

# Burnt Store Isles Association Board of Directors Meeting

Zoom Conference Call

January 8, 2021

Called to Order 9:00 a.m.

## 1. PUNTA GORDA POLICE DEPARTMENT, CHIEF PAM DAVIS

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For safety, a double squad was in place for New Year's Eve and there were no major calls. DUI enforcement team was out and made 2 arrests.

Chief Pam Davis updated the Board on the "Do the Right Thing" Program for all Charlotte County Children to enable them to be nominated to receive an award based on these and other criteria achievements: academics, athletics, volunteering, helping a neighbor, and includes any area where the child does the right thing even when no one is looking. After temporary program suspension due to COVID, the program is being restarted 2/4/21 with the Military Heritage Museum allowing the events to be held at their location. Nomination forms are available on the Punta Gorda Police Department's web site to properly recognize these children. This program also being facilitated throughout the schools. Chief Davis asks for us to further get the word out. C.J. asked if information on this program can also be provided to the Future Force Academy.

This past Wednesday, there were 2 stolen cars and 4 burglaries in the PGI area, and Chief Davis wants to remind everyone of the continuing need to lock our car doors, with perpetrators working in teams checking for unlocked cars.

Chief Davis and the police team continue to monitor traffic on Monaco, Madrid and Tripoli. For example, from December 4-18 officers were out every day with an average of 5% of the traffic going over the speed limit. Part of the daily procedure followed by each officer included daily documentation back to Chief Davis of what they observed. Next steps for continued traffic control include further use of unmarked vehicles.

City is recruiting for a new engineer and Chief Davis will reach out to the new hire to explore other options for these road issues.

## **2. CITY COUNCIL MEMBER DISTRICT 5, NANCY PRAFKE**

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On Wednesday, City Council moved forward with approving development of the form based codes, basically for the city center and for city staff to address the highway commercial area along 41 – to further put specificity around height, form, what buildings/areas will look like, with an effort to continue to positively foster the look and feel of Punta Gorda. There will be ample opportunity for community input and Nancy encourages people to participate. This initiative is projected to take about a year to complete.

Nancy noted that City Council also talked about sign code and said at present the city is not going to enforce the current sign code, as the code needs rewritten. The Planning Commission will have a public hearing on the new sign code, possibly this month. Then next month, City Council will hold a public hearing on the new draft sign code, with the new sign code then possibly in effect by March. Nancy encourages participation and providing input and feedback.

Nancy indicated the city is going to a new sign size for what can be placed in residential yards – including the need for all signs to be content neutral, and that content cannot be censored. This also includes, for example real estate signs which would no longer need to be a small size. C. J. expressed that BSIA presently has deed restrictions on signs, and Bill C. followed, stating BSIA's direction has been to await Planning and City Council's direction and on what the city code will be.

Discussion continued about signs as to the need to be content neutral, and as to sign size. Ken affirmed the benefit of first seeing what the city determines and follows. Nancy said Sherry Danko, of Star Hospitality Management Inc., who helps manage both the Burnt Store Meadows and Seminole Lakes HOAs, would be a good resource to contact in order to learn more about what other associations are doing regarding signage.

Nancy introduced to the Board two new helpful city resources, including an informative report generated through Melissa Reichert, Communications Manager of Punta Gorda, called Punta Gorda Land Development 2020, which highlights all different projects that are going on. The other resource to be available is a new intuitive system using text, that searches the city's web site for answers (preloaded by city staff) to address your questions. This tool, through adding "textmygov" to one's phone contacts, along with the city's contact number, enables access to this intuitive resource.

Rick extended appreciation to Nancy for including a link on her newsletter as to where people can get COVID vaccinations.

Nancy highlighted the background of a new resident in the community; a deserving veteran who was awarded his home on Tripoli through the Building Homes for Heroes Organization.

Nancy provided further details on the upcoming 1/27/21 Chamber of Commerce Luncheon event.

