony was a time of community celebration.
- Staffing is critically low; 7 to 8 below target, primarily due to inability to offer competitive compensation.
- Burnt Store Road speeding is being aggressively monitored.
- Middle school 'active assailant drill' revealed a serious threat from one of the students. Appropriate court action is pending.
- Scams are on the rise in the community; recent loss was \$42-\$43K. Last year the loss was \$1.8M. Residents are encouraged to call the police if in doubt about a call.
- Reminder to lock car doors.
- Marine unit acquired a new boat; primarily serving the canals.
- Volunteer members of the force are seen as the eyes and ears in the community, conduct vacant home checks and authorized to issue parking citations. 65 current volunteers effectively add 11 full time equivalents to the staff.
- Citizen's Academy is scheduled for February 6, 2024.

## 2. Roll Call –

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### Officers Present

Bill Page, President  
Patricia Iorio, Vice President  
Lee Brandt, Treasurer  
Charmaine Ponkratz, Secretary

### Directors Present

Faith Ferris, Community Standards  
Polly Green, E. Communications  
Brian Bender, Legal Liaison  
Wendy Heath Brandt, Membership  
David Elkins, Neighborhood Security  
Bill Courtney, Planning

### Other Board and Committee Representatives

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

### Excused:

Wanda Daugherty, Social  
Kathy Martinelli, Special Projects

**A quorum has been established.**

Other Attendees:

Bob Fritz, BSI resident and BSIA member

**3. REVIEW AND APPROVE BOARD MEETING MINUTES**

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It was moved by Bill C. and seconded by Wendy to approve the Minutes dated January 5, 2024. Motion approved.

**4. OFFICERS' REPORTS**

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**President – Bill Page**

- **Emails and Potential Agenda Items**

Bill P. reminded Board members that email communications may be used to suggest future agenda items, but debate or discussion of the matter should be held until it can be offered in a meeting setting.

- **County Supervisor of Elections**

A communication was received from the County's Supervisor of Elections requesting an invitation to a future Board meeting to present changes in the election law. In full disclosure, the Supervisor of Elections is on the ballot, but indicates the remarks will be limited to the impact of the law changes on the residents. By consensus, an invitation will be extended. Following the meeting, the Supervisor's information will be shared with residents in the next publication and email communications.

- **Fiber Optic Caple in BSI**

Bill has been informed that the fiber optic cable installation will be coming to Burnt Store Isles; timing is unknown.

- **Roof Replacement and Insurance Premiums**

Residents with new roof installations are reminded to make sure their insurance carrier is aware so they can update the coverage information and potentially experience a favorable premium adjustment.

- **HOA and Condo Association Legislative Bills**

Bill C. reported that a hurricane protection bill, working its way through committee, does not apply to BSIA (a chapter 617) since we are not a mandatory homeowners' association.

Other legislative actions that took effect in October 2023 are seen as actions to which BSI is already in compliance with the spirit of those laws.

Bill P. noted legislation in committee regarding a requirement to direct a certain percentage of income to a charitable cause.

Additionally, there is legislation that would seemingly strengthen the practices of informing buyers of the community's deed restrictions at the time of sale, also in committee at this time.

All legislative actions will be monitored by Bill P. and Bill C.

**Vice President – Patricia Iorio**

- **New Construction Fee** – it is noted that the current construction fee is \$250. Pat continues to gather information from other homeowners' associations. It was suggested that she contact management companies that assist HOAs or homebuilders familiar with building in local neighborhoods. Burnt Store Meadows does not have new construction fee.
- During the month there was only one architectural inquiry about an addition, but no plan was submitted.

### Secretary – Charmaine Ponkratz

- Charmaine and Polly commented on the draft policy for the Burnt Store Isles Association (BSIA) Guidelines for Facebook Group. **MOTION:** It was moved by Charmaine and seconded by Polly to approve the **BSIA Guidelines for Facebook Group**, with the amended language in item #3 modifying the second sentence in that section to read: *Promotion or information about for-profit organizations/entities will NOT be allowed unless referencing an officially sponsored event by BSIA.* Policy appears on pages 5-6. Motion approved.