## **3. ROLL CALL**

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Officers Present

Bill Courtney, President

Faith Ferris, Vice President  
Bill Page, Treasurer  
Dave De Gerome, Secretary

**Directors Present**

Rick Allen, Community Standards  
Jenny Anderson, E Communications  
Joe Meyer, Legal Liaison  
Ken Williams, Membership  
CJ Metcalfe, Neighborhood Security  
Mary Boeringer, Planning

Ian Milne, Past President

**A quorum has been established.**

**Others Present**

Genny Ramachandran – News Letter  
Libby Strong – Former Secretary

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

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Mary Boeringer moved, seconded by Bill Page, to approve the minutes dated December 4, 2020. Motion carried.

**5. OFFICER'S REPORTS**

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**President – Bill Courtney**

Bill indicated that priorities he would like to accomplish beginning this new 2021 year include reconnecting the Board with the community, once the COVID vaccine is disbursed, and in rebuilding the purpose and value the Board serves to the community.

**Vice President – Faith Ferris**

Faith provided a summary count of new construction starts in 2020, totaling 19 new starts.

**Treasurer - Bill Page**

Bill provided an overview of Full Year 2020 financials, highlighting an overall actual net income of \$1,239.05 for the year. He also noted key variances including a positive actual to budget gross profit variance of \$3,245.52 (due primarily to new construction fees), offset slightly by a negative actual to budget expense variance of \$568.47. In addition, for the year, Bill noted in comparing actual to budget there was an overall bottom-line positive net income variance of \$2,677.05.

Bill noted regarding 2021 dues fees received, we are already trending at 60% collected with more now payments received through PayPal – 2/3 paid via PayPal and 1/3 by check.

Regarding new construction fees, already for 2021 have collected fees for 6 new builds.

Regarding newsletter and directory ad fees, we are a little behind with only 2 received so far – steps are in place to address.

Regarding anticipation of future \$250 building fees, CJ asked Bill how many related undeveloped lots remain, to which it was noted there were 220 last year, and estimate around 200 presently.

### **Secretary – Dave De Gerome**

Dave extended his thanks to both Libby Strong and Jenny Anderson for their helping him on-board to the new secretary role.

## **6. OLD BUSINESS**

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None

## **7. NEW BUSINESS**

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### Sign Regulation –

Bill Courtney noted in light of the city not enforcing its sign regulation at this present time and BSI having a 6"x8" sign size deed restriction for rent and for sale signs, he received an inquiry from a home owner on Monaco regarding a larger than 6"x8" rent sign. Rick indicated that in the past he's worked with realtors and in turn they then positively complied with the 6"x 8" size requirement. C.J. and others noted the benefit for BSI to maintain its standards, as that's what makes the community special and apart. C.J. and Faith then indicated the importance of keeping the signs content-neutral. It was concluded to table this discussion, as it relates to deed restrictions, until it is known what direction the city is planning to take. Bill Courtney noted a few concluding comments regarding not being able to change deed restrictions but we can offer waivers to it, need for signs to be content neutral, and waiting for the city's direction could help BSI from unnecessary duplicate legal spends. Bill Courtney will inform homeowner that Board is awaiting city's direction.

### Priorities for 2021 -

Bill Courtney noted his priorities would include; reconnecting with the community, re-proving value of being part of BSI, and hopefully increasing membership.

Rick and Joe indicated priority would include addressing egress from Publix including shoppers use of Tripoli Blvd., and to take tangible steps as leadership.

Joe also said this includes enforcement, and getting city engineering engaged to address any practicality of physical methods when enforcement isn't there. Joe also suggested reconnecting with the condo owners and condo associations and help assure we are all on the same page as a community.

C.J. said a priority would be to pull together further as a Board and include establishing more timelines as part of task planning and implementing. She also indicated the importance of maintaining BSI's integrity, which makes BSI stand out as a community, and that this involves the Board's leadership.

Ken noted his agreement with C.J. and, in addition to traffic issues, the need to look at additional areas in the community where we, as residents, need to keep up with standards for the betterment of each of us, and for preservation of the community – and as a possibility, accomplish this type of communication via our newsletters, with reminders on those particular areas needing addressed.

Faith suggested, as a priority, the benefit and need beforehand, and proactively, to spend more frontend review and topic time on those situations that relate to property compliance issues, so as to better understand how they may be impacted by what are and aren't part of deed restrictions, and ending in better ways to follow proper courses of action. Faith gave as examples the earlier addressed topics of roofs and property signage. To further address this initiative, Bill suggesting the benefit of having a meeting particular to deed restrictions and what are/aren't included. Ken noted that outside of deed restrictions, the Board also has an obligation to the BSIA community to address any area that can improve the community.

Bill Courtney spoke of how all of these topics including review and enforcement of deed restrictions, traffic control, coordination with city and state officials on projects, possible recruiting for topic specific committees, etc. are all very important, and their blend helps to serve and support the BSI community.

Rick indicated, as it relates to code compliance, the benefits of becoming more proactive than reactive, while being cognizant of residents' changing styles and tastes.

Dave suggested a priority during the year could be the Board to further open various communication channels with and convey to the BSI homeowners all of the positives that are done on behalf of the community and on what it takes by the Board, the committees, and the residents themselves to be able to accomplish this. He noted that from a personal perspective what drew him to this community, after searching all up and down the west Florida coast, was how pristine and well maintained the community is. He concluded how valuable it would be to proactively address with the BSI community what the Board is doing to continue to preserve, protect, and enhance their properties. Rick followed and said that a takeaway from this is that, in a large way, self-policing is successful and is being followed by a very large majority of the people because this is why they came to this community.

Bob Fritz, spoke as a guest, explained how the reactionary approach taken by BSIA and the city as to cleaning his roof, even though he was a BSIA member since the early 90's, negatively impacted him and he believed it cost BSIA some loss of membership at that time. As background he said the city acted only after the city received notification from BSIA, whereas he said it would have been better if BSIA on the front end gave him a chance to rectify his roof issue. Bob then asked about how code enforcement is now done.

Bill Courtney said we need to proactively communicate and address what the Board positively does on behalf of all of the BSI community, even those not in the BSIA organization. Thus, this initiative goes beyond communicating via just our web site and newsletter publications. Bill indicated he'll add this discussion as a To-Do to next February's calendar on how to best reinforce what Dave said about helping all to learn what we as a Board do for preservation, protection, and enhancement of their properties, and to help them to continue to maintain this BSI sense of community.

Jenny said regarding 2021 priorities, with a number of Board members moving on in the next year(s), and thus both for continuity and to help people understand what the Board does, an idea would be to seek more engagement of the neighborhood including gaining their input and participation through either attending specific topic meetings on and/or asking them to volunteer in select BSIA initiatives.

Ken had a question as to how to address, from a BSIA level questions he receives regarding enforcement of deed restrictions when people say that it is in the same overlay as PGI and what is enforced by the city? Bill Courtney responded the reply should be that PGI a number of years ago did not renew their deed restrictions. Thus, they lost the ability to enforce them and it fell to the city to enforce deed restrictions within PGI. Whereas, BSI did re-file its deed restrictions, so we still have an ability to continue to enforce deed restrictions. This suggested response was then validated by Joe.

Faith also indicated for Ken's benefit and use that the preamble of BSI's deed restrictions explains where to find deed restrictions recognized by the city. Plus she said she can provide a copy of what the city just changed for BSI at the top of every construction permit, telling the contractor not to start work until they have checked with the deed restrictions of the community. The city now indicates too that deed restrictions take precedence over the city code.

Ken and Bill Courtney at this point of the meeting indicated that they agree pertaining to addressing code violation issues, that it is proper protocol, and the neighborly step to take, to first address any issue with the property owner, before turning over to the city, or for legal action.

Bill Courtney suggested as part of this prioritization for 2021 and particular to deed restrictions, the formation of a committee to address this issue and include the following people: Bill Courtney, Rick Allen, Joe Meyer, C.J. Metcalfe.

#### Colors In BSI -

Bill Courtney opened the discussion regarding a particular new home build being a color that is very unique, and its bright blue color has been questioned by community neighbors as to its aesthetics.

Faith followed and noted that deed restrictions do not address paint colors. As background, Faith noted that BSI historically, including through its architectural committee, have followed that home colors should follow aesthetics of the community. This particular property build was initially approved to be beige, with its submitted building application indicating beige. Per follow up discussion with the builder and home owner, the homeowner has offered to change the color to something more pastel, being a light pastel blue, and the same as a neighboring property.

Two questions need to be addressed – how to address in this particular case and how to address in the future.