### Treasurer – Lee Brandt

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

- **Financial Reports** – Budget vs. Actual January 2024 (*See detail at end of these minutes.*)
- **Banking Account Balances**\_ (*See detail at the end of these minutes.*)
- **PayPal** – Lee reported several processing issues with PayPal. By consensus it was agreed to close the account after the end of February and either open a new PayPal account or select a different vendor. If a suitable option is not available, it may be necessary to eliminate using the credit card option for payment of dues.
- **Credit Card** – A credit card has been issued making purchases more convenient for Board members.
- **P.O Box** - Lee proposed a new arrangement for P.O. Box handling, shifting to a box at the Shipping Post. By consensus this was agreed to and will require a change of address in the Bylaws.

### 5. OLD BUSINESS – NO REPORT

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### 6. NEW BUSINESS - NO REPORT

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### 7 DIRECTORS’ REPORTS

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#### Community Standards – Faith Ferris

- Faith reported a significant volume of questions and 14 approvals.
- **Parking on lawns** – significant discussion occurred about parking on lawns, especially overnight. It is noted that lawn parking is not a violation of the BSIA deed restrictions, but is a violation of the city’s code compliance. Faith proposed, and by consensus it was agreed, that when a resident files a lawn parking complaint with Community Standards Director, (s)/he will file the code compliance complaint with the city as Community Standards Director.

#### E-Communication – Polly Green

- Polly reported that there have been some email issues; logging 976 successful transmissions, but noting 13 ‘failed’ emails. Members are asked to inform Polly if they become aware of email problems.
- The directory production is beginning; Lee requested a membership cut off date for the directory listing. Polly suggested that Diane, Wendy and she would have a proof-reading party sometime in February.

#### Legal Liaison – Brian Bender

- **3907 Madrid Court roof non-compliance** – Brian indicated that it is likely the court process will take 18 months to resolve.

#### Membership – Wendy Heath Brandt

- Wendy reported a current count of **428 household members** with several pending. It was noted that the dedicated member renewal email generated response; Wendy will work with Polly to re-issue.
- Items have been finalized for the **SWAG (stuff we all get) Bag** for about \$500. The inventory will be adequate for several years depending upon newcomer volume.

**Neighborhood Security – David Elkins**

- **Madrid camera** – David reported that the wire was cut and will be repaired on February 7.
- **Constant Contact – Emergency Notifications** – deferred until March meeting.
- **Contractor Forum/Vendor Day** – After discussion about possible formats for a vendor forum, possibly beginning with invitations to advertisers to display on Mixer Friday. Bill P. will follow-up with Twin Isles Country Club to see how such a format could be accommodated.

**Planning – Bill Courtney**

Bill C. reported on the following:

- **Burnt Store Road corridor** housing developments and a new connector road between Burnt Store Road to Highway 41.
- **Burnt Store Coalition** meeting on February 8 at Burnt Store Presbyterian Church.
- Punta Gorda hearing on **Land Development Regulations** on February 7.
- **Florida Department of Transportation** – Bill C will provide link to Patricia to report concern about uncleared litter at south end of county on Highway 41.

**Social – Wanda Daugherty - Bill P. reported the following dates on behalf of Wanda**

- February 17 – yard sale
- March 16 – annual picnic
- April 4 – Peace River Botanical Gardens
- May 16 – Babcock Ranch Eco Tour
- December 7 Christmas Party

**Special Projects – Kathy Martinelli – Bill P. reported the following on behalf of Kathy**

- **Tripoli and Madrid Monument** Update: painting and lettering remains to be completed.
- **Shredder Day** – April 20

**Past President – Bill Courtney** - no additional report

**8 PUBLISHER REPORTS**

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**Newsletter (published 3 times a year) - Diane Peterson - no report**

**Directory – Diane Peterson – no report**

**Advertising Sales - Dave Elkins - no report**

**9 GUEST /MEMBER COMMENTS OR ISSUES - NO ADDITIONAL COMMENTS**

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**10 OTHER TOPICS DISCUSSED PRIOR TO MEETING END**

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- **Bylaw Changes Pending:** Change in director titles, change in address.