Discussion followed regarding community standards' steps in approving colors, including Rick noting that as part of the review process, he maintains and references a historical list of prior approved colors.

Conversation continued regarding this historical maintenance of color approvals, the number of requests a month, changes in color scheme selections over the years based on current styles and trends, what took place in past years when a color choice was not within previously followed color aesthetics, and very importantly, what is fair and reasonable for the parties involved.

Rick applauded the leadership of Faith and Bill C. for escalating this matter up to the Board to see what the entire Board says instead of just keeping in within the architectural review committee.

After discussion of a new construction build's selection and use of a color that was very different from the beige color that was originally submitted, a motion was made by Faith and seconded by Rick to require the particular contractor and building owner to provide a color sample affirming that the new agreed to light pastel blue color matches the indicated neighboring home. Then, approval will be given to repaint the home. This motion passed.

## 8. DIRECTOR'S REPORTS

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### Community Standards – Rick Allen

Communication Poles and Comcast - Rick noted that he's not totally pleased with Comcast's progress to date. As background, the last Comcast status report was dated 12/28/20. Also, the Comcast supervising project manager who reports to Bill has visited 15 of BSI's poles cited in the BSIA report, and for these 15 poles is working with his in-house techs to determine next steps both for their clean up, and how/when to address the balance of cited poles. Rick said, based on his original November call with this supervisor, this work should have been done a month ago. Bill indicated that he will continue to stay on top of it and address.

Deed Restriction Approvals – December was a slower month with 1 request for a fence, 1 repaint of a front door, a question on deed restrictions on building of homes on Sundays – which there are not, and 1 application received for an entire house painting - which he approved.

### Communication – Jenny Anderson

Methods used for Various Correspondence Sent to Residents - Jenny asked for clarification on how various mailings were distributed to residents, as she received several emails from people inquiring as to how do they get their snail mail (e.g. with one person indicating they own an empty lot, and is an association member). Jenny asked how the directory and newsletter are sent and if sent out via snail mail, do they always get forwarded. Bill C. noted the directory is sent out as a PDF file attachment in an email, but if requested by a person to be sent via snail mail, it is sent to them 1<sup>st</sup> class. Bill C. said regarding the printed newsletter, the November 2020 one, containing the ballot, went out 1<sup>st</sup> class mail and that some of the others have gone out via bulk mail, based on a cost perspective. Discussion followed regarding possible solutions including further investigating on an individual basis those mailings that are returned, and with the data base, to double check what is being used as the primary address. It could be that the BSI address is being used as default when a primary address is not identified.

### Legal Liaison – Joe Meyer

Nothing new to report.

### Membership – Ken Williams

Membership - Ken highlighted statistics for 2020 and 2021 years, including there were 516 paid members at 2020 year end, and as of today, for 2021, there are 296 paid members.

“Community Introduction to BSIA” letter for New Home Owners – Ken created and just mailed to 137 new property owners (to those who purchased properties over the past 2 years), asking them to join, and included a copy of the benefits of being a member, along with a listing of past accomplishments highlighting what the BSIA committees do on behalf of the community. Ken said with the Board’s consent, he will continue this practice and do it on a regular monthly basis, with inclusion of Boat Club and Twin Isles information. As background, new home sales in 2020 averaged 9 per month.

Membership Reminder Email - As a continuation of last year’s practice of having sent a reminder notification on 1/15/20, Ken indicated his interest to again send out an email renewal notice for those 2020 members who have not yet paid their 2021 BSIA membership. Discussion followed as to the various notification avenues to take. Also methods for distributing membership cards were discussed with the potential to include these cards as a part of the 2/15/21 newsletter.

Membership Banner – To help as a communication reminder for membership and membership renewals, Bill C. suggested, and Ken agreed, to ask Mary Ann to put the membership drive banner back up.

### **Neighborhood Security – CJ Metcalfe**

Security Cameras – C.J. indicated that everything is fine with camera operations.

Associations – C.J. noted that she joined the Charlotte County Community Task Force to work together with other community representatives to collectively address community crime and other related issues.

Neighborhood Watch Program - C.J. noted that the program is moving ahead, and block captains are beginning to group together, as part of covering BSI.