**11 ADJOURN**

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It was moved by Bill C. and seconded by Wendy to adjourn the meeting. Motion carried.

Meeting adjourned at 10:50 A.M.

The next Board Meeting is planned to be held on Friday, March 1, 2024

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

Respectfully submitted by Charmaine Ponkratz, Secretary

	Current Balance
Checking xxxxxx3729	\$ 27,998.23
Money Market xxxxxx3750	\$ 32,705.86
Certificate of Deposit	\$ 20,000.00
TOTAL	\$ 80,704.09

**Proposed Burnt Store Isles Association Guidelines**    Approved 2.2.2024

**Proposed Framework for Administering Facebook Group**

Social media guidelines provide the standards for social media postings, whether someone generated them internally or externally. Just to be clear, an internal post refers to any Board member who publishes a post on behalf of BSIA.

An external post refers to Burnt Store Isles Association members who post something about BSIA on the BSIA Facebook Group page. Only BSIA members in good standing shall be invited to the BSIA Facebook Group page which shall be administered as a private Facebook Group.

**The following guidelines apply to the BSIA Facebook Group page.**

Preferred Tone of All Postings: The tone for all postings shall be consistent with the purpose of the Burnt Store Isles Association. BSIA has been formed to provide a means for residents and owners of property in Burnt Store Isles to jointly promote the continual improvement of the neighborhood, to protect the common interest of all residents, foster good fellowship, to protect the health, safety and well-being of the residents and owners, to provide educational programs, and to cooperate with other civic groups, owner associations and governmental agencies as they consider plans and programs for the area. Source: BSIA Bylaws.

Access to social media platform (currently a Facebook Group page): The e-Communications Director (e-CD) shall have the login credentials and be responsible for storing them in a secure location. The e-CD shall also be responsible to monitor, review and delete posts as necessary. This person shall be responsible for responding in kind to negative feedback or comments and making public apologies when a problem calls for one.

Responding to Comments and Messages: Because social media is a conversation, it will be necessary for BSIA to respond at times.

- In general, if a positive comment is made on a Facebook post, “like” it. People appreciate being heard and acknowledged!
- If an individual or organization shares BSIA content on their social media platforms or writes something and references the organization, a quick “Thank you for supporting us!” comment is a clear way to show acknowledgement.

- If someone has shared helpful information, it's nice to thank him or her for sharing.
- If someone sends a private Facebook message that is not spam, they should receive an answer. If it is something that is beyond the scope of the BSIA Board they should receive a standard response that this matter should be directed to the appropriate resource to answer their question.

#### Handling Negative Posts:

- If the comment is harmless but just nasty, leave it up; usually, the conversation won't go any farther or other supporters will police. Do not engage by replying.
- Use other ways to address common misconceptions. Address common questions in future weekly e-newsletters in addition to posting the information on the Facebook Group page.
- If a comment spreads misinformation, leave it up and respond with the appropriate corrected information.
- Any statements that are inconsistent with the guidelines below will be removed so that a respectful, supportive community can be maintained.

#### Proposed BSIA Guidelines for Facebook Group

1. Be kind and courteous. Treat everyone with respect.
2. No hate speech or bullying. Bullying of any kind isn't allowed and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.
3. No promotions or spam. Promotion or information about for-profit organizations/entities will NOT be allowed unless referencing an officially sponsored event by BSIA. There shall be no forwarded posts, outside/external links, memes or GIFs. Information about non-profit organizations or government agencies are permitted as long as the material is relevant to the purpose of BSIA.

The BSIA Guidelines for the Facebook Group shall be posted on the BSIA website.

Sources: material for these guidelines were drawn from BoardEffect.com, currently serving 2,500 clients in providing good governance solutions.