### **Planning – Mary Boeringer**

Mary noted the COVID vaccine is available for those 65 and older information being online including local information through the following web site [www.ci.punta-gorda.fl.us](http://www.ci.punta-gorda.fl.us)

Mary indicated the city will have no enforcement of residential signs until the city has revised their ordinance. She also noted the City Council has directed staff to update the comprehensive plan with direction toward the new plan development regulations. Information about the comprehensive plan is available on the city web site.

Regarding expansion of the Jones Loop Road, Mary has opened communication with a Florida Department of Transportation planning manager, who indicated he’ll provide Mary with ongoing activity updates for the Board’s information. Bill noted that a feasibility study for this road construction showed a lane increase from the present 4 lanes to 6 lanes from Burnt Store Road to Piper Rd. Bill, indicated that a Public Comment Phase for this proposal is coming up and Mary will keep the Board informed, so as to participate at this time to address any traffic impacts to BSI. Bill noted conversation with FDOT is a good time to also include other traffic issues and needs of BSI.

C.J. raised, and Bill asked, Mary to work with Lynne Matthews of the city regarding a city project addressing a 3 way traffic signal at Burnt Store Road and the Home Depot entrance (entrance/exit where the large Home Depot sign resides).

### **Social –Donna Nowak**



Donna, in absentia, provided the Board with the following updates:

Christmas Party – Was a success, despite only having 50 people attend with the combined clubs. We have already reserved for next year's party.

Food Drive – A food drive is being held on 1/11/21 at the corner of Tripoli and Monaco, with food going to St. Vincent de Paul, who expressed a disparate need for contributions.

Annual Garage Sale – The annual garage sale is set for 2/13/21. Donna noted that non-members will be charged \$5 to be listed on the map. Due to COVID, Jenny will have the map available on the website, where anyone can then print it out.

Annual Meeting – Donna asked about thoughts as to holding annual meeting in March, noting many are still leery about indoor functions. At this point Bill C. noted that he would like to table the discussion until after the 1<sup>st</sup> of February, with the possibility of moving this in-person meeting out further into the year.

Committee Activity – Donna noted the committee will be discussing the picnic for either March or April and noted again, not sure if people are ready to participate due to COVID.

New Year's Eve Party – Donna indicated that the club cancelled the 2020 New Year's Eve party because of anticipated low attendance.

Chamber of Commerce Meeting - At this point of the meeting, C.J. indicated, with the Board being a member of the Chamber of Commerce, if anyone had an interest, a chamber noon luncheon will be held on 1/27/21, at the convention center, in which the mayor will be speaking.

### **Special Projects - Mary Ann Gilroy**

Mary Ann, in absentia, provided the Board with the following updates:

Bumper Sticker Requests – Sticker requests continue to come slow but steady.

Holiday Decoration Banners – Mary Ann noted she'll coordinate submission of costs for reimbursement relating to the holiday decoration banners initiative.

Landscaping – Mary Ann noted that we've received the quote from Instar for landscaping to be done around the monument at the corner of Tripoli and Madrid. The cost of labor for this plan is higher, even though this plan uses fewer plants, 19 vs. 26. This quote is for \$1,437, compared to \$822.00 for the plan quoted a couple of years ago that was put on the back burner. Mary Ann noted that she's emailed Instar and is awaiting their response. Mary Ann indicated that she, along with Stephanie and Bill will be meeting with someone from public works next week regarding the sprinklers at the monument to check on the number of sprinkler heads and how often, and for how long they come on. Bill C. at this time shared with the Board photos noting how the monument area will look. Faith asked if the new landscaping will obstruct the traffic view, to which it was indicated it would not, as the plantings being added are very low and was also affirmatively covered with the city. Ken asked if the island near Walgreen's will also be addressed and Bill C. said it would be included. Bill C. noted no action needed to be taken by the Board yet regarding the Instar bill.

Shredding – Mary Ann said that we are on the calendar for Saturday April 17 from 9am-12 pm.

**Past President – Ian Milne**

Nothing new to report.

**9. PUBLISHER REPORTS**

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**Newsletter – Genny Ramachandran**

Genny provided a detailed timeline for newsletter schedule, noting by month, deadlines for articles, ads, financials, sending materials to Buffalo Graphics, and distribution of the newsletter.

**Directory – Janice Kelley**

Nothing new to report.

**10. ADJOURN**

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Faith moved, seconded by Bill P. to adjourn the meeting. Motion Carried. Meeting adjourned at 11:42 am.

Next meeting planned for February 5, 2021.

Respectfully submitted by Dave De Gerome, Secretary

**Burnt Store Isles Association, Inc**  
**Burnt Store Isles Association**  
**Custom Income Statement 4**  
**From Jan 2020 to Dec 2020**  
**Options: Activity Only**

FINANCIAL ROW	ACTUAL	BUDGET	VARIANCE
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 - Members/No Dues	\$19,903.38	\$20,372.00	\$468.62
4200 - New Construction Fees	\$9,010.00	\$2,600.00	-\$2,510.00
4300 - Directory Ads	\$2,427.50	\$2,600.00	\$172.50
4350 - Newsletter Ads	\$1,688.60	\$1,500.00	-\$188.60
4400 - Interest Income	\$732.04	\$0.00	-\$732.64
4610 - Misc. Income	\$270.00	\$0.00	-\$270.00
4620 - Badges - Member Paid	\$40.00	\$0.00	-\$40.00
4700 - Events - Member Paid	\$45.00	\$0.00	-\$45.00
<b>Total - Income</b>	<b>\$30,117.52</b>	<b>\$26,872.00</b>	<b>-\$3,245.52</b>
<b>Gross Profit</b>	<b>\$30,117.52</b>	<b>\$26,872.00</b>	<b>-\$3,245.52</b>
<b>Expense</b>			
5100 - Landscaping Reserve	\$660.00	\$1,000.00	\$340.00
5150 - Landscaping/Property Mgmt	\$6,948.00	\$6,948.00	\$0.00
6300 - Directory Preparation	\$818.65	\$1,000.00	\$980.35
6360 - Newsletter Preparation	\$3,365.87	\$3,200.00	-\$795.87
6400 - Legal Fees	\$2,874.57	\$500.00	-\$2,474.57
6410 - Attorney Fees Reserves	\$0.00	\$2,037.00	\$2,037.00
6420 - Liability Insurance	\$2,999.00	\$2,750.00	-\$249.00
6500 - Donation Given	\$85.00	\$250.00	\$185.00
6620 - Badges	\$46.91	\$0.00	-\$16.91
6710 - Events RSIA Paid	\$787.46	\$7,000.00	\$1,232.54
6730 - Storage Unit Rent	\$528.44	\$540.00	\$13.56
6750 - PO Box Rental	\$218.00	\$200.00	-\$18.00
6760 - Postage and Delivery	\$449.18	\$500.00	\$50.84
6770 - Safe deposit Rent	\$0.00	\$100.00	\$100.00
6800 - Software	\$0.00	\$150.00	\$150.00
6810 - Web Data Remote Hosting	\$1,086.04	\$540.00	-\$546.04
6820 - Web Emails Constant Contact	\$1,408.58	\$630.00	-\$778.58
6830 - State Fees	\$61.25	\$65.00	\$3.75
6900 - Misc. Expense	\$875.40	\$1,000.00	\$124.60
6910 - Office Supplies	\$0.00	\$300.00	\$300.00
6920 - Surveillance Cameras	\$832.83	\$750.00	-\$82.83
6930 - Meeting Room Rent	\$119.92	\$200.00	\$80.08
6940 - Shredder Day	\$519.00	\$400.00	-\$119.00
6950 - Banners	\$0.00	\$250.00	\$250.00
6960 - Underground Wiring	\$3,412.25	\$3,000.00	-\$412.25
<b>Total - Expense</b>	<b>\$28,878.47</b>	<b>\$28,310.00</b>	<b>-\$568.47</b>
<b>Net Ordinary Income</b>	<b>\$1,239.05</b>	<b>-\$1,438.00</b>	<b>-\$2,677.05</b>
<b>Net Income</b>	<b>\$1,239.05</b>	<b>-\$1,438.00</b>	<b>-\$2,677.05</b>

OPERATING \$13,180.63 CD 1 \$20,503.90  
 MONEY MARKET \$11,199.34 CD 2 \$10,257.96  
 CD 3 \$10,251.96