**Burnt Store Isles Association, Inc**  
**Burnt Store Isles Association**  
**Budget vs. Actual**  
**Jan 2024**

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 - Membership Dues	\$19,399.95	\$23,500.00	(\$4,100.05)	82.55%
4200 - New Construction Fees	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
4300 - Directory Ads	\$2,175.00	\$2,500.00	(\$325.00)	87.00%
4350 - Newsletter Ads	\$2,233.20	\$4,500.00	(\$2,266.80)	49.63%
4400 - Interest Income	\$16.20	\$450.00	(\$433.80)	3.60%
4610 - Misc. Income	\$0.00	\$50.00	(\$50.00)	0.00%
4620 - Badges - Member Paid	\$20.00	\$0.00	\$20.00	0.00%
4700 - Events - Member Paid	\$618.69	\$2,800.00	(\$2,181.31)	22.10%
<b>Total - Income</b>	<b>\$24,463.04</b>	<b>\$35,800.00</b>	<b>(\$11,336.96)</b>	<b>68.33%</b>
<b>Gross Profit</b>	<b>\$24,463.04</b>	<b>\$35,800.00</b>	<b>(\$11,336.96)</b>	<b>68.33%</b>
<b>Expense</b>				
6100 - Landscaping Reserve	\$0.00	\$1,000.00	(\$1,000.00)	0.00%
6150 - Landscaping/Property Mgmt	\$710.00	\$710.00	\$0.00	100.00%
6300 - Directory Preparation	\$0.00	\$1,250.00	(\$1,250.00)	0.00%
6350 - Newsletter Preparation	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
6400 - Legal Fees	\$715.33	\$3,500.00	(\$2,784.67)	20.44%
6420 - Liability Insurance	\$0.00	\$2,800.00	(\$2,800.00)	0.00%
6500 - Donation Given	\$0.00	\$250.00	(\$250.00)	0.00%
6620 - Badges	\$25.03	\$50.00	(\$24.97)	50.06%
6700 - Events Member Paid	\$0.00	\$2,800.00	(\$2,800.00)	0.00%
6710 - Events BSIA Paid	\$250.00	\$2,200.00	(\$1,950.00)	11.36%
6730 - Storage Unit Rent	\$68.58	\$75.00	(\$6.42)	91.44%
6750 - PO Box Rental	\$0.00	\$200.00	(\$200.00)	0.00%
6760 - Postage and Delivery	\$0.00	\$200.00	(\$200.00)	0.00%
6770 - Safe deposit Rent	\$0.00	\$100.00	(\$100.00)	0.00%
6800 - Software	\$0.00	\$100.00	(\$100.00)	0.00%
6810 - Web Data Remote Hosting	\$0.00	\$2,600.00	(\$2,600.00)	0.00%
6820 - Web Emails Constant Contact	\$0.00	\$800.00	(\$800.00)	0.00%
6830 - State Fees	\$61.25	\$65.00	(\$3.75)	94.23%
6900 - Misc. Expense	\$191.06	\$1,000.00	(\$808.94)	19.11%
6910 - Office Supplies	\$0.00	\$100.00	(\$100.00)	0.00%
6930 - Meeting Room Rent	\$0.00	\$675.00	(\$675.00)	0.00%
6940 - Shredder Day	\$0.00	\$625.00	(\$625.00)	0.00%
6950 - Banners	\$78.93	\$0.00	\$78.93	0.00%
<b>Total - Expense</b>	<b>\$2,100.18</b>	<b>\$27,100.00</b>	<b>(\$24,999.82)</b>	<b>7.75%</b>
<b>Net Ordinary Income</b>	<b>\$22,362.86</b>	<b>\$8,700.00</b>	<b>\$13,662.86</b>	<b>257.04%</b>
<b>Net Income</b>	<b>\$22,362.86</b>	<b>\$8,700.00</b>	<b>\$13,662.86</b>	<b>257.04%</b>